



# BRANT HALDIMAND NORFOLK Catholic District School Board

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

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**Policy Committee**  
**Tuesday, June 7, 2011 7:00 p.m**  
**Boardroom**

**Members:** Dennis Blake (Chair), Cliff Casey, Dan Dignard, Cathy Horgan, Bonnie McKinnon, Rick Petrella, June Szeman

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**1. Call to Order**

- 1.1 Opening Prayer – Dennis Blake, Chair
- 1.2 Attendance

**2. Routine Matters**

- 2.1 Approval of the Agenda
- 2.2 Declaration of Interest
- 2.3 Approval of Minutes from the Policy Committee Meeting – May 5, 2011 Pages 2-3

**3. Presentations and Delegations - Nil**

**4. Committee and Staff Reports**

- 4.1 Community Use of Schools 400.05 (revised) Pages 4-21  
Presenter: Wally Easton, Associate Director, Corp. Services & Treasurer
- 4.2 Trustee Expenses 100.10 (revised) Pages 22-26  
Presenter: Wally Easton, Associate Director, Corp. Services & Treasurer
- 4.3 Employee Expenses 700.04 (revised) Pages 27-31  
Presenter: Wally Easton, Associate Director, Corp. Services & Treasurer
- 4.4 Purchasing 700.01 (revised) Pages 32-49  
Presenter: Wally Easton, Associate Director, Corp. Services & Treasurer
- 4.5 Trustees' Code of Conduct 100.04 (revised) (DRAFT) Pages 50-56  
*Reference: Facilitator's Report – Trustee Retreat* Pages 57-70  
Presenter: Cathy Horgan, Director of Education & Secretary

**5. Discussion Items**

- 5.1 Admission of Students Policy 200.14
  - 5.2 Establishing 2011-12 Meeting Dates
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Next meeting: TBD



**Policy Committee  
Thursday, May 5, 2011  
Boardroom**

**Present:** Dennis Blake (Chair), Cliff Casey, Dan Dignard, Cathy Horgan, Bonnie McKinnon, Rick Petrella, June Szeman

**Absent:**

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**1. Call to Order**

**1.1 Opening Prayer**

The meeting opened with a prayer led by Dennis Blake.

**2. Routine Matters**

**2.1 Approval of the Agenda**

Moved by: Rick Petrella

Seconded by: Bonnie McKinnon

THAT the Policy Committee approves the agenda for the May 5, 2011 meeting.

**Carried**

**2.2 Declaration of Interest: Nil**

**2.3 Approval of Minutes from the Policy Committee Meeting of April 20, 2011**

Moved by: Dan Dignard

Seconded by: Rick Petrella

THAT the Policy Committee approves the minutes from the April 20, 2011 meeting.

**Carried**

**2.4 Business Arising from Minutes: Nil**

**3. Presentations and Delegations: Nil**

**4. Committee and Staff Reports**

**4.1 Pupil Accommodation Review 400.16 (revised)**

The Committee further discussed the revised Pupil Accommodation Review policy that had initially been presented at the April 20, 2011 Policy Committee meeting and reviewed the revisions that were made.



Moved by: June Szeman  
Seconded by: Bonnie McKinnon

THAT the Policy Committee recommends that the Committee of the Whole refers the Pupil Accommodation Review Policy 400.16 to the Brant Haldimand Norfolk Catholic District School Board for approval.

**Carried**

#### **4.2 Nutrition – Creating a Healthy Environment 200.01 (Interim)**

Superintendent Bill Chopp informed the Committee that this new nutrition policy, which sets nutrition standards for food and beverages sold in schools, results from the School Food and Beverage policy introduced by the Ministry of Education in January 2010. Under PPM 150, boards are required to have a nutrition policy and administrative procedures in place by September 1, 2011. The final policy, with applicable amendments, will be brought back to the Policy Committee in 2012 after schools have had the opportunity to work within the new standards and make suggestions for revisions.

Moved by: Rick Petrella  
Seconded by: June Szeman

THAT the Policy Committee recommends that the Committee of the Whole refers the Nutrition – Creating a Healthy Environment Policy 200.01 (Interim) to the Brant Haldimand Norfolk Catholic District School Board for approval.

**Carried**

### **5. Discussion Items**

#### **5.1 Facilitator's Report – Trustees' Retreat**

Trustees discussed Scott Ferguson's draft report resulting from the Trustees' Retreat and Governance session held in April, 2011. Director Horgan will draft a revised Trustees' Code of Conduct policy for review and discussion at the June 7, 2011 Policy Committee meeting.

### **6. Information - Nil**

### **7. Adjournment**

Moved by: Bonnie McKinnon  
Seconded by: June Szeman

THAT the Policy Committee adjourns the meeting of May 5, 2011.

**Carried**

**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: June 7, 2011  
Submitted by: Cathy Horgan, Director of Education & Secretary

**POLICY: COMMUNITY USE OF SCHOOLS**

Public Session

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**BACKGROUND INFORMATION:**

The current Community Use of Schools policy was adopted in 2003 and revised in March 2006.

**DEVELOPMENTS:**

The existing policy requires revisions to reflect changes in the online permitting/rental process, fees and categories.

The Board currently receives Ministry funding to assist with "...where feasible, ensure that after-hours user fees for school facilities in their district are affordable for Not-For-Profit community users." The fees associated with the rental of school facilities in the Board's jurisdiction have not changed in ten years or more. In order to continue to provide our facilities and remain cost-effective, proposed changes have been made to the categories, rates and subsidized rates.

In 2009 the Board purchased software from DMS Technologies to establish an online permit process for internal and external groups. The previous method for booking facilities was neither electronic nor centralized. The revised process has been outlined in the administrative procedures.

This revised policy was vetted to school administrators, managers, union groups and high-use community organizations/groups. There were no recommended changes.

**RECOMMENDATION:**

THAT the Policy Committee recommends that the Committee of the Whole refers the Community Use of Schools Policy 400.05 to the Brant Haldimand Norfolk Catholic District School Board for approval.

## Policy: Community Use of Schools

		<b>Policy Number:</b>	400.05
<b>Adopted:</b>	09/09/03	<b>Former Policy Number:</b>	n/a
<b>Revised:</b>	03/28/06	<b>Policy Category:</b>	Operations
<b>Subsequent Review Dates:</b>		<b>Pages:</b>	2

### Belief Statement:

The Brant Haldimand Norfolk Catholic District School Board believes in building positive relationships and partnerships with our parishes, parents and the community at large. The Board acknowledges that educational facilities are an integral part of the community and, as such, add to the spiritual, educational, recreational and social development of all who share them. It is the intent of the Board to have its facilities used in the best interests of the community, including facilitation of community partnerships, when they are not required for school use. The use of facilities must be complementary to the goals and beliefs of the Board.

### Policy Statement:

~~The Brant Haldimand Norfolk Catholic District School Board acknowledges that educational facilities are an integral part of the community and, as such, add to the spiritual, educational, recreational and social development of all who share them. It is the intent of the Board to have its facilities used in the best interests of the community, including facilitation of community partnerships, when they are not required for school use. The Community Use of Schools Policy is to be implemented as revenue generating, a minimum of which is cost recovery.~~ **The Brant Haldimand Norfolk Catholic District School Board criteria regarding community use of schools are as follows:**

- Use of facilities by groups other than the school must not interfere with school programs.
- The Board must not incur any liability or contingent liability on behalf of any group.
- The use of a school by a group, **other than non-profit or other than the Board, schools and parishes**, must be on a cost-recovery basis.
- Security of school property and safety of children must never be compromised.
- **The Board shall not compete with private or municipally owned facilities and encourages facility utilization where it is in the best interest of the community, and when such facilities are not required for school use.**

### Glossary of Key Policy Terms:

#### **Party Alcohol Liability Insurance (PAL)**

Provides coverage for single/multi-day events with or without alcohol involved, i.e., fundraising events, weddings, receptions.

#### **Smart Serve Certified Definition**

~~Are~~ Servers of alcoholic beverages, who have been trained to know the responsibilities and obligations under the law for serving alcohol. They are also trained to recognize signs of intoxication and implement intervention strategies for aggressive individuals. Smart Serve Ontario is recognized by the Alcohol and Gaming Commission of Ontario as the Official Responsible Server Training Program in the province of Ontario.

#### **Facilities**

Include classrooms, auditoriums, gymnasiums, cafeterias, cafetoriums, and outside recreation areas such as fields and parking lots.

## References

~~Regulations for Community Use of Schools~~

~~Rules Governing the Use of School Properties~~

~~Rental Fees~~

~~Community Partnership Agreement Application~~

~~Purchase Insurance Application Form~~

~~Statutory/Regulatory references~~

~~Board Policies:~~

~~Ministry of Education~~

~~1. <http://www.edu.gov.on.ca/eng/general/elemsec/community/index.html>~~

~~2. <http://www.edu.gov.on.ca/eng/general/elemsec/community/program.html>~~

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## Community Use of Schools AP 400.05

<b>Procedure for:</b>	Permission Level (i.e., principals, all staff)	<b>Adopted:</b>	Month, dd, yyyy
<b>Submitted by:</b>	Position Title (Senior Administrator only)	<b>Revised:</b>	Month, dd. yyyy or N/A
<b>Category:</b>	Operations		

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### Purpose

Purpose of the Administrative Procedure for Community Use of Schools is to establish guidelines and procedures for school principals, staff and community groups for the use of school facilities.

### Responsibilities

It is the responsibility of the school principal to make certain all school-sanctioned events are entered into the online calendar to ensure community groups are aware of the availability of school facilities. The school principal shall also support or reject applications for the use of the school by the community.

The Executive Assistant, Community Relations (cus@bhncdsb.ca) is responsible for the initial approval/denial stage of the online application as it pertains to the policy and administrative procedures, regulations and conditions for use, validation of insurance, Party Alcohol Liability (PAL) insurance, licensing (where applicable) and payment for the use of facilities. The Executive Assistant is the contact for all public inquiries.

The Custodial Supervisor is responsible for the allocation of staff to open, close and clean school facilities.

### Information

School board facilities may be used for any function, except those not deemed to be acceptable by the Board (Director of Education, Associate Director, Corporate Services) or the principal. Except for use as Polling Stations during elections, schools shall not be used for partisan political events, except those approved by the Board of Trustees. The Brant Haldimand Norfolk Catholic District School Board shall make available facilities and premises for any educational or lawful purpose, consistent with the teachings of the Roman Catholic Church.

### 1.0 Procedure

The Brant Haldimand Norfolk Catholic District School Board has a tiered approval system through the online Community Use of Schools Program ([http://www.bhncdsb.ca/board/community\\_use\\_of\\_schools](http://www.bhncdsb.ca/board/community_use_of_schools)).

- 1.1 Community groups must complete an online application to use school facilities. Applications should be submitted at least two (2) weeks in advance of the activity.
- 1.2 Refer to the Community Group Categories (3.0 of this Administrative Procedure) and Fee Schedule (Appendix "A") to determine the rate of rental.
- 1.3 Permits are not transferable.
- 1.4 Permits are valid for the current school year only and new applications must be made on an annual basis.
- 1.5 Applications for the following school year (runs from September - first Monday following Labour Day to June 30th) can be submitted online as of July 1<sup>st</sup>. Applications submitted prior to July 1<sup>st</sup> will be denied.
- 1.6 Permits will be cancelled when schools have been closed during the day due to inclement weather or for any other reason beyond the control of the Board. Notice of cancellation will be provided as quickly as possible in each situation.
- 1.7 Permit holders shall adhere to all rules and regulations regarding the Community Use of Schools. Failure to do so could result in cancellation of the contract. Permit holders are responsible for all damages incurred while under the Community Use Permit.
- 1.8 Inquiries, concerns and/or complaints should be directed to cus@bhncdsb.ca.

When a community group submits a permit request, the permit will go to the Executive Assistant, Community Relations, for an initial overview. The request will then be advanced to the principal of the school for review. The principal will receive an email to notify them that a new permit is awaiting their support. The principal will have three days to either “Support” or “Not Support” the permit, at which time he/she will provide an explanation for the decision. If the permit is not supported, the Executive Assistant will notify the community group by email that the request is denied. If the permit is supported, the Custodial Supervisor will arrange for opening, closing and the clean-up required for the permit. The permit will then be reviewed by the Executive Assistant for comments, additional costs and the final permit issued.

Applications will only be approved if all information is completed, valid insurance information has been obtained, and proof of licensing (where applicable) has been received. Payment is due upon approval of the permit.

At any time, a user can check the status of their request at [www.bhncdsb.ca/board/community\\_use\\_of\\_schools](http://www.bhncdsb.ca/board/community_use_of_schools). The permit status will be noted as either “new” or “pending” until it is either “approved”, “denied” or “cancelled”. Once approved, the applicant will receive a copy of their permit via e-mail.

## 2.0 Conditions of Use:

### Responsibility of the Applicant

#### 2.1 Liability and Insurance:

2.1.1 The Board is not responsible for personal injury or damage, or for the loss or theft of clothing and equipment, of anyone attending an event on the invitation of the applicant. This disclaimer also applies to the use of parking lots and playgrounds. The permit holder agrees to indemnify and save harmless the Board from any action or claim against it as a result of the use of school facilities by the user. Permit holders are advised that they must provide proof of proper liability insurance as they are not covered under the Board's insurance policy. The Board will purchase insurance for permit holders who are unable to provide a Certificate of Insurance. The cost of insurance will be reflected in the permit.

2.1.2 Every permit holder must supply and provide proof of valid insurance. Permit holders shall request a Certificate of Insurance from their insurance broker for General Liability insurance in the amount of \$2 million, naming the “Brant Haldimand Norfolk Catholic District School Board” as an additional insured on the policy. The Board will purchase insurance for groups who are unable to provide a Certificate of Insurance. The cost of insurance will be reflected in the permit.

#### 2.2 ~~2.2 Organization~~ Permit Holder agrees to the following:

2.2.1 To assume full responsibility for the acts and conduct of all persons admitted to the premises.

2.2.2 To release the Board from any and all liability to any person for any loss, damage, or injury to any persons or property incurred in or upon the premises.

2.2.3 During the use and occupation of the premises, the Permit Holder shall indemnify and save harmless, the Brant Haldimand Norfolk Catholic District School Board from and against any and all liability whatsoever resulting from injury or damage to person, persons or property as a result of the use and occupation of the premises. ~~Rental groups shall sign a form stating such. To supply and provide proof of a Liquor License and Party Alcohol Insurance (PAL), if alcohol will be served.~~ The organization shall further undertake and agree to indemnify and save harmless the Board, its employees, agents or students against any and all claims arising from use of the Board's premises and equipment.

2.3 Alcoholic Beverages are permitted only under the following conditions:

- a. The permit holder has obtained a Liquor License from the Liquor License Board of Ontario **and will supply the Board with proof of the license.**
- b. The permit holder will display signs encouraging use of a designated driver.
- c. The permit holder will display the telephone numbers for local taxi companies.
- d. The permit holder must ensure that a minimum of \$2 million of Third-Party Liability (this includes Catholic School Councils, as well) has been obtained from Party Alcohol Liability (PAL) Insurance and the Board is named as an insured.
- e. The permit holder will employ servers of alcoholic beverages who are Smart Serve certified.
- f. The permit holder has obtained Board approval prior to the hosting of the event.

2.4 Restrictions and Limitations:

- 2.4.1 Smoking is prohibited on all Board property and as outlined in the *Tobacco Control Act*. The permit holder shall be responsible for ensuring posters are displayed stating smoking is prohibited.
- 2.4.2 **No utterance, portrayal, display or performance of an obscene or disloyal nature will be permitted.**
- 2.4.3 **No organization whose policies or activities contrary to the philosophy, mission and values of the Board shall be granted use of any property of the Board.**
- 2.4.4 No permit holder shall use the facilities unless the designated **online** Permit Application is received and approved **in accordance with this policy**. The permit request **must** be made at least 14 days prior to the date of the activity.
- 2.4.5 No permits will be issued for statutory holidays or during Christmas holidays, March Break, **and Professional Development days**. **All permits will be cancelled when schools are closed due to inclement weather.** ~~without administrative approval. Use of schools during the months of July and August will be approved by administration or by special agreement with the Board.~~
- 2.4.6 **Due to annual maintenance of schools and vacation of staff, the use of indoor school facilities will not be available during the months of July and August. Outdoor fields are available for booking, however, soccer cleats are prohibited on these areas. The organization shall be responsible for reimbursement of costs to repair any damage caused by its use of grounds.**
- 2.4.7 **Nuts and nut products, shellfish and latex (balloons) are common allergens and pose a significant health risk to some of our students and community members. These products are not allowed in our schools.**
- 2.4.8 Floor hockey, ball hockey and indoor soccer, **including the use of indoor soccer balls**, are not permitted.
- 2.4.9 **Rubber-soled, non-skid and non-marking shoes** must be worn during all athletic functions held in school gymnasiums and/or general purpose rooms. Proper athletic shoes must be worn on the court areas of all secondary school gymnasiums.
- 2.4.10 Normally, the school shall be opened and closed by either the principal or the caretaker. If neither the principal nor the caretaker is available, a designate may be appointed by the principal. Where the principal appoints another to perform this function, the designate shall be a responsible person over the age of 21 years. ~~Where a caretaker has been designated to open and/or close the school, and is required to do so outside of his/her regular shift, he/she shall be paid amounting to time and one half, based on the caretaker's hourly rate as established by the Board. Where a caretaker has been designated to open and/or close the school, and is required to do so outside of his/her regular shift.~~
- 2.4.11 **Custodial staff is on duty for the care and protection of school property and not as supervisors of an activity in progress.**
- 2.4.12 **All tables, chairs, dishes and other equipment brought into the facility by the permit holder shall be removed promptly after the permit activity.**
- 2.4.13 **Permit holders are not permitted to store furniture, equipment or material in any facilities.**

- 2.4.14 Use of gymnasium equipment, other than the use of basketball nets and volleyball standards are not available. Use of any other gymnasium equipment will be allowed only with approval of the principal. Only the specific items requested on the online Application Form will be left by the principal or the designate in the gymnasium. ~~Other equipment shall be used only with the principal or teacher present.~~ The permit holder shall be responsible for reimbursement of costs to repair any damage caused by its use of the equipment.
- 2.4.15 Use of audio visual and sound equipment will be allowed only with approval of the principal. Only the specific items requested on the online Application Form will be left by the principal or the designate in the rented room space. The permit holder shall be responsible for reimbursement of costs to repair any damage caused by its use of the equipment.
- 2.4.16 The permit holder using the premises shall be responsible for reimbursement of costs to repair any damage caused by its use to the building, grounds or equipment or lost or stolen items. The Board will seek full restitution for any theft/loss and/or damage done to its buildings, equipment or grounds by the rental group/organization.
- 2.4.17 Use of the kitchen, its equipment and small wares, is not permitted in schools which have cafeteria facilities.
- 2.4.18 Permission to use any outdoor area, i.e., playground, playing field/track, must be obtained from through the online application process for Community Use of Schools. ~~the school principal.~~
- 2.4.19 Vehicle parking is permitted only in designated parking areas only. Parking is not permitted on grass or asphalt play areas.

## 2.5 Fire Prevention:

- 2.5.1 All scenery, special effects, props, etc., must be approved by the principal at least 24 hours prior to presentation or dress rehearsal. Use of pyrotechnics, smoke machines and dry ice is strictly forbidden.
- 2.5.2 The seating capacity in the auditorium, gymnasium and cafeteria/cafetorium must not exceed the Fire Department's limit indicated on the capacity listings posted in these facilities.
- 2.5.3 In compliance with Fire Regulation, immediately on the sounding of the fire alarm, the house lights will be turned on and the audience will be requested to leave by the nearest exit. Only when the fire is brought under control or is determined that it is a false alarm, by the Fire Department, will the audience be allowed to re-enter the auditorium space.

## Fees

~~Fees for use of facilities are based on the type of organization. Organizations are categorized in Section 17(a). Fees are quoted in Appendix B. All groups are subject to costs under Section 17(b) and 17(c).~~

## 3.0 Community User Group Categories:

### (a) Category #1 – Exempt

- ~~Activities of the Board.~~
- ~~Meetings or activities sponsored by the Catholic Parent/Teacher Association and/or School Advisory Council.~~
- ~~General meetings or activities of Community Health Associations.~~
- ~~Not-for-profit organizations involving youth, i.e., Boy Scouts, Cubs, Guides, Brownies, 4-H Clubs, Junior Farmers' Clubs.~~
- ~~Meetings/social functions of Catholic Church-associated groups, i.e., Parish Councils, Catholic Womens' League, Catholic Youth Organization, Knights of Columbus.~~
- ~~— Meetings of recognized Community Service Clubs.~~

**Category #2 – Cost Recovery**

- ~~Adult activity and recreational groups sponsored by other than a recognized community recreational commission, i.e., dance or drama groups, choirs, cultural organizations.~~
- ~~Community functions sponsored by local community recreational commissions.~~
- ~~Industrial or business athletic groups and leagues for purposes authorized by the school principal.~~
- ~~Concerts and other functions sponsored by service clubs and other local non-profit organizations where admission charge is used to help defray expenses and/or for charitable work in the community, as authorized by the school principal.~~

**Category #3 – Commercial**

- ~~All other groups not included in Category #1 or Category #2.~~
- ~~Commercial enterprises.~~
- ~~Private individuals.~~

**Category #4 – Partnerships**

- ~~Community/school partnerships are supported and encouraged by the Board.~~
- ~~A Community Partnership Agreement Application must be completed and submitted to the Superintendent of Education.~~
- ~~Community Partnership Applications must be approved by Senior Administration.~~

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Category	Organization	Permit Fee	Subsidy from Board	
	<b>1A</b>	School and Board sanctioned activities	n/a	n/a
	<b>1B</b>	Electoral Polling Stations	n/a	n/a
<b>LOCAL Not-for-Profit Programs</b>	<b>2A</b>	Childcare Operations – before and after-school childcare programs delivered by eligible operators (per the Day Nurseries Act).	\$20	90%
	<b>2B</b>	Joint-Use Agreements – activities and programs covered in the agreement. (Joint-Use agreements currently in place with the City of Brantford and the Grand Erie District School Board, Brant County, Haldimand County and Norfolk County)	\$20	n/a
	<b>2C</b>	Youth Leadership/Citizenship Programs(i.e., Boy Scouts, Girl Guides, 4-H Clubs, Cadets)	\$20	100%
		Catholic Church/Parish programs (Roman Catholic Churches in the Dioceses of Hamilton, London and St. Catharines)	\$20	100%
	<b>2D</b>	Youth Sport/Recreation programs run by recognized groups that are: i) sponsored or recognized by a municipality as providing services/programs for the benefit of the community; ii) members of a provincial sports organizations, or iii) universally recognized as service providers, such as the YMCA or Red Cross.	\$20	90%
	<b>2E</b>	Community programs, such as organized adult recreational programs, non-Catholic churches, special interest clubs, health associations, senior groups, service clubs, local cultural groups, other educational groups (i.e., colleges, universities).	\$20	75%
	<b>3</b>	Fundraising events run by not-for-profit organizations without a charitable registration number.	\$20	25%
		Tournaments and Exhibition games hosted by local not-for-profit organizations which are open to participants outside of the Board's jurisdiction.	\$20	25%
	<b>4</b>	Commercial activities and programs for which admission fees are charged or which are operated for private or corporate gain including businesses charging and receiving fees for drama, music, dance, fitness, martial arts, basketball, theatrical/film productions, etc.	\$20	0%

## 4.0 Fees

### 4.1 Fair and Equal Access

Schools are welcoming and inclusive and offer parent groups, community organizations and other citizens' fair access to use of school space at affordable rates for community purposes in non-school hours.

### 4.2 Administration Fee

In order to cover some or all of the costs associated with, or incurred with the Community Use of Schools, an administrative fee will be applied to user groups. As of September 1, 2011, the administration fee is \$20 (plus HST) per permit.

### 4.3 Subsidized Rates for Community Groups

It is the intent of the Board to provide discounted rental charges to non-profit organizations in accordance with the guidelines and funding made available by the Ministry of Education.

### 4.4 Rental Fees

Room rental charges are based on the permit holder's activity and the room booked. Please check the category list to see which category applies to your group. Fees are indicated on Appendix "A".

~~A multi-use discount will be applied for permits in excess of 25 and 100 hours. Based on total hours booked per permit, a multi-use discount may be applied. Permits between 25-100 hours in Category 2 and 7 shall receive a 35% discount and in excess of 100 hours shall receive a 50% discount. Permits of 25 hours or more in Category 3 shall receive a 25% discount.~~

### 4.5 Caretaker Fees

Where a caretaker has been designated to open and/or close the school, and is required to do so outside of his/her regular shift, the organization shall be charged a fee, as established by the Board. ~~If the school is opened and closed by a person appointed by the principal, and such person is a member of the organization using the facilities, this fee will be waived.~~

The permit is responsible for the preparation and clean-up of the premises. Should the permit holder require the caretaker(s) to perform such work, the permit holder will be charged a fee at the rate of one and one-half times the current hourly rate for caretakers, in addition to the fees listed. ~~in #17b above~~

If, in the opinion of the principal and the caretaker, the premises have not been used properly or have been left in an unsatisfactory condition, he/she shall immediately forward a written report to the Associate Director, Corporate Services & Treasurer.

### 4.6 Payment of Fees

All fees shall be paid in advance directly to the Board. ~~The online Community Use of Schools system allows permit holders to pay by credit card. The permit holder may wish to pay the entire cost of the permit or have it pro-rated over the length of the permit, with monthly installments made to their credit card.~~

For those who do not have a credit card, cheques must be received at the time of application and at least 14 days prior to use. Cheques can be made payable to, "BHNCD SB" and shall quote the number of the permit(s) being paid and sent to:

Brant Haldimand Norfolk Catholic District School Board  
Attn: Executive Assistant, Community Relations  
322 Fairview Drive  
PO Box 217  
Brantford, ON N3T 5M8

### 4.7 Distribution of Fees

Rental fees shall be distributed as follows and will be paid on ~~a quarterly~~ an annual basis:

50% of rental fees are to be distributed to the school ~~to provide for maintenance and replacement of equipment and facilities.~~

25% of rental fees are to be distributed to the Board for overhead, maintenance, etc.

25% of rental fees are to be distributed among all schools for the benefit of all schools.

## 5.0 Refunds

### Cancellation

- a. **By Permit Holder**  
If after approval, the permit holder cancels the event, they are required to send a request/notification through the online system. At that time, the Executive Assistant, Community Relations may cancel the specific date provided the date has not already passed. If so, there will be no credit issued unless the cancellation has been made due to inclement weather or that the school, Board or parish requires the use of the facility. In the event that the permit holder requires additional dates, they will be required to request these dates under a separate request and will be billed accordingly.
- b. **Inclement Weather**  
For inclement weather cancellations, cancellations will be announced on local radio stations, and the Board's website ([www.bhncdsb.ca](http://www.bhncdsb.ca)). An e-mail message will also be forwarded to all permit holders for that day via the online system advising them of the cancellation.
- c. **School/Board/Parish Use**  
The Board reserves the right to revoke a contract at any time. The Board, schools and Roman Catholic churches have first rights to all facilities and their use can supersede an existing permit holder's request if necessary.
- d. **Elections**  
The Board must comply with the terms and conditions under the *Election Act* for use of the facilities by Federal, Provincial and Municipal governments. These permits will override all other users.

## Definitions

### **Catholic Churches/Parishes**

Any Roman Catholic Church within the Dioceses of Hamilton, London and/or St. Catharines and defined as one in Union with the See of Rome.

### **Community Group/User**

The specific community group or association using a school

### **Cost Recovery**

Cost recovery includes the labour cost for opening and closing the school, coverage during the event, if applicable and clean-up after the event; administrative costs; normal wear and tear; as well as energy and consumable and supply costs. Some examples of this are local fundraising, multi-cultural festivals, community association-sponsored classes/events for which there is a charge to attend.

### **Facilities**

Facilities include classrooms, gymnasiums, cafeteriums, library and outside recreation areas, such as files and parking lots.

### **Fundraising Events**

A social function that is held for the purpose of raising money for an organization, and/or an event undertaken to raise money for a particular activity such as equipment for extracurricular sports programs, or to defray costs.

### **Hours of Community Use**

1. Regular school days: Use of school buildings may commence on Monday to Friday from 6:00 pm to 10:00 pm
2. Weekend use: Use of school buildings may commence on Saturday and Sunday from 8:00 am to 6:00 pm.
3. School breaks and statutory holidays: Use of school buildings will not be available during school holidays, Professional Activity days, July – August and statutory holidays.
4. Inclement weather: All permits will be cancelled at board facilities during inclement weather.

### **Not-for-profit groups shall be defined to include:**

- Not-for-Profit Youth-Related Community Groups – run by local youth groups such as Boy Scouts, Girl Guides, 4H Clubs and Cadets, etc. where the activities are intended for participants under the age of 18 (or where the participants are under a disability, then under the age of 28).
- Not-for-Profit Recognized Children's Sport and Recreation Service Providers - groups that are: a.) sponsored or recognized by a municipality as providing services or programs for the benefit of the community, or b.) members of a provincial sports organization or an accredited camping organization, or c.) universally recognized as service providers, such as the YMCA or Red Cross.
- Not-for-Profit Childcare Operations – groups involved with before and after-school childcare programs delivered by eligible operators (as per the Day Nurseries Act) within the school board district.
- Other Not-for-Profit or Charitable Groups – other groups such as local service clubs, community health associations, parent groups, seniors groups, etc. as determined by the district school board.

### **School Availability**

Schools will be open for use by the community when there are no school-sanctioned events planned. The Board, schools and parishes have first rights to all facilities and can alter an existing user's request.

### **School Year**

A school year, with regards to the use of facilities, runs from September (first Monday following Labour Day) to June 30<sup>th</sup> each year.

### **References**

Statutory/Regulatory references  
Ministry of Education

1. <http://www.edu.gov.on.ca/eng/general/elemsec/community/index.html>
2. <http://www.edu.gov.on.ca/eng/general/elemsec/community/program.html>

## Appendix “A”

### Rental Fees

The hourly rental fees are in addition to costs for cleaning, caretaking, etc. as per sections 4.5 of the Administrative Procedures: Community Use of Schools.

Category	Organization	User cost after subsidy	Single Gym \$40.00	Double Gym \$60.00	Triple Gym \$80.00	Classroom \$15.00	Elementary Library \$30.00	Secondary Library \$40.00	Cafetorium \$50.00	Elementary Stage \$50.00	Secondary Stage \$70.00
1A/1B	Board/School/Elections	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
2A	Childcare Operations	10%	\$4.00	\$6.00	\$8.00	\$1.50	\$3.00	\$4.00	\$5.00	\$5.00	\$7.00
2B	Joint-use Agreements	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
2C	Youth Leadership	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
2D	Youth Sport/Recreation (non-profit)	10%	\$4.00	\$6.00	\$8.00	\$1.50	\$3.00	\$4.00	\$5.00	\$5.00	\$7.00
2E	Community/Adult programs	25%	\$10.00	\$15.00	\$20.00	\$3.75	\$7.50	\$10.00	\$12.50	\$12.50	\$17.50
3	Fundraising, Tournaments/Exhibition games	75%	\$30.00	\$45.00	\$60.00	\$11.25	\$22.50	\$30.00	\$37.50	\$37.50	\$52.50
4	Commercial	100%	\$40.00	\$60.00	\$80.00	\$15.00	\$30.00	\$40.00	\$50.00	\$50.00	\$70.00



# The Brant Haldimand Norfolk Catholic District School Board

322 Fairview Drive, P.O. Box 217, Brantford ON N3T 5M8

Telephone: (519) 756-6505 Fax: (519) 756-9913

## USE OF FACILITIES - PERMIT APPLICATION

**This application must be received by the Facilities Department at least 14 days prior to the starting date of the permit. See Regulations for Use on the reverse.**

Name of Organization \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Purpose of Permit \_\_\_\_\_  
 Number of People Attending \_\_\_\_\_  
 Name of School Required \_\_\_\_\_

Date From \_\_\_\_\_ to \_\_\_\_\_

Time From \_\_\_\_\_  a.m.  p.m. to \_\_\_\_\_  a.m.  p.m.

Contact Person \_\_\_\_\_  
 Telephone Work \_\_\_\_\_ Extension \_\_\_\_\_ Home \_\_\_\_\_

**The organization shall further undertake and agree to indemnify and save harmless the Board, its employees, agents or students.**

Date of Application \_\_\_\_\_ Signature \_\_\_\_\_

**Please complete the following information if you will be charging a fee in connection with this permit activity:**

Membership Fee  Program Fee  Admission Fee  Amount of Fee \$ \_\_\_\_\_

**Facilities Required (includes one set of washrooms)**  
 Gymnasium  (Board does not supply equipment)  
 Bleachers  Change Rooms  
 Classroom(s)  Number of rooms required \_\_\_\_\_  
 Auditorium  Library  Cafetorium   
 Other  Please specify \_\_\_\_\_

**Rental Fee** \$ \_\_\_\_\_  
**Caretaker Required**  
 No  Yes Caretaker required to:  
 Open  Close  
 Set-Up  Clean-Up

Caretaker fee: \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
 # of hours Fee per Hour **Total Caretaker Fee**

**TOTAL FEE \$** \_\_\_\_\_ (Rental Fee + Caretaker Fee)

**Insurance**  
 Certificate of Insurance Attached  Board to Purchase Insurance (see Form attached)  
 If Serving Alcohol --  Liquor Licence Attached  PAL Insurance Attached  
 Smart Serve Certificate # \_\_\_\_\_

**Payment and a Certificate of Insurance are required prior to the issuance of the permit**

**For Office Use Only:** Category of Applicant for Fee Purposes: 1 2 3  
 Approval by Principal \_\_\_\_\_ Date \_\_\_\_\_  
 Approval by Manager of Facilities: \_\_\_\_\_ Date \_\_\_\_\_  
 Amount of Payment \_\_\_\_\_ Payment Received By \_\_\_\_\_

**BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD**  
**APPENDIX "A"**  
**RULES GOVERNING THE USE OF SCHOOL PROPERTIES**

**GENERAL**

Below are detailed rules governing the use of all school facilities by Community Groups. Compliance with these rules will be monitored by Board personnel. **FAILURE TO COMPLY WITH ANY OF THE RULES WILL RESULT IN IMMEDIATE CANCELLATION OF THIS CONTRACT BY THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD.**

**RESERVATIONS**

1. Schools shall have first claim to the use of their respective buildings at all times, and any agreement made with an outside organization will be contingent on the needs of the programs of the various schools **and such agreements may be terminated or altered at any time.**
2. All use of schools by outside groups shall be automatically canceled when schools are closed due to inclement weather, strikes or any other cause beyond the control of the Board.

**USE OF FACILITY AND APPLICABLE CHARGES**

1. **ADEQUATE ADULT SUPERVISION (Adult is 21 years of age or older) must accompany all rental groups. This supervisor must be with the group at all times during the rental time period. It is the responsibility of the group supervisor to ensure that the participants remain within the designated rental area, that damage to the building and grounds does not occur and that all group participants leave the school on or before the ending time of the rental permit. Board personnel will monitor all groups to ensure adequate supervision is maintained. When groups are renting multiple facility space, there must be a supervisor in charge of each area; i.e., when many classrooms are used, there must be a supervisor for each classroom. Youth group members must not enter the school before the leader arrives.**
2. Rubber-soled shoes must be worn at all times in the gymnasium or auditorium for all sports activities. Floor hockey, ball hockey and indoor soccer are not permitted.
3. Rental Charges on this Agreement do not include the use of school equipment other than volleyball standards and basketball nets. Sporting equipment such as volleyball nets, balls, floor mats, scoreboard, etc. are not included as part of the Rental Agreement. Sound and audio visual equipment are not included as part of the Rental Agreement. These items may be arranged directly with the school and an additional charge may apply.
4. The use of the building or grounds must be confined to the hours specified by the applicant. Each rental group/organization will inspect the facility listed on the permit with the Principal, Vice-Principal or Caretaker before and after the event. Any damage, problems during the event/extended time and additional hours for clean-up will be noted on this report. Any additional costs will be assessed to the Permit Holder. NOTE: Overtime charges are subject to change without notice. **The facility must be left in the same condition the group received it for use.**
5. The Board will seek full restitution for any damage done to its buildings or grounds by the rental group/organization.
6. Permit fees shall be paid directly to the School or Facilities Department of the Board. Cheques are made payable to the Brant Haldimand Norfolk Catholic District School Board. Permits will be held until payment is received. Fees for short-term permits (one month or less) shall be paid in full. Fees for long-term permits (more than one month) can be paid in advance with equal monthly installments beginning the 1st of every month. Once payment is received, the permit will be released to the organization and school. Any bank charges will be the responsibility of the group/organization.
7. In default of payment or non-compliance with any conditions for use of facilities, as specified above, the accommodation will not be available.

8. Groups who cancel a permit must inform the school or Facilities Department, in writing, seven days before the event. There will be a cancellation fee of \$25 if notice is less than seven days. The cancellation fee will be deducted from the amount of the refund. Organizations who alter the permit will be granted one free alteration to the permit. There will be a \$10 processing fee for each subsequent alteration.

**LIABILITY AND INSURANCE**

The rental organization agrees to the following:

1. To assume full responsibility for the acts and conduct of all persons admitted to the Premises.
2. To release the Board from any and all liability to any person for any loss, damage, or injury to any persons or property incurred in or upon the Premises.
3. To supply and provide proof of insurance. Organizations shall request a Certificate of Insurance from their insurance broker for General Liability Insurance in the amount of \$2 million, naming the "Brant Haldimand Norfolk Catholic District School Board" as an additional insured on the policy. The Board will purchase insurance for groups who are unable to provide a Certificate of Insurance. The cost of insurance will be reflected in the permit. See Purchase Insurance Application.
4. During the use and occupation of the Premises, the Permit Holder shall indemnify and save harmless the Brant Haldimand Norfolk Catholic District School Board from and against any and all liability whatsoever resulting from injury or damage to person, persons or property as a result of the use and occupation of the Premises. Rental groups shall sign a form stating such.
5. To supply and provide proof of a Liquor License and Party Alcohol Insurance (PAL) if alcohol will be served.

**MISCELLANEOUS**

1. The Principal, Vice-Principal or Caretaker of the building will normally be on duty during the hours of possession by the organization or school groups, or a designate may be appointed by the Principal.
2. Permits are not assigned or transferable.
3. Arrangement must be made through the school for use of any school equipment, such as tables/chairs, at least five days prior to occupancy.
4. No food or drink is to be served or consumed in the foyer or taken into auditoriums and gymnasiums. Alcoholic beverages will not be permitted in buildings or on the grounds without prior approval of the Director of Education.
5. There must be **NO SMOKING** in any part of the school building or on school property as such is law according to Bill 119, subsection 9 and also the Insurance Schedule of the Board.
6. All tables, chairs, dishes and other equipment brought into the school by the rental group shall be removed promptly after the permit activity.
7. Vehicle parking is permitted only in designated parking areas.

**FIRE PREVENTION**

1. All scenery, special effects, props, etc. must be approved by the Principal at least 24 hours prior to presentation or dress rehearsal. Use of pyrotechnics, smoke machines and dry ice is strictly forbidden.
2. The seating capacity in the auditorium, gymnasium, cafeteria must not exceed the Fire Department's limit indicated on the capacity listings posted in these facilities.
3. In compliance with Fire regulation, immediately on the sounding of the fire alarm, the house lights will be turned on and the audience will be requested to leave by the nearest exit. Only when the fire is brought under control or it is determined that it is a false alarm (by the Fire Department), will the audience be allowed to re-enter the auditorium.



# Brant Haldimand Norfolk Catholic District School Board

## Appendix "B"

### RENTAL FEES

The Rental fees are in addition to costs for cleaning, caretaking, etc. as per sections 17(c) and 17(d) of the Community Use of Schools Policy. Fees are subject to GST.

### SCHEDULE OF FEES

RENTAL AREA	CATEGORY		
	1	2	3 Hourly Rate
<b>ELEMENTARY SCHOOL</b>			
Classroom	Nil	Nil	\$20
General Purpose Room or Gymnasium	Nil	Nil	\$40
Library	Nil	Nil	\$40
<b>SECONDARY SCHOOL</b>			
Gymnasium	Nil	Nil	\$60
Cafetorium	Nil	Nil	\$45
Classroom/Stage	Nil	Nil	\$20
Lecture Hall	Nil	Nil	\$40

### MULTIPLE USAGE FEES

HOURS Based on total hours booked per permit	CATEGORY	DISCOUNT
1 - 25 hours	100% of applicable fees as set-out in Section 17 (a)	
25 - 100 hours	2	35% of applicable fees as set-out in Section 17 (a)
	3	25% of applicable fees as set-out in Section 17 (a)
In excess of 100 hours	2	50% of applicable fees as set-out in Section 17 (a)
	3	25% of applicable fees as set-out in Section 17 (a)

Maximum rental duration is ten hours.

### BANQUETS AND WEDDINGS

A fee will be calculated separately, based on each event.

Approval must be granted from the Director of Education, or designate, for groups/organizations who wish to rent facilities for the use of banquets, weddings. A fee will be determined at that time.



# Brant Haldimand Norfolk Catholic District School Board

## COMMUNITY USE OF SCHOOLS PARTNERSHIP AGREEMENT TEMPLATE

This partnership agreement made as of the \_\_\_ day of \_\_\_, 200\_\_

B E T W E E N:

**The Brant Haldimand Norfolk Catholic District School Board**  
*(School Name and Location)*

and -

**Name of Organization/Group**

1. Community/school partnerships are supported and encouraged by the Brant Haldimand Norfolk Catholic District School Board.
2. The (group/organization) will use the facilities of the (name of school) for the following purposes:
3. The (group/organization) will use the facilities on the following dates/times from (date) to (date):
4. In return, the (name of school) will derive the following benefits from the partnership:

DESCRIPTION	\$ VALUE

In witness whereof, attested by the hands of their respective officers duly authorize in that behalf.:

The Brant Haldimand Norfolk Catholic  
District School Board

\_\_\_\_\_  
Director of Education

Name of School

\_\_\_\_\_  
Principal

Name of Organization

\_\_\_\_\_  
Authorized Representative



# Brant Haldimand Norfolk Catholic District School Board

## COMMUNITY USE OF SCHOOLS PURCHASE INSURANCE APPLICATION

### PLEASE PRINT

Name of User Group: .....

Address: .....  
*Street* *City* *Postal Code*

Contact Name: .....

Contact Telephone: .....

Type of Activity: .....

Number of Participants: .....

Date(s) of Permit: .....

School Rented: .....

I hereby authorize the Brant Haldimand Norfolk Catholic District School Board to purchase insurance for the above-named group.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

If you have any questions or require further information regarding the purchase of insurance, please contact Linda Luciani at (519) 756-6505, extension 272 or [lluciani@bhncdsb.edu.on.ca](mailto:lluciani@bhncdsb.edu.on.ca).

### FOR OFFICE USE ONLY

Premium Charged: \$ \_\_\_\_\_

PST @ 8%: \$ \_\_\_\_\_

Administration Fee: \$ 10.00

**TOTAL FEE FOR INSURANCE:** \$ \_\_\_\_\_

Payment Received: .....

**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: June 7, 2011  
Submitted by: Cathy Horgan, Director of Education & Secretary

**TRUSTEE EXPENSES 100.10**

Public Session

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**BACKGROUND INFORMATION:**

The Trustee Expenses policy was reviewed in January 2010. Since that time, the Ministry of Finance has issued a *Broader Public Sector Expense Directive*, which came into effect April 1, 2011.

**DEVELOPMENTS:**

The policy has been updated to reflect the requirements of the new directive. Major changes are more strict requirements for extending *hospitality* to individuals. Specifically, hospitality is not to be provided for the sole benefit of trustees or employees of the Board or the Broader Public Sector. This restriction applies to lunches, retirement parties, holiday celebrations, etc. Expenses incurred while travelling on Board business are permissible.

**RECOMMENDATION:**

THAT the Policy Committee recommends that the Committee of the Whole refers the Trustee Expenses policy (100.10) to the Brant Haldimand Norfolk Catholic District School Board for approval.



**Brant Haldimand Norfolk  
Catholic District School Board**

**Policy: Trustee Expenses**

		<b>Policy Number:</b>	100.10
<b>Adopted:</b>	March 29, 2005	<b>Former Policy Number:</b>	700.4 and 100.6
<b>Revised:</b>	June 26, 2007; January 26, 2010	<b>Policy Category:</b>	Governance
<b>Subsequent Review Dates:</b>	TBD	<b>Pages:</b>	1

**Belief Statement:**

The Brant Haldimand Norfolk Catholic District School Board believes that trustees, in their role of stewards and guardians of Catholic Education, should be provided with resources, supports and reimbursements to fulfill their obligations, as allowed through the Education Act and the parameters and guidelines of this policy.

**Policy Statement:**

The Board will reimburse trustees for expenses incurred while conducting business on behalf of the Board, including hospitality expenses, which are in compliance with the Broader Public Services Expenses Directive. The Board also recognizes that, during their term of elected office, trustees require support services to effectively service their constituents.

**Glossary of Key Policy Terms:** Nil.

**References:**

[Education Act](#)

[Broader Public Sector Expenses Directive](#)



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## Trustee Expenses AP 100.10

<b>Procedure for:</b>	Trustees	<b>Adopted:</b>	March 29, 2005
<b>Submitted by:</b>	Associate Director, Corp. Services & Treasurer	<b>Revised:</b>	June 26, 2007; January 28, 2010
<b>Category:</b>	Governance		

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### Purpose

The purpose of this procedure is to provide direction regarding expenses incurred by Trustees while on Board business.

### Responsibilities

The Chair of the Board shall approve all expenses for Trustees subject to Board policies, procedures or as otherwise approved by the Board. The Treasurer of the Board shall approve the expenses incurred by the Chair of the Board as provided in this procedure.

### Information

This procedure was developed using the guidelines outlined in the Broader Public Sector Expenses Directive issued by the Ministry of Finance, effective April 1, 2011.

### Procedures

#### 1.0 Travel Costs – Personal Automobile

- 1.1 Mileage will be paid based on the number of kilometres from a trustee's home to the meeting location or Board event and back to their home.
- 1.2 Trustees must submit an approved Expense Report, in prescribed form, to the Finance Department when requesting reimbursement of travel expenses. Trustees should retain a copy of the form for their records as copies will not be provided.

#### 2.0 Travel Costs - Other

- 2.1 Trustees may use different methods of travel other than a personal automobile. In such cases, reimbursement will be based on actual costs as supported by an invoice or receipt. These costs must not be greater than the amount incurred if a personal automobile was used as determined in (1.2) above.
- 2.2 Parking costs will be reimbursed based on actual receipts.

#### 3.0 Hotels and Meals

- 3.1 Meal expenses will be reimbursed based on reasonable meal costs. Except in unusual circumstances, breakfast and an evening meal will be reimbursed only if trustees are required to be away from home overnight. Lunch will be reimbursed if trustees are required to attend meetings over the lunch period. Actual receipts or invoices must be submitted. Credit card or debit card receipts are not acceptable.
- 3.2 Reasonable costs for hotel rooms will be reimbursed if approved, in advance, by the Board. Costs such as movies, mini bar, personal telephone calls, etc., will not be reimbursed.



#### 4.0 Professional Development

- 4.1 Registration fees for conferences and workshops related to Board business will be paid directly by the Board or reimbursed, if approved by the Chair of the Board.
- 4.2 Trustees will be reimbursed for travel to conferences, workshops and other events as approved by the Board. Attendance at the Annual General Meeting and Regional Meetings of the Ontario Catholic School Trustees' Association (OCSTA), the Annual General Meeting of the Canadian Catholic School Trustees' Association (CCSTA) and When Faith Meets Pedagogy Conference are deemed approved for all trustees when these events are held in Canada. Attendance at the Annual Chair and Vice-Chair Conference is deemed approved for the Chair and Vice-Chair of the Board when held in Canada.
- 4.3 Other approved costs related to Board business, which are incurred while attending conferences and workshops, will be reimbursed if approved by the Chair of the Board.
- 4.4 If the conference or workshop fee includes meals, trustees will not be reimbursed for meal costs they choose to incur.

#### 5.0 Hospitality

- 5.1 Hospitality expenses, approved in advance by the Chair of the Board, will be recognized when:
  - token gifts, value not to exceed \$30, are given to individuals not employed or contracted by the Board in appreciation or recognition of service;
  - engaging in an appropriate event on behalf of the Board; or
  - sponsoring events related to the business of the Board.Hospitality may never be offered solely for the benefit of trustees, employees or contractors of the Board or other designated agency of the Broader Public Sector (BPS).
- 5.2 When hospitality is extended to vendors, or possible vendors, it is imperative that such hospitality is not perceived to give the vendor preferential treatment.
- 5.3 Other costs related to Board business, which are incurred while attending conferences and workshops, will be reimbursed if approved by the Chair of the Board. Board events involving employees are not considered hospitality functions and cannot be reimbursed as the Broader Public Expenses Directive states that hospitality may never be offered solely for the benefit of any individual covered by this policy. Expenses that are not considered hospitality and will not be reimbursed are office social events, personal retirement parties and holiday celebrations. Hospitality may be extended in an economical and consistent manner when:
  - it can facilitate the business of the Board;
  - it is considered desirable as a matter of courtesy or protocol;
  - engaging in discussions or hosting receptions regarding Board matters with representatives from other governments; the broader public sector; business and industry; public interest groups or labour groups;
  - providing individuals from national, international, or charitable organizations with an understanding or appreciation of Ontario and the workings of its government;
  - honouring distinguished individuals for exceptional public service in Ontario;
  - conducting prestigious ceremonies for heads of state, government or distinguished guests from the private sector;
  - the business of the Board includes hospitality functions.
- 5.4 Moderate and reasonable consumption of alcohol during an event described in .5.1 and 5.3 above and approved in advance by the Board of Trustees is permissible and expenses shall be reimbursed. Otherwise expenses for alcohol are not permitted.



5.5 Original invoices or receipts, which clearly show costs and applicable sales taxes, must be submitted using the prescribed Expense Report form. Reimbursement for hospitality expenses are subject to approvals as are other expenses referred to in this policy.

## 6.0 Service Equipment

6.1 The following equipment will be provided to the trustee as required:

- Cellular telephone, including hands-free device, connection fees, air time and long-distance charges.
- Laptop computer, the specification for which will be the current classroom standard, plus a modem and printer/scanner/copier.
- Connection and monthly charges for internet provision.
- Calendaring devices.

6.2 At the end of the trustee's term of office, user fees for telephone and internet access will be terminated

## 7.0 Other

7.1 Standard Expense Forms, developed by the Finance Department, must be used when submitting expenses. Expense reports are to be submitted monthly if expenses incurred are over \$250 or quarterly if expenses incurred are less than \$250.

7.2 The Chair of the Board will approve Expense Reports for trustees and the Director of Education. The Associate Director, Corporate Services & Treasurer will approve Expense Reports for the Chair of the Board. The approver cannot authorize expense claims if the claim includes expenses which benefit the approver.

7.3 Original invoices or receipts, which clearly show costs and applicable sales taxes, are required for expenses other than automobile mileage costs.

7.4 Cash advances will not normally be provided, however, a trustee who is unable to use a personal credit card may make a written request to the Associate Director, Corporate Services & Treasurer at least ten business days prior to when the funds are required.

7.5 Donations or gifts to community groups, political parties, schools and charities will not be reimbursed.

7.6 Should there be a dispute regarding the eligibility of an expense, the trustee may contest the decision during a public session of the Board.

7.7 Trustee expenses will be reported to the Board in public session annually.

## Definitions

### Hospitality

The provision of food, beverages, accommodation, transportation and other amenities to individuals who are not elected trustees, appointees, employees, consultants or contractors engaged to work for the Board or other designated agencies of the Broader Public Sector (BPS).

## References

Broader Public Sector Expenses Directive

**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: June 7, 2011  
Submitted by: Cathy Horgan, Director of Education & Secretary

**EMPLOYEE EXPENSES 700.04**

Public Session

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**BACKGROUND INFORMATION:**

The Employee Expenses policy was reviewed in March 2005. Since that time, the Ministry of Finance has issued a *Broader Public Sector Expense Directive*, which came into effect April 1, 2011.

**DEVELOPMENTS:**

The policy has been updated to reflect requirements of the new directive. Major changes are more strict requirements for extending *hospitality* to individuals. Specifically, hospitality is not to be provided for the sole benefit of those employed by the Board or the Broader Public Sector. This restriction applies to staff lunches, retirement parties, holiday celebrations, etc. Expenses incurred while travelling on Board business are permissible.

**RECOMMENDATION:**

THAT the Policy Committee recommends that the Committee of the Whole refers the Employee Expenses policy (700.04) to the Brant Haldimand Norfolk Catholic District School Board for approval.



**Brant Haldimand Norfolk  
Catholic District School Board**

**Policy: Employee Expenses**

		<b>Policy Number:</b>	700.04
<b>Adopted:</b>	March 29, 2005	<b>Former Policy Number:</b>	N/A
<b>Revised:</b>	June 26, 2007; February 23, 2010	<b>Policy Category:</b>	Finance
<b>Subsequent Review Dates:</b>	TBD	<b>Pages:</b>	1

**Belief Statement:**

The Brant Haldimand Norfolk Catholic District School Board believes that expenses incurred for employees to fulfill their duties should be paid by the Board, provided such expenses are approved by a supervisor and in accordance with this policy.

**Policy Statement:**

The Board will pay expenses incurred by employees while conducting business on behalf of the Board, including hospitality expenses, which are in compliance with Board policies and procedures.

**Glossary of Key Policy Terms:** Nil.

**References:**

Education Act



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## Employee Expenses AP 700.04

<b>Procedure for:</b>	All Employees	<b>Adopted:</b>	March 29, 2005
<b>Submitted by:</b>	Associate Director, Corp Services & Treasurer	<b>Revised:</b>	June 26, 2007; February 23, 2010
<b>Category:</b>	Finance		

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### Purpose

The purpose of this procedure is to provide direction regarding expenses incurred by employees while on Board business.

### Responsibilities

The supervisor shall approve all expenses for employees; subject to Board policies, procedures or as otherwise approved by the Board.

### Information

This procedure was developed using the guidelines outlined in the Broader Public Sector Expenses Directive issued by the Ministry of Finance, effective April 1, 2011.

### Procedures

#### 1.0 Travel Costs – Personal Automobile

- 1.1 Employees will be paid mileage based on the number of kilometers from their primary business location (in most cases, the location of the employee's office) to other assigned locations and back to the primary business location. Itinerant employees will be assigned a primary business location each September by their supervisor.
- 1.2 Employees must submit an approved Expense Report, in prescribed form, to the Finance Department when requesting reimbursement of travel expenses. Employees should retain a copy of the form for their records as copies will not be provided.

#### 2.0 Travel Costs - Other

- 2.1 Employees may use different methods of travel other than a personal automobile. In such cases, reimbursement will be based on actual costs as supported by an invoice or receipt. These costs must not be greater than the amount incurred if a personal automobile was used as determined in (1.2) above.
- 2.2 Parking costs will be reimbursed based on actual receipts.

#### 3.0 Hotels and Meals

- 3.1 Meal expenses will be reimbursed based on reasonable meal costs. Except in unusual circumstances, breakfast and an evening meal will be reimbursed only if employees are required to be away from home overnight. Lunch will be reimbursed if employees are required to attend meetings over the lunch period. Actual receipts or invoices must be submitted. Credit card or debit card receipts are not acceptable.
- 3.2 Reasonable costs for hotel rooms will be reimbursed if approved, in advance, by the employee's supervisor. Costs such as movies, mini bar, personal telephone calls, etc., will not be reimbursed.



#### 4.0 Professional Development

- 4.1 Registration fees for conferences and workshops related to Board business will be paid directly by the Board or reimbursed if approved by an appropriate supervisory officer with responsibility for professional development.
- 4.2 Employees will be reimbursed for travel to conferences, workshops and other events as approved by an appropriate supervisory officer with responsibility for professional development. Attendance at conferences outside of Canada must be approved by the Director of Education.
- 4.3 Other approved costs related to Board business which are incurred while attending conferences and workshops will be reimbursed if approved by the employee's immediate supervisor.
- 4.4 If the conference or workshop fee includes meals, employees will not be reimbursed for meal costs they choose to incur.

#### 5.0 Hospitality

- 5.1 Hospitality expenses, approved in advance by a supervisory officer of the Board, will be recognized when:
  - token gifts, value not to exceed \$30, are given to individuals not employed or contracted by the Board in appreciation or recognition of service;
  - engaging in an appropriate event on behalf of the Board; or
  - sponsoring events related to the business of the Board.Hospitality may never be offered solely for the benefit of trustees, employees or contractors of the Board or other designated agency of the Broader Public Sector (BPS).
- 5.2 When hospitality is extended to vendors, or possible vendors, it is imperative that such hospitality is not perceived to give the vendor preferential treatment.
- 5.3 Other costs related to Board business, which are incurred while attending conferences and workshops, will be reimbursed if approved by the employee's immediate supervisor. Hospitality may never be offered solely for the benefit of any individual covered by this policy. Expenses that are not considered hospitality and will not be reimbursed are office social events, retirement parties and holiday celebrations. Hospitality may be extended in an economical and consistent manner when:
  - it can facilitate the business of the Board;
  - it is considered desirable as a matter of courtesy or protocol;
  - engaging in discussions or hosting receptions regarding Board matters with representatives from other governments; the broader public sector; business and industry; public interest groups or labour groups;
  - providing individuals from national, international, or charitable organizations with an understanding or appreciation of Ontario and the workings of its government;
  - honouring distinguished individuals for exceptional public service in Ontario;
  - conducting prestigious ceremonies for heads of state, government or distinguished guests from the private sector;
  - the business of the Board includes hospitality functions.
- 5.4 Moderate and reasonable consumption of alcohol during an event described in 5.3 approved in advance by the Director of Education is permissible and expenses shall be reimbursed. Otherwise expenses for alcohol are not permitted.
- 5.5 Original invoices or receipts, which clearly show costs and applicable sales taxes, must be submitted using the prescribed Expense Report form. Reimbursement for hospitality expenses are subject to approvals as are other expenses referred to in this policy.



**6.0 Other**

- 6.1 Standard Expense Forms developed by the Finance Department must be used when submitting expenses. Expense reports must be submitted monthly if expenses incurred are over \$250 and may be submitted quarterly if expenses incurred are less than \$250.
- 6.2 Supervisors are responsible for the review and approval of Expense Reports.
- 6.3 Original invoices or receipts which clearly show costs and applicable sales taxes are acceptable for expenses other than automobile mileage costs.
- 6.4 Cash advances will not normally be provided; however, an employee who is unable to use a personal credit card may make a written request to the Manager of Finance at least ten (10) business days prior to when the funds are required.

**Definitions**

**Hospitality**

The provision of food, beverages, accommodation, transportation and other amenities to individuals who are not elected trustees, appointees, employees, consultants or contractors engaged to work for the Board or other designated agencies of the Broader Public Sector (BPS).

**References**

Broader Public Sector Expenses Directive

**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: June 7, 2011  
Submitted by: Cathy Horgan, Director of Education & Secretary

**PURCHASING POLICY 700.01**

Public Session

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**BACKGROUND INFORMATION:**

The Purchasing Policy was reviewed in May 2010. Since that time, the Ministry of Finance has issued a *Broader Public Sector Procurement Directive*, which came into effect April 1, 2011.

**DEVELOPMENTS:**

The policy has been updated to reflect the requirements of the new directive. Previously, the government issued *guidelines* for supply chain management and those guidelines were reflected in the 2010 revisions to the policy. As a result, few changes were required to update the policy based on the new directive. Major changes are the requirements to use competitive procurement for all *consulting* services, to enhance transparency and fairness in the evaluation of competitive procurements, to include a *Bid Dispute Resolution* process, and to include responsible and effective contract management.

**RECOMMENDATION:**

THAT the Policy Committee recommends that the Committee of the Whole refers the Purchasing policy (700.01) to the Brant Haldimand Norfolk Catholic District School Board for approval.

## Policy: Purchasing

		<b>Policy Number:</b>	700.01
<b>Adopted:</b>	September 24, 2003	<b>Former Policy Number:</b>	N/A
<b>Revised:</b>	May 25, 2010	<b>Policy Category:</b>	Finance
<b>Subsequent Review Dates:</b>		<b>Pages:</b>	1

### Belief Statement:

School boards have an obligation to ensure efficient, high-quality service and responsible stewardship of public funds. 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 that all transactions:

- are conducted 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;
- adhere 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 or willingness to accept public scrutiny, which 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.

### References

Education Act, Section 217  
 Agreement on Internal Trade  
 Municipal Freedom of Information & Protection of Privacy Act  
 Ontario-Quebec Procurement Agreement  
[Bill 122, Broader Public Sector Accountability Act, 2010](#)  
[Broader Public Sector Procurement Directive \(Management Board of Cabinet\)](#)  
 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



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## Purchasing Policy AP 700.01

<b>Procedure for:</b>	All Staff	<b>Adopted:</b>	September 24, 2003
<b>Submitted by:</b>	Associate Director, Corp. Services & Treasurer	<b>Revised:</b>	May 25, 2010
<b>Category:</b>	Finance		

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### Purpose

School boards have an obligation to ensure efficient, high-quality service and responsible stewardship of public funds. 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.

### Responsibilities

#### Originator **Requisitioner**

- 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.

#### 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/**commit funds** up to \$2,000.

#### Purchasing Department **Coordinator of Purchasing Services**

- Tender, evaluate and recommend the purchase/rental/lease of Board-approved **capital equipment goods and services**.
- 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.
- **Issue purchase orders for approved acquisitions when required, i.e., commitment of funds.**
- **Authorize the release of all competitive procurement documents issued by a designate/third party on behalf of the Board.**
- **Manage the bid dispute resolution process**

#### Accounting Clerks

- Ensure purchase orders are completed properly.
- Ensure the budget account is correct.
- Ensure that all extensions are added correctly.
- **Process payment to the supplier.**



### **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.
- **Authorize payment to the supplier upon proof of receipt.**

### **Manager of Finance**

- Develop, implement, monitor and maintain appropriate purchasing controls.
- Approve acquisitions (**budget approval**) up to \$10,000.

### **Associate Director, Corporate Services & Treasurer or Designate**

- Ensure adherence to all Board policies, relating to the purchasing process.
- Approve acquisitions (**budget approval**) up to \$50,000.
- **Manage the bid dispute resolution process.**

### **Director of Education or Director's Designate**

- Responsible for the purchase of goods and services related to the Director's Office, as well as those pertaining to the Board of Trustees.

### **Board of Trustees**

- Approve acquisitions over \$100,000 if amount is in excess of budget.

## **Information**

### **1. Purchase Orders**

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

- Department Heads
- Principals/Vice-Principals
- Consultants
- **Senior Library Technician**
- **Manager of Communications & Public Relations**
- Manager of Facilities
- Manager of Finance
- Manager of Human Resources
- **Manager of Information Technology**
- Purchasing Department
- Superintendents of Education
- **Assistant Superintendent of Business**
- Associate Director, Corporate Services & Treasurer
- Director of Education



Purchase orders must be properly and fully completed by the ~~issuer~~ **requisitioner** and approved and signed by his/~~her~~ **supervisor** ~~the individual(s) with budget approval authority~~, prior to submission to the Catholic Education Centre for processing. The ~~issuer~~ **requisitioner** 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 Catholic Education Centre copy (yellow) should be forwarded to the Catholic Education Centre. Once the goods are received, the Receiving Report (pink) should be completed, signed and forwarded to the Catholic Education Centre.

Purchase orders greater than \$2,000 must be forwarded to the Catholic Education Centre 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 Catholic Education Centre in a timely manner so discounts may be realized.

Where the total discount is less than \$10, the Manager of Finance will decide whether a discount is feasible. Where the discount is over \$10, and the invoice is received in a timely manner to be eligible for a 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~~ **requisitioner'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 matches the packing slip. Any shortage, overage or visible damage should be noted on the packing slip before it is signed. The ~~school~~ **receiver** is to notify the vendor immediately of any short shipments in order that the appropriate credit 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. The Receiving Report as well as a copy of the packing slip and cartage bill is to be forwarded to the Catholic Education Centre.

### 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~~ **by the receiving location**. The signed Receiving Report (pink) should be sent to the Accounts Payable Department.



The receiver must indicate the items received match 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 may add 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 10<sup>th</sup> 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.

**Procedures**

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.

**1.0 Purchasing Thresholds**

The following dollar thresholds (including applicable taxes) indicate the purchasing process to be followed by all staff for goods and services not included 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 and Competitive Procurements**

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

<b>Goods, Non-Consulting Services and Construction</b>	
<b>Total Value</b>	<b>Purchasing Process to be Followed</b>
\$0 to \$2,000	May be requisitioned and/or purchased without quotation at the discretion of the individual (or designate) with budget authority. Sound judgment 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 and/or purchased by the individual with budget authority only after receiving a minimum of three vendor quotes (fax, email or written).
\$25,001 to \$99,999	The Purchasing Department (or designate/ <b>third party on behalf of Board</b> ) to issue an invitational competitive procurement to a minimum of three suppliers. Bid notices shall, at minimum, be advertised on the Board's website ( <b>excluding second stage competitive procurements</b> ).
\$100,000 +	The Purchasing Department ( <b>or third party on behalf of Board</b> ) to issue open competitive procurement. Bids shall be advertised on a nationally-recognized electronic bulletin board ( <b>excluding second stage competitive procurements</b> ).

The Facilities Department shall follow the purchasing process for goods and **non-consulting** 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:

<b>Goods, Non-Consulting Services and Construction</b>	
<b>Total Value</b>	<b>Purchasing Process to be Followed</b>
\$0 to \$5,000	May be requisitioned and/or purchased without quotation at the discretion of the individual (or designate) with budget authority. Sound judgment 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 and/or purchased by the individual with budget authority only after receiving a minimum of three vendor quotes (fax, email or written).
\$25,001 to \$99,999	The Purchasing Department (or designate/ <b>third party on behalf of Board</b> ) to issue an invitational competitive procurement to a minimum of three suppliers. Bid notices shall, at minimum, be advertised on the Board's website ( <b>excluding second stage competitive procurements</b> ).
\$100,000 +	The Purchasing Department ( <b>or third party on behalf of Board</b> ) to issue open competitive bid document. Bids shall be advertised on a nationally-recognized electronic bulletin board ( <b>excluding second stage competitive procurements</b> ).



1.1.2 The purchase of consulting services shall be made in accordance with the following:

<b>Consulting Services</b>	
<b>Total Value</b>	<b>Purchasing Process to be Followed</b>
\$0 to \$99,999	The Purchasing Department (or designate/third party on behalf of Board) to issue an invitational competitive procurement to a minimum of three suppliers. Bid notices shall, at minimum, be advertised on the Board's website (excluding second stage competitive procurements).
\$100,000 +	The Purchasing Department (or third party on behalf of Board) to issue open competitive bid document. Bids shall be advertised on a nationally-recognized electronic bulletin board (excluding second stage competitive procurements).

1.1.3 All quotations received are to be ~~on file and maintained along with a copy of~~ **attached** to the purchase order by the initiating department and/or school.

1.1.4 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).

1.1.5 The Purchasing Department may decide to purchase any goods or services through a formal or informal quotation process, regardless of the estimated dollar value.

1.1.6 Where the unit cost of an item is less than \$2,001, but the quantity required exceeds a total value of \$2,001, three vendor quotes are required as per the above thresholds.

i.e.: one utility table = \$250                      = no quotation  
ten utility tables = \$2,500                      = three 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 main types of competitive procurement: Information Gathering and Purchasing.

1.2.1 Information Gathering

1.2.1.1 Request for Information (RFI)  
An RFI should be used 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)  
An RFEI should be used 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)

An RFSQ should be used 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~~ **second stage competitive procurements** 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 contact a supplier to supply such goods or services 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.

Contract A is formed when a competitive bid document has been returned in the form of a valid bid. Once formed, the Board has a legal obligation to deal fairly and equally with all bidders and must not show favouritism or prejudice. During Contract A, the Board cannot deviate from the process described in the competitive bid document (i.e., change specifications to unfairly benefit a particular bidder).

Contract B is formed when the Board formally accepts a bid. It is the result of fair and equitable treatment of all bidders in arriving at acceptance of a bid. Contract B creates an agreement with obligations on both parties and is subject to applicable contract law, including accepted meanings and interpretations of enforceability, non-performance, breach of contract, remedies, etc.

1.2.2 Purchasing

1.2.2.1 Request for Proposal (RFP)

An RFP should be used 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)

An RFT should be used to request suppliers' bids to provide goods, services or construction based on stated delivery requirements, performance specifications and 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 Supplier List

A VOR/Preferred Supplier List should be used 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 Board's ability to achieve better value for money. The Board shall provide a minimum response time of 15 calendar days for all competitive procurements **valued at \$100,000 or more** with the exception of urgent and/or emergency procurements. **The Board will consider increasing minimum response time to 30 calendar days for procurements of high complexity, risk and/or dollar value.**



- 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 **and will be returned unopened**.
- 1.2.5 ~~All competitive bid documents procurements valued at \$100,000 or more 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.~~ moved to section 1.2.7
- 1.2.5 Evaluation of Competitive Procurements
- 1.2.5.1 Competitive procurements must establish **and fully disclose** evaluation criteria and methodology/process to be used in evaluating a supplier's submission, including the method to resolve a tie score, **prior to commencement of the competitive procurement process**. The Board shall outline these criteria and processes, where applicable, in the competitive bid documents. Any mandatory criteria shall be clearly defined. **Maximum justifiable weighting must be allocated to the price/cost component of the evaluation criteria**. Once the competitive process has begun, the above cannot only be changed or altered **by means of addendum to the competitive bid documents**.
- 1.2.5.2 For 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.
- 1.2.5.3 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).
- 1.2.5.4 The Board shall require all members of the Evaluation Team to sign a conflict-of-interest declaration and non-disclosure agreement.
- 1.2.5.5 Each member of the Evaluation Team must evaluate all supplier submissions **using an evaluation matrix**. All notes, records, etc., must be auditable, fair, factual and fully defensible as these documents are subject to public scrutiny.
- 1.2.5.6 The Board shall select only the highest-ranking submission(s) that have met all criteria as established 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.
- ~~In accordance with the Agreement on Internal Trade (AIT),~~ The Board shall refrain from 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.

#### 1.2.6 Contract Award

- 1.2.6.1 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.
- ~~1.2.6.2 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.~~



- 1.2.6.3 Where an immediate need exists for goods or services and the Board and the supplier are unable to finalize the contract as described above, an interim purchase order may be used. Details of this action must be documented and approved by the appropriate authority.
- 1.2.6.4 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. In circumstances where an alternative procurement strategy has been used (i.e., a form of agreement was not released with the procurement document), the agreement between the Board and the successful supplier must be defined formally in a signed written contract before the provision of supplying goods or services commences.
- 1.2.6.5 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 established in the competitive bid document must first be approved by the appropriate approval authority, within the Board, as these are considered non-competitive procurements.
- 1.2.6.6 For procurements valued at \$100,000 or more, the Board will post, in the same manner as the competitive bid was posted, the name(s) of the successful supplier(s) contract award notification, only after the contract has been awarded and signed-executed.
- 1.2.6.7 The contract award notification shall include the name(s) of the successful supplier(s), the agreement start and end dates, including any extension options.
- 1.2.6.8 For procurements valued at \$100,000 or more, all unsuccessful suppliers will be informed regarding their entitlement to a debriefing. The Board will allow 60 calendar days following the date of contract award notification for unsuccessful suppliers to request a debriefing.

#### 1.2.7 Bid Dispute Resolution

All competitive procurements must outline bid dispute resolution procedures to ensure that any dispute is handled in an ethical, fair, reasonable and timely fashion. Bid dispute resolution procedures must comply with bid protest or dispute resolution procedures as established in the applicable trade agreements. The Board shall resolve any bid disputes as indicated below:

- i) Suppliers must forward, in writing, their concerns to the Purchasing department.
- ii) The Purchasing Department will meet with the supplier to resolve the dispute.
- iii) If the supplier has further concerns and/or is unable to resolve the dispute upon meeting with the Purchasing department, the supplier may request, in writing, to meet with the Assistant Superintendent of Business and/or Associate Director of Corporate Services & Treasurer.
- iv) If the above means do not resolve the supplier's dispute, the supplier may then make a written request to the next level of authority at the provincial level to seek resolution.

- 1.2.8 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. The Board shall utilize the Classification & Retention Administrative Guideline.

### 1.3 Non-Competitive Procurement

In certain circumstances, it may not always be practical or feasible to obtain competitive quotes/bids from vendors. The following processes outline 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, irregardless 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, obtaining goods and/or services from this supplier, irregardless of value, is acceptable. 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.
- 1.3.3 Exemptions/Exceptions/Non-Application Clause – Where an exemption, exception, or non-application clause exists under the Agreement on Internal Trade or other trade agreement, the Board must formally establish applicability of the appropriate clause when obtaining goods and/or services.

Prior to commencement of non-competitive procurement (valued at \$100,000 or more), supporting documentation must be completed and approved by the appropriate approval authority within the Board.

#### 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, including consulting 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:

Total Value	Approval Authority
< \$2,000	Individuals with budget responsibility
> \$2,000 to <\$10,000	Manager of Finance Manager of Facilities and Construction Projects (for Facilities Department purchases)
> \$25,000 to < \$100,000	Associate Director, Corporate Services & Treasurer
> \$100,00	Associate Director, Corporate Services & Treasurer with approval of the Board of Trustees, if the amount is in excess of budget

Prior to commencement, any non-competitive purchase for goods and non-consulting services must be approved by an authority one level higher than indicated above.

Prior to commencement, any non-competitive purchase for consulting services (see Section 1.3.3) must be approved by the Associate Director, Corporate Services & Treasurer with approval of the Board of Trustees.

1.4.2 Mileage, out-of pocket and/or professional development expenses must be made in accordance with our Employee Expenses policy. Individuals cannot approve their own expenses.



- 1.4.3 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.
- 1.4.4 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.
- 1.4.5 Credit applications and vendor accounts are to be processed/established by the Purchasing Department.
- 1.4.6 Written notification must be received a minimum 30 days in advance of any price increases.

## 1.5 Contract Management

Procurements and the resulting contracts must be managed responsibly and effectively.

- 1.5.1 Assignments must be properly documented to include sufficient detail of the goods and/or services to be provided and subsequently paid for. Assignments should include objectives, background, scope, constraints, staff responsibilities, tangible deliverables, timing, progress reporting, approval requirements, and knowledge transfer requirements.
- 1.5.2 For services, contracts shall include, only if applicable, expense claim and reimbursement rules compliant with the Broader Public Sector Expenses Directive. The Board will ensure that expenses are claimed and reimbursed only where the contract explicitly provides for reimbursement of expenses.
- 1.5.3 Payments must be made in accordance with the provisions of the contract.
- 1.5.4 Contracts shall include a dispute resolution process.
- 1.5.5 Supplier performance must be clearly managed and documented, including any performance issues.

## 2.0 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.



### 3.0 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 Where a conflict of interest arises, the Board must evaluate and take appropriate mitigating action.
- 3.5 In accordance with the *Education Act*, it is prohibited for an employee of the Board to promote or sell goods and services for compensation other than their salary to any Board, provincial school or teachers' college, or to any pupil enrolled therein, except as permitted by the *Act*.
- ~~3.5 — Education Act, section 217 (1-4)~~
- ~~3.5.1 — 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.~~
- ~~3.5.2 — 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.~~
- ~~3.5.3 — 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.~~

### 4.0 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>) [http://www.pmac.ca/images/stories/join\\_pmac\\_pdf/code%20of%20ethics%20en.pdf](http://www.pmac.ca/images/stories/join_pmac_pdf/code%20of%20ethics%20en.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) **honesty, care and due diligence must be integral to all Supply Chain Activities within and between BPS organizations, suppliers and other stakeholders;**
  - iii) highly demonstrated level of respect for each other and the environment;
  - iv) **confidential information must be safeguarded;**
  - v) consideration for the interests of the Board and its students in all transactions;
  - vi) transparency and fairness in obtaining the best value for public funds;
  - vii) demonstrated responsible, efficient and effective manner of using public resources;
  - viii) avoidance of any activity that may create, or appear to create, a conflict of interest;
  - ix) gifts and/or gratuities in excess of reasonable hospitality will not be accepted;
  - x) seek counsel from the Purchasing Department as required;
  - xi) compliance with laws in the Province of Ontario and Canada;
  - xii) buy without prejudice in order to achieve maximum value for money;
  - xiii) avoidance of one's authority being used for personal gain;
  - xiv) **continuous improvement in all areas of supply chain (process, knowledge, leading practices, etc.).**

## 5.0 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](http://www.bhncdsb.ca)

## 6.0 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.

## 7.0 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 and/or disposed of by the Purchasing Department in consultation with the ~~Facilities Department and/or Information Technology Department~~ **originating department and/or school.**
- 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.



## 8.0 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.

## 9.0 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.

## 10.0 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 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](http://www.bhncdsb.ca) and a nationally-recognized electronic bulletin board available within Canada.

## 11.0 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.



## 12.0 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.

## 13.0 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 & Construction Projects/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.

## 14.0 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.

## 15.0 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 & Construction Projects.
- 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 as well a description of the work performed. The Manager of Facilities & Construction Projects will approve the invoices for payment.

## Definitions

### Consulting Services

The provision of securing expertise or strategic advice for consideration and decision-making.



### **Emergency Purchases**

Necessary purchases made to avoid any potential loss of life, property or financial burden.

### **References**

Education Act, Section 217  
Agreement on Internal Trade  
Municipal Freedom of Information & Protection of Privacy Act  
Ontario-Quebec Procurement Agreement  
[Bill 122, Broader Public Sector Accountability Act, 2010](#)  
[Broader Public Sector Procurement Directive \(Management Board of Cabinet\)](#)  
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



**Policy: Trustees’ Code of Conduct**

		<b>Policy Number:</b>	100.04
<b>Adopted:</b>	April 7, 2002	<b>Former Policy Number:</b>	N/A
<b>Revised:</b>		<b>Policy Category:</b>	School Board Governance
<b>Subsequent Review Dates:</b>	TBD	<b>Pages:</b>	

**Belief Statement:**

As a Catholic Learning Community, we provide faith formation and academic excellence, which enables our graduates to live a life of love and service in Christ. By providing strategic vision and stewardship of resources in a manner that reflects Gospel values in all aspects of the system, the Board promotes the achievement and wellbeing of all students through the creation of a learning environment informed by the Ontario Catholic School Graduate Expectations. Our aim is to “recognize that we are co-workers for the sake of the kingdom” and that decisions are to be made with “care, compassion and justice.” (This Moment of Promise)

**Policy Statement:**

The Brant Haldimand Norfolk Catholic District School Board will ensure that the following Trustees’ Code of Conduct is adhered to:

**1. Catholic Faith, Community and Culture**

Each Brant Haldimand Norfolk Catholic District School Board Trustee shall, within the duties prescribed in the Education Act, its Regulations and other applicable legislation and reflecting a ministry within the Church:

- (a) acknowledge that Catholic schools are an expression of the teaching mission of the Church;
- (b) provide an example to the Catholic Community that reflects the teaching of the Church;
- (c) provide the best possible Catholic education according to the programs approved by the Canadian Conference of Catholic Bishops and the provincial Minister of Education;
- (d) recognize and rigorously defend the constitutional right of Catholic education and the democratic and corporate authority of the Board;
- (e) respect the confidentiality of the Board;
- (f) ensure the affairs of the Board are conducted with openness, justice and compassion;
- (g) work to improve personal knowledge of current Catholic educational research and practices;
- (h) affirm a strong sense of Christian Catholic Community; and
- (i) provide support, encouragement and prayer for the efforts of all persons engaged in the ministry of Catholic Education in Canada.

**2. Integrity and Dignity of Office**

Trustees occupy positions of public trust and confidence. They are expected to discharge their duties and responsibilities in a professional and ethical manner, consistent with Gospel Values, the teachings of the Catholic church, the Education Act and Regulations, the Municipal Freedom of Information and Protection of Privacy Act and Regulations, the Municipal Conflict of Interest Act, the Board's By-Laws and Policies and any other Act or Regulation that may be applicable to the Trustee's duties.

It is imperative that the Trustees act, and be seen to act, in the best interests of the public they serve. Trustees are elected to represent all stakeholders in the Toronto Catholic District School Board by articulating and supporting a shared commitment to excellence in Catholic education that promotes student achievement and well-being through the delivery of effective and appropriate education programs and effective stewardship of the Board's resources.



## **Brant Haldimand Norfolk Catholic District School Board**

Trustees are governors, advocates and community leaders. As governors, trustees provide strategic direction, oversight and evaluation to ensure the development and delivery of quality education programs in order to maximize the achievement and well-being of all students. As advocates, they inform and influence public perceptions and provincial education law and policy. As community leaders, Trustees engage with the public to build understanding, guidance and active support for publicly funded Catholic education.

### **3. Compliance with Legislation**

All Trustees will comply with the letter and spirit of all laws of Canada and the Province of Ontario and any contractual obligations of the Board in conducting the business of the Board.

The Trustees acknowledge they may only act on behalf of the Board through resolution and may not act individually or purport to represent the interests of the Board without the knowledge and consent of the Board of Trustees shown through resolution.

Trustees shall ensure that all information they communicate in the course of their duties is accurate and complete.

It is every Trustee's responsibility to familiarize themselves with their duties and any requirements of them as prescribed by the Education Act, the Municipal Freedom of Information and Protection of Privacy Act, the Municipal Conflict of Interest Act and any other Act or Regulation that may be applicable to the Trustee's duties from time-to-time, and/or Ministry of Education requirements and the Board's By-Laws, Policies and General Administrative Procedures.

All Trustees are expected to comply with the following duties of board members as set out in section 218.1 of the Education Act:

"A member of a board shall,

- (a) carry out his or her responsibilities in a manner that assists the board in fulfilling its duties under this Act, the regulations and the guidelines issued under this Act, including but not limited to the board's duties under section 169.1;
- (b) attend and participate in meetings of the board, including meetings of board committees of which he or she is a member;
- (c) consult with parents, students and supporters of the board on the board's multi-year plan under 169.1(1)(f);
- (d) use appropriate communication protocols to bring concerns of parents, students and supporters of the board to the attention of the board;
- (e) uphold the implementation of any board resolution after it is passed by the board;
- (f) entrust the day-to-day operations and management of the board to its staff through the Board's Director of Education;
- (g) maintain focus on student achievement and well-being through the development of policies; and
- (h) comply with the Board's code of conduct."

### **4. Civil and Constructive Behaviour**

Trustees share in the responsibility for creating a positive environment that is safe, harmonious, comfortable, inclusive and respectful. Trustees shall at all times act with decorum and shall be respectful of other trustees, the Director of Education, staff, all members of the TCDSB community, as well as the public. As stewards of the system, Trustees are held to a high standard of conduct and should serve as role models of exemplary behavior reflective of the values articulated in the Ontario Catholic School Graduate Expectations.

In performing their duties as trustees, and in all matters of communication including email, telephone and face-to-face meetings with staff, parents and other stakeholders, appropriate language and professionalism are expected.



## Brant Haldimand Norfolk Catholic District School Board

Trustees must adhere to the Acceptable Use Policy regarding on-line communications, The Respectful Workplace Policy and to the policy required under Bill 168 on Workplace Violence and Harassment. Trustees are bound to uphold and abide by all pertinent Board policies.

Any Trustee who fails or refuses to comply with the rules of the Board, uses offensive language, disobeys the decisions of the Chair or the Board on points of order, or makes any disorderly noise or disturbance may be ordered by the Chair to leave for the remainder of the meeting, and in the case of a refusal to do so, may, on the order of the Chair, be removed from the room where such meeting is taking place and/or the Board Office. Such a removal will be recorded in the Minutes of the meeting.

The following are examples of specific expected civil and constructive behaviours:

- a. visit schools when invited to attend and support school functions and celebrations or as a volunteer
- b. otherwise [a 6 month pilot process to begin at the beginning of the next school year] to visit and learn about a school, make mutually acceptable arrangements with the principal, clearly agreeing on the purpose of the visit
- c. direct members of the public to appropriate avenues of communication to address their concerns in accordance with board policy
- d. conduct public meetings with dignity for one another, staff, any guests and the public, assuming the virtue of others
- e. refrain from engaging in conduct during meetings of the Board and at all other times that would discredit or compromise the integrity of the Board
- f. refrain from advancing allegations of misconduct that are frivolous, vexatious or vindictive in nature against another member of the Board.
- g. conduct debate in public, except for issues that are required to be in-camera
- h. comments in public should be:
  - sensitive to the history of Catholic education, and
  - sensitive to and in support of the Mission of the Catholic school board
- i. prepare for all meetings, especially by reviewing the content of all materials provided for and at the meeting
- j. leverage, as much as possible, previous public discussions, and materials and minutes thereof, such as those of board committees
- k. speak on one's own behalf rather than on behalf of others at the meeting
- l. focus the discussion, not on personalities, but on salient issues and not in an accusatory manner
- m. ask questions that are relevant to the agenda, for information or clarification, not to question motives, and do so respectfully
- n. as much as possible, seek information from staff via questions rather than by requesting a written report
- o. request a written report from staff only where the issue is complex and significant and via a motion of the board
- p. call for action via a motion or amendment to bring concerns to closure
- q. provide the opportunity for questions before a motion is proposed; speak to the motion ("for" or "against", not questions) once the motion is proposed
- r. when posing a question and believing that the question has not been answered, clearly state the aspect that has not been addressed and seek a reasonable assurance as to how and when the additional information will be provided
- s. expect that questions will be considered respectfully and that the respondent, such as the Director or a Superintendent of Education, will say so if any aspect of the question is unclear
- t. make points that are relevant, clear and brief and that are not unhelpfully repetitious



## Brant Haldimand Norfolk Catholic District School Board

- u. listen to and consider all relevant perspectives on an issue, and
- v. make the best possible decisions in good faith and in good conscience.

### 5. Upholding Decisions

Trustees must understand their role as a corporate body and the expectation that as such they may deliberate with many voices but must act as one. Trustees must:

- a. accept, by words, behaviour and action, the decisions of the board;
- b. comply with Board policies and procedures;
- c. refrain from speaking on behalf of the Board unless authorized to do so.

### 6. Avoidance of Personal Advantage and Conflict of Interest

All Trustees are expected to comply with the provisions of the Municipal Conflict of Interest Act, attached as Appendix A, which requires that Trustees declare and disclose the general nature of the interest for all direct and indirect pecuniary conflicts of interest and abstain from making a decision.

Trustees are not permitted to vote on or discuss matters in which they have a direct or indirect pecuniary interest. The direct or indirect pecuniary interest of a parent, spouse or child is deemed to be the interest of the Trustee. Subsection 3(1) of the Act provides:

“For the purpose of this Act, the pecuniary interest, direct or indirect, of a spouse...or any child of the member shall, if known to the member, be deemed to be also the pecuniary interest of the member.”

Any direct or indirect financial interest on the part of the Trustee may raise a conflict of interest. A direct conflict of interest will arise where the Trustee himself or herself stands to benefit or suffer financially by a decision of the Board.

Where a Trustee, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, or any other conflict of interest in any matter and is present at a meeting of the Board at which the matter is the subject of consideration, the Trustee shall:

- (a) prior to any consideration of the matter of the meeting, disclose the interest and the general nature thereof;
- (b) not take part in the discussion of, or vote on any question in respect of the matter;
- (c) not discuss the issue with any other person;
- (d) not attempt in any way whether before, during or after the meeting to influence the voting on such question;  
and
- (e) leave the meeting or the part of the meeting during which the matter is under consideration.

Where the interest of the Trustee has not been disclosed by reason of the Trustee's absence from the meeting, the Trustee shall disclose the interest and otherwise comply with the above requirements of the first meeting of the Board attended by the Trustee after the meeting referred to above.

When the meeting is open to the public, every declaration of interest shall be recorded in the minutes of the Board meeting. When the meeting is not open to the public, every declaration of interest shall be recorded in the minutes of the next meeting of the Board that is open to the public.

### 7. Respect for Confidentiality

All Trustees acknowledge that, as part of their duties to the Board they may be privy to private, confidential and/or legally privileged financial, business and/or commercial information belonging to the Board that may provide a financial, business, commercial or competitive advantage, and that they may be privy to private and confidential student and personnel information, and/or legal matters and opinions. Such information may include, but is not limited



## Brant Haldimand Norfolk Catholic District School Board

to, information relating to the Board's organizational structure, operations, business plans, technical projects, business costs, research data results, inventions, trade secrets or other work produced, developed by or for the Board.

Therefore, all trustees shall:

- a. keep confidential any information disclosed or discussed at a meeting of the Board, or part of a meeting of the Board, that was closed to the public, unless required to divulge such information by law;
- b. refrain from using confidential information for either personal gain or to the detriment of the Board.

### **8. Enforcement of Code of Conduct and the Municipal Conflict of Interest Act**

In accordance with the provisions of section 218.3 of the Education Act, a breach of this Code of Conduct by a Trustee may be dealt by the following procedures:

A Trustee who has reasonable grounds to believe that another Trustee has breached this Code of Conduct may bring the alleged breach to the attention of the Board.

If an alleged breach is brought to the attention of the Board, the Board shall make inquiries into the matter and shall, based on the results of the inquiries, determine whether there has been a breach.

If the Board determines that a Trustee has breached this Code of Conduct, the Board may impose one or more of the following sanctions:

- (a) Censure of the Trustee.
- (b) Barring the Trustee from attending all or part of a meeting of the Board or a meeting of a committee of the Board.
- (c) Barring the Trustee from sitting on one or more committees of the Board, for the period of time specified by the Board.

A Trustee who is barred from attending all or part of a meeting of the Board or a meeting of a committee of the Board is not entitled to receive any materials that relate to that meeting or that part of the meeting that are not available to the members of the public.

In appropriate circumstances, the Board may also resolve to disassociate the Board from any action or statement of a Trustee.

If a Board determines that a Trustee has breached this Code of Conduct, the Board shall give the Trustee written notice of the determination and of any sanction imposed by the Board.

The notice shall inform the Trustee that he or she may make written submissions to the Board in respect of the determination or sanction by the date specified in the notice that is at least 14 days after the notice is received by the Trustee.

The Board shall consider any submissions made by the Trustee and shall confirm or revoke the determination within 14 days after the Trustee's submissions are received.

If the Board revokes a determination that a Trustee has breached this Code of Conduct, any sanction imposed by the Board is also revoked.

If the Board confirms a determination that a Trustee has breached this Code of Conduct, the Board shall, within 14 days after the Trustee's submissions were received, confirm, vary or revoke the sanction(s) imposed by the Board.

If a sanction is varied or revoked, the variation or revocation shall be deemed to be effective as of the date the original determination about the alleged breach was made by the Board.



## **Brant Haldimand Norfolk Catholic District School Board**

Despite subsection 207(1) of the Education Act which requires meetings of the Board to be open to the public, but subject to the requirements below for specific resolutions of the Board to be made in public, the Board may close to the public the part of the meeting during which a breach or alleged breach of this Code of Conduct is considered when the breach or alleged breach involves any of the following matters:

- (a) the security of the property of the Board;
- (b) the disclosure of intimate, personal or financial information in respect of a Trustee or committee, an employee or prospective employee of the Board or a student or his or her parent or guardian;
- (c) the acquisition or disposal of a school site;
- (d) decisions in respect of negotiations with employees of the Board; or
- (e) litigation affecting the Board.

The Board shall do the following things by resolution at a meeting of the Board, and the vote on the resolution shall be open to the public:

- (f) Make a determination that a Trustee has breached this Code of Conduct.
- (g) Impose a sanction on a Trustee for a breach of this Code of Conduct.
- (h) Confirm or revoke a determination regarding a Trustee's breach of this Code of Conduct.
- (i) Confirm, vary or revoke a sanction after confirming or revoking a determination regarding a Trustee's breach of this Code of Conduct.

A Trustee who is alleged to have breached this Code of Conduct shall not vote on any of the resolutions listed above.

When a resolution listed above is passed, the resolution shall be recorded in the Minutes of the meeting.

The Statutory Powers Procedure Act does not apply to any of the enforcement provisions under section 218.3 of the Education Act.

Nothing in this Code of Conduct prevents a Trustee's breach of the Municipal Conflict of Interest Act from being dealt with in accordance with that Act.

A trustee who is subject to a Board inquiry to determine whether the trustee has breached the Code of Conduct has a right to retain and be represented by legal counsel throughout the process. Legal expenses will not be paid unless extraordinary circumstances are determined by Board motion.

### **9. Role of the Board**

- a. The Board is a statutory entity – created by provincial legislation
- b. The Board is the focal point of governance.
- c. Various powers are set out in the Education Act.
- d. Generally, the Board has collective power to manage the local school system
- e. The Board prescribes duties and manages through the Director
- f. Day-to-day operations are the responsibility of the Director

### **10. Role of the Individual Trustee**

- a. The Trustee is a statutory entity – created by provincial legislation.
- b. A Trustee is a member of the Board of Trustees; The Board is composed of Trustees.
- c. Trustees have the right to:
  - i. Visit the board's schools
  - ii. Receive notices of Board meetings



## Brant Haldimand Norfolk Catholic District School Board

- iii. Vote on Board decisions
  - iv. Run for re-election
  - v. Resign, subject to Board consent
- d. It is imperative that the Trustees be, and be seen to be acting in the best interests of the public they serve.
- e. Trustees shall physically attend at least one meeting every four months (s. 229)
- f. The Act does not mention any relationship between individual Trustees and:
- i. Staff
  - ii. Individual constituents
- g. Trustees have no legal authority to act on their own outside of Board meetings except according to the express wishes and direction of the Board of Trustees
- h. Trustees have general and specific accountabilities to their communities; these may conflict with the interests of the “board community”; trustees are to make decisions in the best interests of the entire school district community

### 11. Relationship Between the Board and Staff

- a. Director of Education is “Chief Education Officer” and Secretary to the Board
- b. Officers (i.e., Superintendents) are responsible to the Board through the Director
- c. Education Act expects Director and staff to implement policy – Board’s and provincial

**Glossary of Key Policy Terms:** N/A

### References:

Education Act, etc.



# ***Resolving Issues Together!***

**Trustees' Retreat – April, 2011**

**Brant Haldimand Norfolk CDS**

**Facilitator's Report**

**By: D. Scott Ferguson, B Com, CA, CMC, ACC  
Facilitator**

**Date: April 20, 2011 (Draft)**



## *Resolving Issues Together!*

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## *Resolving Issues Together!*

### INTRODUCTION

#### **Purpose**

On April 5<sup>th</sup> and 6<sup>th</sup> 2011, the Trustees and Director of Education of the Brant Haldimand Norfolk Catholic District School Board met in a facilitated workshop to discuss the implications for this board of Bill 177 and related issues.

#### **Context**

Bill 177 is a significant document regarding the governance of Ontario school boards. Its effects are being felt in boards across the province. Elements of the Bill require discussion in terms of implications for board governance.

The government has announced its intention to issue further directives to clarify and standardize the Bill's implementation.

One of the governance tools that the government encourages, and may soon mandate, is the development of a Board Code of Conduct. Discussion at this retreat provides direction as to what the content of such a code for this Board should include.

#### **Overview of the Event**

The event began with Mass celebrated by Fr. Maurice (Mo) Charbonneau followed by dinner with the Director of Education and Superintendents. The Director then joined the trustees for their deliberations Tuesday evening and Wednesday.

The discussions were guided by an independent facilitator, Scott Ferguson, of *Progress Consulting*<sup>TM</sup>. Scott has 21 years facilitating governance, strategic planning and continuous school improvement for Catholic school boards. He most recently designed, facilitated and reported on the Board of Directors' retreat of the Ontario Catholic Schools Trustees' Association.

This document is the facilitator's report.

#### **A Critically Important Event**

Trustees and the Director of Education believe that it was critically important, and overdue, to conduct this workshop, primarily to foster a clearly understood, healthy, consistent and mutually respectful and respected relationship among board members and between the board and staff.

## RESULTS OF DELIBERATIONS

### What it means to be a Catholic School Trustee

Trustees began their discussion by reflecting on the meaning of their vocation as Catholic school trustees.

Their comments included:

- *to promote and speak positively about the Catholic school system*
- *help protect and preserve Catholic education*
- *contribute to the school board's and schools' positive Catholic environment and to their improvement*
- *be responsible stewards of the taxpayers' money*
- *provide students with the benefit of a good education*
- *contribute to a variety of perspectives being brought upon issues facing the school board*
- *contribute the wisdom of our experience and many roles within Catholic education and in our other walks of life*
- *encourage and promote close cooperation among home, school and parish for the benefit of Catholic students and Catholic education*
- *provide parents with a route of "being heard" when they have exhausted all other options*
- *provide administration with the benefit of our objectivity*
- *display our passion for Catholic education*
- *see and reflect "the big picture" and contribute to the betterment of the whole.*

### The important role of elected school trustees

While there has indeed been considerable standardization in recent years of many aspects of publically funded Ontario education, trustees believe that there remain many other aspects where provincial "one policy fits all" approach would not be appropriate. School boards in Ontario vary greatly – Catholic or public – urban or rural – large, medium-sized or small. Their needs vary as well. Trustees are members of and are responsible to the local school board community. In most cases, school trustees attended a school within the board they govern, and often within the riding they represent. Elected trustees bring an understanding of their communities and can shape policies to be most successful within the local context.

Trustees provide a local, easily reachable "human" face to education that a provincial body cannot. They work to engage the local community in local education.

They provide, as much as possible, "a level playing field" – equal opportunity – for Ontario students and their families.

They advocate for the electorate and ratepayer. This is a unique and very important aspect of being an elected trustee.

They provide local "due diligence" in a more focused manner than a central provincial agency could achieve.

As a board, they also provide an open and public forum for the discussion of policy as it affects the local schools.

### Benefits of this Discussion

Participants reflected on the value of the above discussion.

They said the discussion:

- *fostered a better understanding of one another's perspectives*
- *provided an opportunity to rise above "issues" and reflect on and renew our perspective on our role as Catholic school trustees, and*
- *revealed that we have more in common than differences.*

### Discussion Guidelines

Participants applied and benefited from Discussion Guidelines, which appear in Appendix A.

### Issues Addressed

Participants sought to, and did, address the following issues:

- what is to be discussed by the board in public or private
- requesting information from staff
- constructive ways of asking questions
- being respectful
- avoiding or dealing with situations where discussions get "heated up".

### Code of Conduct

Participants addressed these issues by:

- working with and making revisions to the draft outline of a Code of Conduct as shown in Appendix B, and
- differentiating, in more detail than is provided by Bill 177, between Board "policy issues" and administrative "day-to-day" matters, as shown in Appendix C.

### Getting to know Principals

Participants discussed the wisdom of being directly concerned "two levels down" (ie: regarding the hiring and actions of the Director and Superintendents of Education). The results of this discussion are included in Appendices B and C.

In the past, trustees were involved in the hiring panels for principals. Administration does not object to this continuing. Regardless, trustees want a means of getting to know principals. They recommend a regular and periodic activity or event for trustees and principals to get to know one another, such as those organized at Peterborough Victoria Northumberland & Clarington Catholic District School Board.

**Trustees' Visits to Schools**

This was a topic of lengthy discussion. Participants agreed that:

- trustees may visit schools when invited to attend and support school functions and celebrations or as a volunteer, and
- on a pilot project, for approximately 6 months, beginning at the start of the next school year, a trustee may visit and learn about a school by making mutually acceptable arrangements with the principal, clearly agreeing on the purpose of the visit.

No school visit is to be, or encourage, “an end run” around administration.

This consensus is reflected in suggested modifications to the outline of a Code of Conduct in Appendix B.

Following the pilot period, administration will report to the board on the experience of the pilot based on feedback from trustees, principals and superintendents.

The Director will discuss all of this thoroughly with Superintendents and Principals.

**Other Conclusions**

All other conclusions have been integrated into Appendices B and C.

## REFLECTIONS AND NEXT STEPS

### Reflections

Participants reflected on this retreat.

They were surprised:

- as to the openness of each trustee and the Director
- about the willingness to work to and seek agreement
- about the extent of preconceived notions of one another that surfaced and got cleared
- as to the extent of amicable agreement on difficult issues
- that similarities among trustees outweighed differences
- differences are often more about semantics than substance, and
- how participants could see themselves and their past behaviours amid the comments of others and were able to accept that feedback without reacting emotionally.

They believe that the implications of this retreat will likely be:

- a strong sense of trustees' ownership for the conclusions in this document
- a difference in how trustees address and resolve issues among them
- a heightened degree of candour among trustees
- the ability to leave "old issues" and "baggage" in "the past"
- a consensus on many important and long standing issues that had been bothering trustees
- a common language, going forward, for addressing difficult topics more effectively, and
- the 30 second rule!

### Follow-Up Discussions

Due to illness, one trustee was unable to attend this retreat. Consider a follow-up informal "in service" discussion of and reflection on this report.

Also, consider a periodic discussion of adherence to the Code as part of an in-camera agenda.

### Code of Conduct

Request that the Director of Education use the input in Appendix B to propose a Code of Conduct for the Board's consideration to replace both the existing Code and Board Governance Policy.

### Distribution of Report

Trustees should decide on the distribution of this report, such as to the Superintendents of Education.

## Discussion Guidelines

**1. Observe the 30 second rule. Make your point in 30 seconds or less.**

**2. Build consensus ....**

*I agree*

*I disagree*

*I don't understand*

*I also believe*

**3. ... without compromise**

Not: *"I know who said that"*

Rather: *"Why didn't I think of that?????"*

**4. "Bottom Line" it**

Not:

1. Story/anecdote
2. Reasoning
3. Example
4. Point.

Rather:

- |                   |   |
|-------------------|---|
| 1. Point.         | If accepted, stop. Otherwise proceed to ... |
| 2. Example        | If accepted, stop. Otherwise proceed to ... |
| 3. Reasoning      | If accepted, stop. Otherwise proceed to ... |
| 4. Story/anecdote |   |

**5. Tell others what you hear/understand them to say.**

## Outline of Code of Conduct

### Colour Coding

All aspects of this Appendix were discussed at the workshop. Material in **black font** was introduced as input to the meeting and was drawn from various documents that trustees have received regarding Bill 177. Material **in red font** represents specific text **added by way of consensus during the retreat**.

### Minister's Message – June 8, 2010 (excerpts)

Higher levels of student achievement are this government's top priority in education and all partners in the education sector have a role to play. Good governance by our trustees and directors of education is necessary to enhance student achievement and well-being, close gaps in student achievement and maintain confidence in the province's publicly funded education system.

The Governance Review Committee (GRC) recommended trustee codes of conduct as effective governance tools for the education sector and noted, in fact, that many school boards already have a code of conduct in place. The regulation would consolidate this practice across the province. Every board will be required to adopt a code of conduct which, as recommended by the GRC, will include minimum provincial provisions. Boards will be able to add provisions to their code of conduct to address local concerns and reflect the mandate and vision of their board.

Approximately half of school boards have a trustee code of conduct or "code of ethics." There are certain principles that are widely reflected in these policies. The enclosed consultation paper identifies these commonly held principles and related standards of behaviour, any or all of which could form the provincial provisions for every code of conduct.

The following six principles are commonly found in trustee codes of conduct. The GRC noted they could be used to develop provincial standards. Each principle is followed by examples of related trustee responsibilities, which could form the provincial provisions for trustee codes of conduct.

### **Good Governance booklet** (page 39)

A Code of Conduct is intended to provide a common understanding of how to conduct the work of the school board with appropriate authority and integrity and, thereby, promote public confidence.

### Potential Format

1. Aim of Catholic education
2. Role of the board
3. Role of trustee
4. Relationship between the board and staff
5. Integrity and dignity of office
6. Avoidance of personal advantage and conflict of interest
7. Compliance with legislation
8. Civil behaviour
9. Respect for confidentiality
10. Upholding board decisions.

This format was adopted for the purposes of the retreat. In a future draft, **consider a format that separates and emphasizes trustees' Rights versus Responsibilities**.

## Potential Content

### #1. AIM OF CATHOLIC EDUCATION

- a. The aim of Catholic Education is the development of each student toward personal fulfillment and responsible citizenship motivated by the Spirit of the Gospel and modeled on the example of Jesus Christ
- b. [in a future draft, add content from *This Moment of Promise*]
- c. [In a future draft, add content about student achievement]

### #2. ROLE OF THE BOARD

- a. The Board is a statutory entity – created by provincial legislation
- b. The Board is the focal point of governance.
- c. Various powers are set out in the *Education Act*.
- d. Generally, the Board has **collective** power to manage the local school system
- e. The Board prescribes duties and manages through the Director
- f. Day-to-day operations are the responsibility of the Director

### #3. ROLE OF THE INDIVIDUAL TRUSTEE

- a. The Trustee is a statutory entity – created by provincial legislation.
- b. A Trustee is a member of the Board of Trustees; The Board is composed of Trustees.
- c. Trustees have the right to:
  - i. Visit the board's schools
  - ii. Receive notices of Board meetings
  - iii. Vote on Board decisions
  - iv. Run for re-election
  - v. Resign, subject to Board consent
- d. The Members of the Brant Haldimand Norfolk Catholic District School Board of Trustees occupy positions of public trust and confidence.
- e. They are expected to discharge their duties and responsibilities in a professional, impartial and Catholic manner.
- f. The Catholic School Trustee shall, within the duties prescribed in Acts and Regulations and reflecting a ministry within the church:
  - (i) acknowledge that Catholic schools are an expression of the teaching mission of the Church
  - (ii) provide an example to the Catholic Community by active participation in the communal life of a parish, and by a personal lifestyle that reflects the teaching of the Church
  - (iii) provide the best possible Catholic education according to the programs approved by the Canadian Conference of Catholic Bishops and the provincial Minister of Education
  - (iv) affirm a strong sense of Christian Catholic Community; and
  - (v) provide support, encouragement and prayer for the efforts of all persons engaged in the ministry of Catholic Education in Canada.

- g. It is imperative that the Trustees be, and be seen to be acting in the best interests of the public they serve.
- h. Trustees shall physically attend at least one meeting every four months (s. 229)
- ~~i. The Act does not mention any relationship between individual Trustees and:~~
  - ~~\_\_\_ Staff~~
  - ~~\_\_\_ Individual constituents~~
- j. Trustees have no legal authority to act ~~on their own~~ outside of Board meetings except according to the express wishes and direction of the Board of Trustees
- k. Trustees have general and specific accountabilities to their communities; these may conflict with the interests of the “board community”; trustees are to make decisions in the best interests of the entire school district community

#### #4. RELATIONSHIP BETWEEN THE BOARD AND STAFF

- a. Director of Education is “Chief Education Officer”
- b. [add content regarding the Director’s role as Secretary to the Board]
- c. Officers (eg: Superintendents) are responsible to the Board through the Director
- d. *Education Act* expects Director and staff to implement policy – Board’s and provincial

#### #5. INTEGRITY AND DIGNITY OF OFFICE

- a. discharge one's duties loyally, faithfully, impartially and in a manner that will inspire public confidence in the abilities and integrity of the Board;
- b. recognize that the expenditure of school board funds is a public trust and endeavour to see that the funds are expended efficiently, in the best interests of the students.

#### #6. AVOIDANCE OF PERSONAL ADVANTAGE AND CONFLICT OF INTEREST

- a. refrain from accepting a gift from any person or entity that has dealings with the Board if a reasonable person might conclude that the gift could influence the member when performing his or her duties to the Board;
- b. refrain from using the office to advance the member's interests or the interests of any family member or person or organization with whom or with which the member is associated;
- c. refrain from using the office to obtain employment with the Board for the member or a family member.

#### #7. COMPLIANCE WITH LEGISLATION

- a. discharge duties in accordance with the Education Act and comply with the Municipal Conflict of Interest Act;
- b. uphold the letter and spirit of the code of conduct.

**#8. CIVIL AND CONSTRUCTIVE BEHAVIOUR**

- a. visit schools when invited to attend and support school functions and celebrations or as a volunteer
- b. otherwise [a 6 month pilot process to begin at the beginning of the next school year] to visit and learn about a school, make mutually acceptable arrangements with the principal, clearly agreeing on the purpose of the visit
- c. direct members of the public to appropriate avenues of communication to address their concerns in accordance with board policy
- d. conduct public meetings with dignity for one another, staff, any guests and the public, assuming the virtue of others
- e. refrain from engaging in conduct during meetings of the Board and at all other times that would discredit or compromise the integrity of the Board
- f. refrain from advancing allegations of misconduct that are frivolous, vexatious or vindictive in nature against another member of the Board.
- g. conduct debate in public, except for issues that are required to be in-camera
- h. comments in public should be:
  - sensitive to the history of Catholic education, and
  - sensitive to and in support of the Mission of the Catholic school board
- i. prepare for all meetings, especially by reviewing the content of all materials provided for and at the meeting
- j. leverage, as much as possible, previous public discussions, and materials and minutes thereof, such as those of board committees
- k. speak on one's own behalf rather than on behalf of others at the meeting
- l. focus the discussion, not on personalities, but on salient issues and not in an accusatory manner
- m. ask questions that are relevant to the agenda, for information or clarification, not to question motives, and do so respectfully
- n. as much as possible, seek information from staff via questions rather than by requesting a written report
- o. request a written report from staff only where the issue is complex and significant and via a motion of the board
- p. call for action via a motion or amendment to bring concerns to closure
- q. provide the opportunity for questions before a motion is proposed; speak to the motion ("for" or "against", not questions) once the motion is proposed
- r. when posing a question and believing that the question has not been answered, clearly state the aspect that has not been addressed and seek a reasonable assurance as to how and when the additional information will be provided
- s. expect that questions will be considered respectfully and that the respondent, such as the Director or a Superintendent of Education, will say so if any aspect of the question is unclear
- t. make points that are relevant, clear and brief and that are not unhelpfully repetitious
- u. listen to and consider all relevant perspectives on an issue, and
- v. make the best possible decisions in good faith and in good conscience.

**#9. RESPECT FOR CONFIDENTIALITY**

- a. keep confidential any information disclosed or discussed at a meeting of the Board, or part of a meeting of the Board, that was closed to the public, unless required to divulge such information by law;
- b. refrain from using confidential information for either personal gain or to the detriment of the Board.

**#10. UPHOLDING DECISIONS**

- a. accept, by words, behaviour and action, the decisions of the board;
- b. comply with Board policies and procedures;
- c. refrain from speaking on behalf of the Board unless authorized to do so.

[Also, add a "What if?" provision as part of the role of the Chair to describe how adherence to the Code will be monitored and what action will be taken in the event of non-adherence]

## Differentiating Roles

Trustees developed a common interpretation of the distinction in Bill 177 between day-to-day operations and trustee roles.

Included in “Day to Day” operations	Trustee Roles
<p>a. <i>Making sure that we are providing the best possible environment for our staff and students</i></p> <p>b. <i>Making sure that Ministry guidelines are being followed.</i></p> <p>c. <i>Utilization of all the resources and talents that are available in our system to carry out our Mission Statement.</i></p> <p>d. <i>Discipline of staff</i></p> <p>e. <i>Overseeing all minutiae of the board</i></p> <p>f. <i>Resolution of complaints</i></p> <p>g. <i>Interviewing</i></p> <p>h. <i>Communications</i></p> <p>i. <i>Normal day to day operation of the school and school board</i></p> <p>j. <i>Day to day operations are those events/activities surrounding meeting objectives and dealing with student/staff related items.</i></p> <p>k. <i>Hiring</i></p> <p>l. <i>Staffing</i></p> <p>m. <i>Selection of programs</i></p> <p>n. <i>Contract negotiations (see also “z”)</i></p> <p>o. <i>Portfolio of senior staff</i></p>	<p>p. <i>To set policies as outlined by the Ministry and to adapt these policies to our School Board.</i></p> <p>q. <i>To ensure that all our schools provide a welcoming environment for parents and students</i></p> <p>r. <i>If we are aware of problems within our schools, we are to instruct parents on where to seek advice to solve their problems and not try to solve the problem ourselves. That is not our role but administrative procedures are in place.</i></p> <p>s. <i>We are to promote Catholic education throughout our communities</i></p> <p>t. <i>Strategic planning</i></p> <p>u. <i>Budget approval</i></p> <p>v. <i>Goal setting to achieve strategic plan</i></p> <p>w. <i>Monitoring of goals and targets.</i></p> <p>x. <i>Performance appraisal of the director</i></p> <p>y. <i>Take part in interviews “two levels down” for the Director of Education (hiring) and Superintendants (input to hiring)</i></p> <p>z. <i>Parameters of labour negotiations and approval of the results</i></p> <p>aa. <i>Trustees consult with the community, which includes the schools.</i></p> <p>bb. <i>The figurehead or face of the Board is the Chair</i></p> <p>cc. <i>Holds Director accountable for ensuring policies are in place and implemented</i></p> <p>dd. <i>Setting parameters and principles for policies which will govern the operations</i></p>