



*The Niagara Catholic District School Board through  
the charisms of faith, social justice, support and leadership,  
nurtures an enriching Catholic learning community for all  
to reach their full potential and become living witnesses of Christ.*

*AGENDA AND MATERIAL*

## **POLICY COMMITTEE MEETING**

**TUESDAY, OCTOBER 22, 2019  
4:00 P.M.**

*HOLY CROSS COMMUNITY ROOM  
CATHOLIC EDUCATION CENTRE, WELLAND, ONTARIO*



- |  |   |
|--|---|
| 1. Opening Prayer – Trustee Fera                             | - |
| 2. Attendance  | - |
| 3. Approval of Agenda  | - |
| 4. Declaration of Conflict of Interest                       | - |
| 5. Minutes of Policy Committee Meeting of September 24, 2019 | 5 |
| 6. Policies  |   |

*Action Required*

**POLICIES – FOR RECOMMENDATION TO NOVEMBER 12, 2019 COMMITTEE OF THE WHOLE**

- |     |  |     |
|-----|--|-----|
| 6.1 | Employee Meals and Hospitality Policy (201.14)               | 6.1 |
| 6.2 | Employee Conferences, Workshops and Meetings Policy (201.15) | 6.2 |
| 6.3 | Acceleration Retention Policy (400.5)                        | 6.3 |
| 6.4 | Opening or Closing Exercises – Safe Schools Policy (302.6.1) | 6.4 |

**POLICIES – PRIOR TO VETTING**

- |     |   |     |
|-----|---|-----|
| 6.5 | Establishment and Cyclical Review of Policies Policy (100.5)      | 6.5 |
| 6.6 | Volunteering in Catholic Schools Policy (800.9)                   | 6.6 |
| 6.7 | Trustee Electronic Meetings (Board and Committees) Policy (100.8) | 6.7 |
| 6.8 | Purchasing/Supply Chain Management Policy (600.1)                 | 6.8 |
| 6.9 | Code of Conduct – Safe Schools Policy (302.6.2)                   | 6.9 |

*Information*

- |      |  |      |
|------|--|------|
| 6.10 | Policies Currently Being Vetted  | -    |
|      | • Catholic Leadership: Principal and Vice-Principal Selection Policy (202.2) |      |
|      | • Religious Accommodation Policy (100.10.1)                                  |      |
| 6.11 | Policy and Guideline Review 2019-2020 Schedule                               | 6.11 |
| 7.   | Date of Next Meeting   | -    |
|      | November 26, 2019 – 4:00 p.m.  |      |
| 8.   | Adjournment  | -    |

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
POLICY COMMITTEE MEETING  
OCTOBER 22, 2019**

**TITLE: MINUTES OF THE POLICY COMMITTEE MEETING  
SEPTEMBER 24, 2019**

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**RECOMMENDATION**

**THAT** the Policy Committee approve the minutes of the Policy Committee Meeting of September 24, 2019, as presented.



# MINUTES OF THE POLICY COMMITTEE MEETING

## TUESDAY, SEPTEMBER 24, 2019

Minutes of the Policy Committee Meeting held on Tuesday, September 24, 2019 at 4:00 p.m. in the Holy Cross Community Room, at the Catholic Education Centre, 427 Rice Road, Welland.

The meeting was called to order at 4:00 p.m. by Policy Committee Chair Huibers.

**1. Opening Prayer**

The meeting was opened with a prayer by Trustee Huibers

**2. Attendance**

Committee Members	Present	Present Electronically	Absent	Excused
Larry Huibers (Committee Chair)	✓			
Frank Fera	✓			
Leanne Prince	✓			

**Trustees:**

*Dino Sicoli*

**Student Trustees:**

*Jade Bilodeau*

*Luca DiPietro*

**Staff:**

*John Crocco*, Director of Education

*Yolanda Baldasaro*, Superintendent of Education

*Frank Iannantuono*, Superintendent of Education/Human Resources

*Anna Pisano*, Administrative Assistant, Corporate Services & Communications Department  
/Recording Secretary

**3. Approval of Agenda**

Moved by Trustee Fera

**THAT** the September 24, 2019 Policy Committee Agenda be approved, as presented.

**APPROVED**

**4. Declaration of Conflict of Interest**

No Disclosures of Interest were declared with any items on the agenda.

**5. Minutes of the Policy Committee Meeting of May 28, 2019**

Moved by Trustee Fera

**THAT** the Policy Committee approve the minutes of the Policy Committee Meeting of May 28, 2019, as presented.

**APPROVED**

**6. Policies**

***ACTION REQUIRED***

**MINISTRY OF LABOUR COMPLIANCE REQUIREMENT**

**6.1 Employee Workplace Harassment Policy (201.7)**

Frank Iannantuono, Superintendent of Education/Human Resources presented the Employee Workplace Harassment Policy (201.7) as per Ministry of Labour Compliance Requirement.

Moved by Trustee Fera

**THAT** the Policy Committee recommend to the October 8, 2019 Committee of the Whole Meeting to approve the revisions to the Employee Workplace Harassment Policy, as presented.

**APPROVED**

**POLICIES - FOR RECOMMENDATION TO OCTOBER 8, 2019 COMMITTEE OF THE WHOLE MEETING**

**6.2 Emergency Instructors Elementary Policy (New)**

Superintendent Iannantuono presented feedback received from the vetting process and highlighted recommended amendments to the Emergency Instructors Elementary Policy following the vetting process.

Following discussion, the Policy Committee recommended the following additional amendments:

**POLICY STATEMENT**

- No amendment

## **ADMINISTRATIVE PROCEDURES**

- No amendment

Moved by Trustee Prince

**THAT** the Policy Committee recommend to the October 8, 2019 Committee of the Whole Meeting to approve the revisions to the Emergency Instructors Elementary Policy, as presented.

**APPROVED**

### **6.3 Catholic Leadership: Supervisory Officer & Controller of Facilities Selection Policy (New)**

Director Crocco and Superintendent Iannantuono presented feedback received from the vetting process and highlighted recommended amendments to the Catholic Leadership: Supervisory Officer & Controller of Facilities Selection Policy following the vetting process.

Following discussion, the Policy Committee recommended the following additional amendments:

## **POLICY STATEMENT**

- No amendment

## **ADMINISTRATIVE PROCEDURES**

- Page 4, bullet 2 add “*including a public background check*”
- Page 4, bullet 4(ii) change “*One Trustee*” to “*Two Trustees*” and add “*(observer status)*”

Moved by Trustee Prince

**THAT** the Policy Committee recommend to the October 8, 2019 Committee of the Whole Meeting to approve the revisions to the Catholic Leadership: Supervisory Officer & Controller of Facilities Selection Policy, as amended.

**APPROVED**

## **POLICIES - PRIOR TO VETTING**

### **6.4 Establishment and Cyclical Review of Policies Policy (100.5)**

Director Crocco presented the Establishment and Cyclical Review of Policies Policy (100.5) and a draft matrix of policies listed by governance or operational to support the draft edits to the Policy.

The Policy Committee suggested the policy be deferred to the October 22, 2019 Policy Committee meeting for continued discussion.

### **6.5 Catholic Leadership: Principal and Vice-Principal Selection Policy (202.2)**

Director Crocco and Superintendent Iannantuono presented the Catholic Leadership: Principal and Vice-Principal Selection Policy (202.2).

The Policy Committee suggested no amendments to the revised draft of the Policy as presented:

#### **POLICY STATEMENT**

- No amendments

#### **ADMINISTRATIVE PROCEDURES**

- No amendments

The Policy Committee requested that the Catholic Leadership: Principal and Vice-Principal Selection Policy (202.2) revised draft, be vetted from September 25, 2019 to November 11, 2019 with a recommended deadline for presentation to the Policy Committee in November, for consideration to the Committee of the Whole and Board in December.

### **6.6 Religious Accommodation Policy (100.10.1)**

Yolanda Baldasaro, Superintendent of Education presented the Religious Accommodation Policy (100.10.1).

The Policy Committee suggested the following amendments:

#### **POLICY STATEMENT**

- No amendments

#### **ADMINISTRATIVE PROCEDURES**

- No amendments

The Policy Committee requested that the Religious Accommodation Policy (100.10.1), be vetted from September 25, 2019 to November 11, 2019 with a recommended deadline for presentation to the Policy Committee in November, for consideration to the Committee of the Whole and Board in December.

### **INFORMATION**

#### **6.7 Policies Currently Being Vetted to October 4, 2019**

- Employee Meals and Hospitality Policy (201.14)
- Employee Conferences, Workshops and Meetings Policy (201.15)
- Opening or Closing Exercises – Safe Schools Policy (302.6.1)
- Acceleration/Retention (Elementary) Policy (400.5)

**6.8 Policy and Guideline Review 2019-2020 Schedule**

Director Crocco presented the Policy and Guideline Review 2019-2020 Schedule.

**7. Date of Next Meeting**

October 22, 2019 – 4:00 p.m.

**8. Adjournment**

The meeting adjourned at 6:02 p.m.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
POLICY COMMITTEE MEETING  
OCTOBER 22, 2019**

**TITLE: FOR RECOMMENDATION TO COMMITTEE OF THE WHOLE  
EMPLOYEE MEALS AND HOSPITALITY POLICY (201.14)**

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**RECOMMENDATION**

**THAT** the Policy Committee recommend to the Committee of the Whole approval of the Employee Meals and Hospitality Policy (201.14), as presented.

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Prepared by: Giancarlo Vetrone, Superintendent of Business & Financial Services  
Presented by: Giancarlo Vetrone, Superintendent of Business & Financial Services  
Date: October 22, 2019





Niagara Catholic District School Board

**EMPLOYEE ~~MEALS AND~~ HOSPITALITY POLICY**

STATEMENT OF POLICY

200 – Human Resources

Policy No 201.14

Adopted Date: March 27, 2007

Latest Reviewed/Revised Date: December 17, 2013

In keeping with, the Mission, Vision, and Values of the Niagara Catholic District School Board, the Board acknowledges that the employees may incur expenses related to their work for the Board. It is the Policy of Niagara Catholic District School Board that staff designated by the Director of Education may provide hospitality on behalf of the Board where necessary and reasonable in the course of their duties.

Hospitality is defined as the provision of food, beverages, accommodations, transportation, and/or other amenities expensed to Board funds, **for the benefit, reception and entertainment of guests/visitors, school community members, and business partners.**

The Board shall assume no obligation to reimburse hospitality expenses that are not in compliance with this Policy.

The Niagara Catholic District School Board shall comply with the Broader Public Sector Expenses Directive in a manner that achieves value for money ~~while treating all employees fairly and equitably.~~ These expenditures shall be reasonable, transparent, appropriate and as approved.

All expenditures related to Hospitality shall be made available through the Freedom of Information (FOI) requests.

Expenditures shall be reimbursed in accordance with administrative procedures established by the Director of Education.

The Director of Education will issue Administrative Procedures for the implementation of this Policy.

***References***

- ***Niagara Catholic District School Board Policies/Procedures***
  - [\*Code of Conduct Policy \( 302.6.2\)\*](#)



Niagara Catholic District School Board

**EMPLOYEE ~~MEALS AND~~ HOSPITALITY POLICY**

ADMINISTRATIVE PROCEDURES

200 – Human Resources

Policy No 201.14

Adopted Date: March 27, 2007

Latest Reviewed/Revised Date: December 17, 2013

**APPROVAL PROCEDURE**

1. All employees shall be reimbursed for approved expenses, which are incurred in fostering good relationships and networking.
2. Employees are directed to ensure that the expenses related to Hospitality are reasonable and economical and that they are required in carrying out their responsibilities.

**REIMBURSEMENT PROCEDURE**

1. All claims for reimbursement of expenses require the authorization of the supervisor. All claims for reimbursement of expenses by the Director of Education are to be approved by the Chairperson of the Board.
2. ~~All requests for payment of expenses related to hospitality~~ All claims for reimbursement of expenses shall be supported by original receipts, as well as the Credit Card Slips. The receipts shall indicate the specific purpose of the ~~travel and~~ hospitality, ~~indicating~~ including location, dates and individuals in attendance.
3. All claims for reimbursement of expenses should be submitted on a monthly basis, following the appropriate procedures and ~~shall be claimed during the appropriate corresponding budget year.~~ ~~using the prescribed expense forms.~~
4. ~~Appropriate procedures for reimbursement of hospitality expenses would be submitting either a payment request or an expense claim, as appropriate, in financial software.~~
3. ~~All expenses shall be claimed during the appropriate corresponding budget year.~~
4. ~~All claims for hospitality shall be submitted for reimbursement and/or for payment using the appropriate forms and related procedures, including:~~
  - ~~*Niagara Catholic Cheque Requisition Form*~~
  - ~~*Niagara Catholic Request for Payment of Corporate Card Form*~~
  - ~~*Niagara Catholic Request for Payment of Purchasing Card Form*~~
  - ~~*Niagara Catholic Request for Reimbursement of Petty Cash Form*~~

~~All requests for payment of expenses related to hospitality shall be supported by the original receipts and related details. The following expenses and charges will be eligible for reimbursement and/or payment: travel costs by automobile and other means, hotel room charges (standard room rates), meals (including food, beverages, taxes and gratuities), telephone calls, taxi costs, parking fees, etc.~~

5. The following expenses and charges will not be eligible for reimbursement and/or payment: ~~gift cards,~~ movies or entertainment charges, charges for use of recreational/fitness facilities, alcohol, charges incurred

by a family member, parking violation charges, traffic violation charges, and lavish gifts. ~~for staff and other individuals.~~

<b>Adopted Date:</b>	<b>March 27, 2007</b>
<b>Revision History:</b>	<b>December 17, 2013</b>

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
POLICY COMMITTEE MEETING  
OCTOBER 22, 2019**

**TITLE: FOR RECOMMENDATION TO COMMITTEE OF THE WHOLE  
EMPLOYEE CONFERENCES, WORKSHOPS AND MEETINGS  
POLICY (201.15)**

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**RECOMMENDATION**

**THAT** the Policy Committee recommend to the Committee of the Whole approval of the Employee Conferences, Workshops and Meetings Policy (201.15), as presented.

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Prepared by: Giancarlo Vetrone, Superintendent of Business & Financial Services  
Presented by: Giancarlo Vetrone, Superintendent of Business & Financial Services  
Date: October 22, 2019



Niagara Catholic District School Board  
**EMPLOYEE CONFERENCES, WORKSHOPS  
AND MEETINGS POLICY**  
STATEMENT OF POLICY

200 – Human Resources

Policy No 201.15

Adopted Date: March 27, 2007

Latest Reviewed/Revised Date: December 17, 2013

In keeping with the Mission, Vision, and Values of the Niagara Catholic District School Board, the Board recognizes and supports where appropriate the value of professional staff development and that, conventions, conferences, and meetings assist in facilitating this objective.

All employees are encouraged to attend business related and Board approved conferences, workshops and meetings in their capacity as Niagara Catholic District School Board employees.

Authorized employee expenditures incurred while attending conferences, conventions, and other professional development activities as an approved representative of the Niagara Catholic District School Board shall be reimbursed.

The Director of Education will issue Administrative Procedures for the implementation of this Policy.

***References***

- ***Niagara Catholic District School Board Policies/Procedures***
  - [\*Code of Conduct Policy \( 302.6.2\)\*](#)



Niagara Catholic District School Board  
**EMPLOYEE CONFERENCES, WORKSHOPS  
 AND MEETINGS POLICY**  
 ADMINISTRATIVE PROCEDURES

200 – Human Resources

Policy No 201.15

Adopted Date: March 27, 2007

Latest Reviewed/Revised Date: December 17, 2013

**APPROVAL PROCEDURE**

1. For all Conferences, Workshops and Meetings, which are held outside the Province of Ontario, prior approval by the Director of Education shall be required.
2. All Requests to Attend Conferences, Workshops and Meetings Forms shall be approved by the immediate supervisor and the appropriate managing Senior Administrative Council member.
3. All eligible employees shall be reimbursed for approved expenses, which are incurred while attending conferences, workshops and meetings.
4. Employees shall ensure that the expenses related to Conferences and Workshops are reasonable and economical and that they are required in carrying out their responsibilities.

**REIMBURSEMENT PROCEDURE**

1. All claims for reimbursement of expenses require the authorization of the immediate supervisor. Expense claims by the Director of Education are to be approved by the Chairperson of the Board.
2. All expense claims shall be supported by original receipts, as well as the credit card slips. The receipts shall indicate the specific purpose of the travel and hospitality, indicating location, dates and individuals in attendance.
3. All expense claims **and requests for reimbursement of the Employees should** ~~shall~~ be submitted ~~on a monthly basis~~ **within a month of the date of the Conference, Workshop or Meeting**, following the appropriate procedures and using the prescribed expense forms.
4. All expenses shall be claimed during the appropriate corresponding budget year.
- ~~5. All requests for payment of expenses related to Conferences, Workshops and Meetings shall be submitted for reimbursement and/or for payment, using the appropriate Employee Conferences, Workshops and Meetings Form and the related instructions. designated form.~~
- ~~6.~~**5.** All requests for payment of expenses related to Conferences, Workshops and Meetings shall be supported by the original receipts and related details. The following expenses and charges will be eligible for reimbursement and/or payment: travel costs by automobile and other means, hotel room charges (standard room rates), meals (including food, beverages, taxes and gratuities – **subject to per meal limits**), telephone calls, taxi costs, parking fees, etc.
- ~~7.~~**6.** The following expenses and charges will not be eligible for reimbursement and/or payment: movies or entertainment charges, charges for use of recreational/fitness facilities, alcohol, charges incurred by a family member, parking violation charges, traffic violation charges. **This list is not meant to be all**

inclusive. Eligibility for reimbursement will be at the discretion of the Superintendent of Business and Financial Services.

<b>Adopted Date:</b>	<b>March 27, 20017</b>
<b>Revision History:</b>	<b>December 17, 2013</b>

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
POLICY COMMITTEE MEETING  
OCTOBER 22, 2019**

**TITLE: FOR RECOMMENDATION TO COMMITTEE OF THE WHOLE  
ACCELERATION RETENTION POLICY (400.5)**

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**RECOMMENDATION**

**THAT** the Policy Committee recommend to the Committee of the Whole approval of the Acceleration Retention Policy (400.5), as presented.

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Prepared by: Lee Ann Forsyth-Sells, Superintendent of Education  
Presented by: Lee Ann Forsyth-Sells, Superintendent of Education  
Date: October 22, 2019





Niagara Catholic District School Board

**ACCELERATION/RETENTION POLICY (ELEMENTARY)**

## STATEMENT OF POLICY

400 – Educational Programs

Policy No 400.5

Adopted Date: April 22, 2003

Latest Reviewed/Revised Date: November 26, 2013

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, **the Board supports the student achievement and well-being of all students within its inclusive model of Catholic education.** ~~it is the policy to allow students at the elementary level to progress from grade to grade in accordance with their individual performance. Students will generally be placed in classes with their age appropriate peers. The placement of students must be based on all the factors influencing the student's progress including academic social, emotional and physical growth considerations. It is the general practice of the Board that elementary students are placed in the age appropriate grade level at their home school.~~

~~When a request is made to accelerate or retain a student~~ **The decision to accelerate or retain a student is the sole responsibility of the school Principal.** ~~who will consult with the parent(s), guardian, advocate, classroom teacher, appropriate Co-ordinator of Special Education, Department personnel and Family of Schools Superintendent.~~ **Factors for consideration to accelerate or retain a student that may include, but are not limited to, academic achievement, emotional and social, well-being and physical, and other information in the best interests of the student.**

~~Consideration for either acceleration or retention should be initiated early within the current school year (September or October). Late requests (May or June) will not be considered for the following September. In such cases, the consultation could commence during the following school year and prior to February 1<sup>st</sup> for the following term.~~

The Director of Education will issue Administrative Procedures for the implementation of this Policy.

**References**

- [Education Act](#)
- [Growing Success: Assessment Evaluation and Reporting in Ontario Schools, 2010](#)
- [Growing Success: The Kindergarten Addendum 2016](#)
- [Learning for All 2013](#)
- [Ministry of Education - Learning for All, A Guide to Effective Assessment and Instruction for All Students, Kindergarten to Grade 12, 2013](#)

**Niagara Catholic Policies and Procedures**

- [Admission of Elementary and Secondary Students Policy \(301.1\)](#)
- [Assessment, Evaluation, Reporting and Homework Policy \(301.10\)](#)
- [Complaint Resolution Policy \(800.3\)](#)



Niagara Catholic District School Board

**ACCELERATION/RETENTION POLICY (ELEMENTARY)**

ADMINISTRATIVE PROCEDURES

400 – Educational Programs

Policy No 400.5

Adopted Date: April 22, 2003

Latest Reviewed/Revised Date: November 26, 2013

**ACCELERATION DEFINITIONS**

**Acceleration:** The advancement of a ~~child~~ **student** to one grade level beyond that which is normally associated with their current grade/age placement. ~~Usually, a students should not~~ **would** be grade accelerated ~~more than~~ **only** once during the elementary school. ~~years.~~

**Retention:** The withholding of promotion to ~~or the~~ placement of a student ~~in~~ **at the next** grade level other than an age appropriate setting. ~~Usually, a student would be retained only once during elementary school.~~

- ~~• It is the practice of this Board to place students in the grade appropriate to age.~~
- ~~• Since lateral enrichment activities are available to students who require them regardless of grade, students should not be grade accelerated more than once during the elementary school years.~~
- ~~• Grade acceleration is only one of many options to be considered when determining effective enrichment programming for students.~~

**RETENTION**

The withholding of promotion to, or the placement of a student in a grade level other than an age appropriate setting:

- ~~• It is the general practice of this Board to place students in the grade appropriate to age.~~
- Retention is only to be considered an option if the student will benefit from an additional year at the grade level. Consideration may be given to the following: maturation level, ability, social/emotional factors, standardized assessments.
- ~~• Retention should not be utilized as a consequence for negative behaviour or truancy.~~
- ~~• Grade retention is not deemed to be a viable option for students who have been identified as Exceptional through the IPRC process.~~
- ~~• Alternative interventions: resource assistance and support, modifications and accommodations to program (IEP) and assessment results should be in place for each student.~~
- ~~• During the completion of Term 1 or Term 2 Report Cards, prior to selecting 'Promotion at Risk', it is understood that the principal and teacher have discussed this option in light of the procedures for Retention.~~

**PROCESS: Acceleration/ Retention**

In accordance with the *Education Act*, it is the duty of the Principal to promote students as they progress through elementary school.

For the purposes of both acceleration and retention is to be followed:

1. Parents/guardians may submit a written request to the Principal to accelerate or retain a student. ~~should be initiated early within the current school year (September or October) for placement the following year. Late requests (May or June) will not be considered for the following September. In such cases, the consultation could commence during the following school year and prior to February 1<sup>st</sup> for the following term.~~
2. The Principal, in consultation with the parents/guardians, classroom teacher, Educational Resource Teacher, Family of Schools' Superintendent, and the Coordinator of Special Education, will review the request and the timing of the request.

The following information will be reviewed by the Principal in consideration of a decision:

- i. Academic achievement
  - ii. Emotional and social well-being
  - iii. Any other information and/or extenuating circumstances
3. The Principal ~~will contact~~ ~~notify~~ the parents/guardians ~~to notify them of the decision and will provide written notification of the decision.~~ ~~in writing.~~
4. In cases where the parents/guardians are not in agreement with the decision ~~of the Principal~~, the Principal shall inform the parents/guardians of the Niagara Catholic District School Board's *Complaint Resolution Policy (800.3)* and notify the ~~appropriate~~ Family of Schools' Superintendent.
5. All documentation pertaining to the decision to accelerate or retain a student must be filed in the documentation folder in the Ontario Student Record (OSR).

### **Identification of Students**

~~Students may be recommended for either acceleration or retention from a number of sources: classroom teacher, parents/guardian, principal, other related individuals who impact upon the child's academic/social life.~~

### **Timeline**

~~Consideration for either acceleration or retention should be initiated early within the current school year (September or October). Late requests (May or June) will not be considered for the following September. In such cases, the consultation could commence during the following school year and prior to February 1<sup>st</sup> for the following term.~~

### **Confirmation**

~~Once a student has been identified as a potential candidate for either acceleration or retention, and with support of the principal and parents, the appropriate Special Education Department Coordinator is to be contacted for consultation.~~

### **Assessment**

~~A student brought forward through Steps 1, 2 and 3 is to be assessed by the appropriate tests / personnel as determined by the Principal and Special Education Department Coordinator. The results are to be shared with the classroom teacher, the parent / guardian, principal and student (where appropriate).~~

### **Decision**

~~A recommendation by the principal to accelerate or retain a student is to be made in consultation with the parents/guardian, classroom teacher and appropriate Special Education Department personnel. The parents of the student will be provided with recommendations in writing. A copy of the decision will be placed in the student's OSR.~~

**Approval**

~~In cases where the parents are in agreement, the principal will contact the appropriate Family of Schools Superintendent. Final approval for the acceleration or retention of a student will be made with the support of the Family of Schools Superintendent.~~

**Appeal**

~~In cases where the parent(s) are not in agreement with the decision, the Principal shall contact the appropriate Family of Schools Superintendent and inform the parent(s) of the Niagara Catholic District School Board's [Complaint Resolution Policy \(800.3\)](#). A copy of the decision shall be placed in the student's OSR.~~

<b>Adopted Date:</b>	<b>April 22, 2003</b>
<b>Revision History:</b>	<b>November 26, 2013</b>

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
POLICY COMMITTEE MEETING  
OCTOBER 22, 2019**

**TITLE: FOR RECOMMENDATION TO COMMITTEE OF THE WHOLE  
OPENING OR CLOSING EXERCISES – SAFE SCHOOLS  
POLICY (302.6.1)**

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**RECOMMENDATION**

**THAT** the Policy Committee recommend to the Committee of the Whole approval of the Opening or Closing Exercises – Safe Schools Policy (302.6.1), as presented.

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Prepared by: Lee Ann Forsyth-Sells, Superintendent of Education  
Presented by: Lee Ann Forsyth-Sells, Superintendent of Education  
Date: October 22, 2019



Niagara Catholic District School Board  
**OPENING OR CLOSING EXERCISES POLICY**  
**~~(Safe Schools Policy)~~**

STATEMENT OF POLICY

300 – Schools/Students

Policy No 302.6.1

Adopted Date: June 26, 2001

Latest Reviewed/Revised Date: November 26, 2013

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, **opening or closing exercises reflect the distinctiveness of Catholic education, Catholic beliefs and traditions, and the Ontario Catholic School Graduate Expectations in all Niagara Catholic schools.**

Daily opening **and/or closing** exercises ~~at all schools within~~ the Niagara Catholic District School Board will include a prayer that reflects ~~the~~ Gospel values and ~~our~~ the Catholic faith. A specific **scriptural** reading or reflection may also be included ~~as part of the prayer or in addition to the prayer~~ to enhance the message for the day.

To instill pride and respect for self and country, all schools in the Niagara Catholic District School Board must include the singing/**playing** of “O Canada” as part of daily opening exercises. ~~In accordance with the two official languages of Canada,~~ Principals will ensure that the **singing/playing** of the national anthem will include ~~both English and French lyrics~~ **the two official languages of Canada.**

~~Principals may include the recitation of Pledge of Canadian citizenship as part of any opening or closing ceremony.~~

The Director of Education will issue Administrative Procedures for the implementation of this Policy.

### **References**

- [\*\*Education Statutes and Regulations of Ontario Act s.304\*\*](#)
- [\*\*O. Regulation 435/00, s.1\*\*](#)

### **Niagara Catholic District School Board Policies/Procedures**

- [\*\*Safe and Accepting Schools Policy \(302.6\)\*\*](#)
- [\*\*Equity and Inclusive Education \(100.10\)\*\*](#)
- [\*\*Religious Accommodation \(100.10.1\)\*\*](#)



Niagara Catholic District School Board  
**OPENING OR CLOSING EXERCISES POLICY**  
*(Safe Schools Policy)*

ADMINISTRATIVE PROCEDURES

300 – Schools/Students

Policy No 302.6.1

Adopted Date: June 26, 2001

Latest Reviewed/Revised Date: November 26, 2013

## OPENING OR CLOSING EXERCISES

In accordance with the *Education Act*, all pupils are required to participate in the opening or closing exercises unless:

- In the case of a pupil who is less than 18 years old, if the parent or guardian applies to the Principal of the school for an exemption for the exercises.
- In the case of a pupil who is at least 18 years old, if the pupil applies to the principal for an exemption from the exercises.

Daily opening or closing exercises **must** include:

1. the singing of “O Canada” in accordance with the two official languages of Canada. Principals will ensure that the singing/playing of the national anthem, O Canada will include with the two official languages of Canada both English and French lyrics; and
2. a prayer, with a specific scriptural reading or reflection.

## PLEDGE OF CITIZENSHIP

The Principal, after consultation with staff and the Catholic School Council for advice, may decide to include the reciting of the pledge of Canadian citizenship in opening or closing exercises or at a specifically designated time of the year. This practice shall be reviewed on an annually basis at the beginning of each school year.

Pledge of Citizenship:

- I affirm that I will be faithful and bear true allegiance to Her Majesty Queen Elizabeth the Second, Queen of Canada, and to her heirs and successors, and that I will faithfully observe the laws of Canada and fulfill my duties as a Canadian citizen.

## EXEMPTIONS

A student is not required to sing O Canada or recite the pledge of citizenship in the following circumstances:

- In the case of a pupil who is less than 18 years old, if the pupil’s parent/guardian applies in writing to the Principal of the school for an exemption from the exercises.
- In the case of a pupil who is at least 18 years old, if the pupil applies in writing to the Principal for an exemption from the exercises.

<b>Adopted Date:</b>	<b>June 26, 2001</b>
<b>Revision History:</b>	<b>May 28, 2002</b> <b>November 26, 2013</b>



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
POLICY COMMITTEE MEETING  
OCTOBER 22, 2019**

**TITLE: POLICIES – PRIOR TO VETTING  
ESTABLISHMENT AND CYCLICAL REVIEW OF POLICIES  
POLICY (100.5)**

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Prepared by: John Crocco, Director of Education/Secretary-Treasurer  
Presented by: John Crocco, Director of Education/Secretary-Treasurer  
Date: October 22, 2019



Niagara Catholic District School Board

## ESTABLISHMENT AND CYCLICAL REVIEW OF POLICIES POLICY

### STATEMENT OF POLICY

100 – Board

Policy No 100.5

Adopted Date: October 27, 1998

Latest Reviewed/Revised Date: May 24, 2016

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, in order to fulfill its duties and responsibilities, the Board reserves the governing function of establishing and cyclically reviewing **Board Policies**. The Policies that regulate action will govern the Niagara Catholic school system. **Board Policies are governance based for the outward vision and strategic direction of the Board and differentiate between internal operational responsibilities of staff.** ~~The Policy pertaining to the internal governing operations of the Board of Trustees shall be called By-laws.~~

The Director of Education, as Chief Executive Officer, is accountable to the Board for the implementation of Board approved **governance Policies** and shall issue Administrative Procedures to ~~implement~~ **operationalize** each Policy for the day-to-day management of the organization. **Board Policies will not be issued for regulations provided in the *Education Act* or in employment agreements for staff. The authorities' matrix for this Policy clarifies policy governance and operational administrative procedures for the direction of the Board.**

The Policies of the Board shall be congruent with and supportive of the *Education Act* and Regulations of the Province of Ontario, all applicable laws and statutes, the Mission Statement and Vision 2020 Strategic Plan of the Niagara Catholic District School Board. **The Policy pertaining to the internal governing operations of the Board of Trustees shall be called By-laws.**

The process of establishing Policies and the cyclical review of all Policies will include timely consultation with individuals and groups as deemed appropriate to a particular policy.

All Policies will be reviewed on a cyclical basis of at least every five (5) years to ensure that they continue to meet the current needs of the system and are in compliance with current legislation. Specific Policies may be reviewed earlier within the five-year cycle as required to ensure alignment with changes in law, regulations or at the request of the Board, Policy Committee or the Director of Education. The development of a new Board Policy will be at the direction of the Board, or as required by law or regulations by the Director of Education.

The Director of Education will issue Administrative Procedures to **operationalize** ~~implement~~ this policy.

#### References:

- [Education Act](#)

#### Niagara Catholic District School Board Policies/Procedures

- [Board By-Laws \(100.1\)](#)



Niagara Catholic District School Board

**ESTABLISHMENT AND CYCLICAL  
REVIEW OF POLICIES POLICY**
**ADMINISTRATIVE PROCEDURES**

100 – Board

Policy No 100.5

Adopted Date: October 27, 1998

Latest Reviewed/Revised Date: May 24, 2016

The development of a new Board **governance** Policy will be at the direction of the Board or the Director of Education as required by law or regulations. The development and review of policies will be initiated by the Board, Policy Committee or the Director of Education. The Director of Education may delegate the development or revision of **governance** Policy Statements and/or the **issuance of operational** Administrative Procedures to appropriate members of Senior Administrative Council and staff.

The establishment of new Policies ~~and Administrative Procedures~~ as well as the cyclical review of existing Policies ~~and Administrative Procedures~~ will adhere to the following process:

1. The draft of a new Policy or changes to an existing Policy will be reviewed by Senior Administrative Council.
2. The draft Policy ~~and Administrative Procedures~~ will be forwarded to the Policy Committee.
3. The Policy Committee may recommend that the draft Policy be vetted to various stakeholder groups or that it be returned to staff for further study.
4. Once recommended by the Policy Committee for vetting, the draft Policy ~~and Administrative Procedures~~ will then be distributed to stakeholder groups as identified in these Administrative Procedures.
5. Once the vetting process has been completed, Senior Administrative Council will consider the recommendations from the vetting process as part of the design of the final draft Policy to the Policy Committee.
6. Once approved by the Director of Education, the final draft Policy will be submitted to the Policy Committee for review and consideration as a recommendation to the Committee of the Whole. At the Policy Committee, the lead member of Senior Administrative Council will provide a summary of the feedback received during the vetting process and any changes made to the draft Policy. Once approved by the Policy Committee, the final draft will be forwarded to the Committee of the Whole as a recommendation for consideration at the next Committee of the Whole meeting.
7. Once reviewed and approved by the Committee of the Whole, the final draft will be forwarded to the Board as a recommendation for consideration at the next Board Meeting.
8. The Director of Education will issue and be accountable **to the Board** for the **operational** Administrative Procedures, if necessary, to implement the Policy, ensure it is posted on the Board website and brought to the attention of staff for compliance.
9. Once approved by the Board, the **governance** Policy and **if necessary the operational** Administrative Procedures will be reviewed with the appropriate administrative staff, who will then review the Policy and **operational** Administrative Procedures with staff for implementation as of the date of **the Board approval: approved Policy.**

## VETTING PROCESS

As determined by the Policy Committee, a draft Policy ~~and its accompanying Administrative Procedures~~ may be vetted with all or any of the following individuals or groups:

- Trustees
- Director of Education
- Superintendents
- Administrators
- Principals/Vice-Principals
- Student Achievement Department
- OECTA Elementary
- OECTA Secondary
- OECTA Occasional Teachers
- CUPE
- ~~Managers~~ Administrators
- Principals'/Vice-Principals' Association
- Staff
- Catholic School Councils
- Alliance Committee
- Parent Involvement Committee
- Special Education Advisory Committee
- The Bishop
- Pastors
- Board Solicitors
- Student Senates
- Others as identified by the Policy Committee

## VETTING TIMELINE

The timeline for vetting will generally be six (6) weeks to ensure an opportunity for placement on the agendas of staff meetings, Catholic School Councils, Alliance, Parent Involvement and Special Education Advisory Committee meetings of the Niagara Catholic District School Board.

As part of the Vetting Process, all draft Policy ~~Policies~~ ~~and Administrative Procedures~~ will be placed on the Board website for feedback from members of the Niagara Catholic community.

<b>Adopted Date:</b>	<b>October 27, 1998</b>
<b>Revision History:</b>	<b>June 26, 2001</b> <b>September 19, 2001</b> <b>April 27, 2010</b> <b>May 24, 2016</b>

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
POLICY COMMITTEE MEETING  
OCTOBER 22, 2019**

**TITLE: POLICIES – PRIOR TO VETTING  
VOLUNTEERING IN CATHOLIC SCHOOLS POLICY (800.9)**

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Prepared by: Frank Iannantuono, Superintendent of Education/Human Resources  
Presented by: Frank Iannantuono, Superintendent of Education/Human Resources  
Date: October 22, 2019



Niagara Catholic District School Board

**VOLUNTEERING IN CATHOLIC SCHOOLS POLICY**

STATEMENT OF POLICY

800 – School &amp; Community Relations

Policy No 800.9

Adopted Date: March 19, 2013

Latest Reviewed/Revised Date: NIL

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Board has the responsibility to provide a safe and secure working and learning environment for all students and employees.

A school volunteer is defined as an individual who who has direct and regular contact with students of the Niagara Catholic District School Board.

Volunteers are integral to the success of all schools in the Niagara Catholic District School Board and as such are important sources of support and expertise that enrich the instructional program, assist teachers, and connect the student body with the community. Volunteers are valued partners who assist staff in fostering positive relationships and cooperation amongst the school, parents/guardians, the parish and the school community for the benefit of our students.

The personal interests, background and commitment of volunteers enhance the programs, services and education opportunities for our students. Each volunteer will model caring and cooperative relationships, promote our Catholic values, encourage a safe and secure learning and working environment and support the Mission, Vision and Values of the Board and its Policies and Administrative Procedures.

In accordance with the Safe Schools Act, all volunteers must be approved by the school Principal. The Principal is authorized by the Board *“to assign to a person who volunteers to serve without remuneration such duties in respect of the school as are approved by the Board and to terminate such assignment as required”*. (Safe Schools Act, 2000)

Through this Policy the Board encourages and promotes the use of Principal approved school volunteers in order to expand and enhance parental and community involvement within our Catholic schools.

The Director of Education will issue Administrative Procedures for the implementation of this policy.

**References:**

- ***Niagara Regional Police Services:***
  - ***Police Criminal Record Check (PCRC) (Contact Human Resources for form)***
  - ***Police Vulnerable Sector Check (PVSC) (Contact Human Resources for form)***
- ***Regulation 521/01, as amended by Regulation 323/03***
- ***Niagara Catholic District School Board Policies/Procedures***
  - ***Accessibility Customer Service Policy (800.8.1)***
  - ***Catholic School Council Policy (800.1)***
  - ***Educational Field Trip Policy (400.2)***
  - ***Niagara Catholic Parent Involvement Committee Policy (800.7)***
  - ***Volunteer Drivers Policy (302.4)***
  - ***Volunteer Recognition Policy (800.4)***
- ***Niagara Catholic District School Board Forms***
  - ***Annual Offence Declaration***
  - ***Volunteer Application Form***



## VOLUNTEERING IN CATHOLIC SCHOOLS POLICY

### ADMINISTRATIVE PROCEDURES

Adopted Date: March 19, 2013

Latest Reviewed/Revised Date: NIL

- ~~1.~~ ~~In accordance with the Safe Schools Act, all volunteers must be approved by the school Principal. The Principal is authorized by the Board “to assign to a person who volunteers to serve without remuneration such duties in respect of the school as are approved by the Board and to terminate such assignment as required”. (Safe Schools Act, 2000).~~
- 2.1. A school volunteer shall serve under the immediate supervision and direction of administration and staff of the school and will provide services such as, but no limited to:
  - a) Supporting the work of classroom teachers
  - b) Providing enrichment experiences to support the educational program
  - c) Promoting positive school-community relations by enhancing community understanding
  - d) Working with individual students and small groups of students as identified by the staff and administration
- ~~3.~~2. The Principal is responsible for:
  - a) determining the volunteering needs for a school;
  - b) the recruitment, selection and screening of volunteers;
  - c) approving and delineating the task and the assignment of the volunteers;
  - d) the training and orientation of the volunteers;
  - e) the supervision and evaluation of the volunteers;
  - g) the recognition of the volunteers.
- 4.3. Each Principal shall maintain a current list of regular and occasional volunteers. Such records, including the *Volunteer Application Form* shall be kept on file at the school.
- ~~5.~~4. A volunteer must be at least 18 years of age, unless otherwise approved by the Principal.
- ~~6.~~5. It is understood that a volunteer is a person who serves without remuneration.
- 7.6. All approved school volunteers (persons having direct and regular contact with students) will provide an original Police Vulnerable Sector Check and/or Annual Offence Declaration in accordance with Regulation 521/01, as amended by Regulation 323/03 to the school Principal who will retain a copy on file at the school until a more current Vulnerable Sector Check is submitted. A copy of the Vulnerable Sector Check will also be forwarded to the Human Resources Department.
- ~~8.~~7. Vulnerable Sector Checks may be requested at the discretion of the Principal in consultation with the Family of Schools Superintendent and at least once every five (5) years. The Self-Offence Declaration will stand as a legally binding document which will be required on an annual basis.
 

Completed Criminal Reference Checks and/or Vulnerable Sector Checks for volunteers, as well as all subsequent offence declarations will be filed at the school and in the Human Resources Department. Vulnerable Sector Checks required by the Principal and/or the Niagara Catholic District School Board will be paid by the Niagara Catholic District School Board. Any additional requirements as a result of the Vulnerable Sector Checks will be the responsibility of the Volunteer.
- 9.8. As required, each volunteer shall adhere to the *Volunteer Drivers Policy (302.4)*.
- ~~10.~~9. Volunteers shall wear the “Volunteer” badge or other means of identification as required by the school and Board Policy and must sign in/out at the school’s main office.

- ~~11~~.10. Classroom teachers and school administrators are solely responsible for student discipline. Volunteers are to ask for the assistance of the teacher and/or Principal if a situation calls for follow-up disciplinary action. The volunteer always works under the direction of staff.
- ~~12~~.11. Volunteers are responsible for respecting the confidentiality of all students and staff and as such are required to complete the Confidentiality Agreement found within the *Volunteer Application Form*. Volunteers shall not have access to, nor disclose confidential information.
- ~~13~~.12. Off-site activities such as field trips are considered an extension of the school and as such administrative procedures pertain to such activities as determined by the Educational Field Trip Policy and Administrative Procedures. At a minimum, Vulnerable Sector Checks will be required of all volunteers participating in overnight field trips which are approved by the school Principal and/or the Board.
- ~~14~~.13. It is the expectation of the Board and the school Principal that all volunteers adhere to Board Policies and Administrative Procedures at all times when volunteering for the school and/or Board events or activities.





## **VOLUNTEER APPLICATION FORM**

I \_\_\_\_\_ wish to serve as a volunteer at \_\_\_\_\_ Catholic School.

As a volunteer I acknowledge and will adhere to the following expectations:

- As school volunteer I shall serve under the immediate supervision and direction of administration and staff of the school.
- It is understood that I will volunteer without remuneration.
- Completed Criminal Reference Checks and/or Vulnerable Sector Checks for volunteers, as well as all subsequent offence declarations will be completed and filed at the school.
- I will adhere to the Volunteer Driver Policy # 302.4
- Classroom teachers and school administrators are solely responsible for student discipline.
- I acknowledge that in the course of my volunteer work with \_\_\_\_\_ Catholic School I may receive confidential information with respect to the affairs of its students, including information on its students and parents of its students,
- I hereby agree not to disclose at any time, such confidential information to any person, information relating to the students or any part thereof and other information relating to the school or board.
- This agreement pertains to off-site activities such as field trips as an extension of the school.
- As a volunteer I will adhere to Board Policies and Administrative Procedures at all times when volunteering for the school and/or Board events or activities.
- This agreement pertains to off-site activities such as field trips as an extension of the school.
- I have read and agree with the Volunteering in Catholic Schools Policy and Administrative Procedures.

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

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

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

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

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
POLICY COMMITTEE MEETING  
OCTOBER 22, 2019**

**TITLE: POLICIES – PRIOR TO VETTING  
TRUSTEE ELECTRONIC MEETINGS (BOARD AND  
COMMITTEES) POLICY (100.8)**

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Prepared by: John Crocco, Director of Education/Secretary-Treasurer  
Presented by: John Crocco, Director of Education/Secretary-Treasurer  
Date: October 22, 2019



Niagara Catholic District School Board  
**TRUSTEE ELECTRONIC MEETINGS POLICY**  
**(Board and Committees)**  
STATEMENT OF POLICY

100 – Board

Policy No 100.8

Adopted Date: October 25, 2005

Latest Reviewed/Revised Date: May 27, 2014

In keeping with the Mission, Vision, and Values of the Niagara Catholic District School Board, the Board is committed to conducting its business in an atmosphere of **accountability**, openness and transparency and to ensure that **all** Trustees have every opportunity to participate in the meetings of the Board **of Trustees and its Committees of the Board**.

The Board recognizes that there may be occasions when Trustees, **including and** Student Trustees, are unable to be physically present for a meeting of the Board and/or its Committees. To ensure that Trustees have every opportunity to participate in the meetings of the Board and its Committees, the Board is committed to ensuring participation **of Trustees** in meetings, upon request, through electronic means.

At the request of any Trustee or Student Trustee, the Board shall provide ~~the access appropriate to a Board technology platform which will provide to ensure that two-way communication is available for Trustee to participation in the meeting.~~ A written request **to join a meeting electronically** shall be made to the Director of Education **Secretary/Treasurer** a minimum of 48 hours (excluding weekends or holidays) prior to the date of the meeting.

Subject to any condition or limitations provided for under the *Education Act* or ~~its under~~ Regulations, a member of the **Board of Trustees**, who participates in a meeting through electronic means shall be deemed to be present at the meeting for the purposes of every Act and shall be recorded as being in attendance, electronically, in the minutes of the meeting.

The Director of Education will issue Administrative Procedures for the implementation of this Policy.

### **References**

- [\*Education Act \(s.208.1; s. 229 \(a\)\)\*](#)
- [\*Ontario Regulation 463/97 amended to 268/06\*](#)
- [\*Niagara Catholic District School Board Policies/Procedures\*](#)
  - [\*Board By-Laws \(100.1\)\*](#)
  - [\*Trustee Code of Conduct Policy \(100.12\)\*](#)



Niagara Catholic District School Board  
**TRUSTEE ELECTRONIC MEETINGS POLICY**  
**(Board and Committees)**  
 ADMINISTRATIVE PROCEDURES

100 – Board

Policy No 100.8

Adopted Date: October 25, 2005

Latest Reviewed/Revised Date: May 27, 2014

**DEFINITION**

Electronic meetings are meetings of the Board, or its committees, including the Committee of the Whole Board, which utilize either teleconferencing or videoconferencing technology.

Teleconferencing and videoconferencing include telephones, video monitors and web access.

**PROCESS FOR ELECTRONIC MEETINGS**

~~At the written request~~ **A Trustee or Student Trustee, will provide in writing to** ~~received and acknowledged by the Director of Education Secretary/Treasurer, of any Trustee or Student Trustee~~ **a request** to participate in a meeting of the Board or a meeting of a committee of the Board ~~including the Committee of the Whole,~~ through electronic **access a minimum of 48 hours prior to the meeting. Once received and acknowledged by the Director of Education, means, the Trustee will be provided access to an appropriate two way communication technology platform will be provided at to join meeting participants at the Catholic Education Centre, subject to any technology limitations at the origin of the call. ensure that two way communication is available between all participants in the meeting.**

1. The electronic means shall permit the Trustee or Student Trustee to hear and be heard by all other participants in the meeting.
2. The electronic means shall be provided in such a way that the rules governing conflict of interest of members **and in-camera regulations** are complied with.
3. During meetings that are closed to the public, Trustees **or Student Trustees** who are participating in the meeting through electronic means will ensure that **in-camera** confidentiality is maintained at all times.
4. Trustees using electronic means to participate in meetings shall inform the Chair of the Board or the Chair of the Board Committee about their intentions to leave the meeting whether on a temporary or permanent basis.
5. Student Trustees who are participating in closed **in-camera** meetings through electronic means shall participate in all proceedings with the exception of those that are closed to the public under clause 207 (2) (b) of the Education Act.
6. At every meeting of the Board or the Committee of the Whole, or of a committee of the Board, the following persons shall be physically present in the meeting room of the Board:
  - The Chair of the Board or their designate;
  - At least one additional member of the Board; and
  - The Director of Education or their designate.
7. At every meeting of a committee of the Board, except the Committee of the Whole Board, the following persons shall be physically present in the meeting room of the committee:

- The Chair of the Committee or their designate
  - The Director of Education or their designate
8. If it is not possible for the required persons (as outlined in ~~7 and 8~~ **6 and 7**) to be physically present at the meeting **room**, the request for an electronic meeting shall be ~~refused~~ **declined**.
9. **For electronic meetings of the Board or a committee of the Board, public or open meeting agendas will be posted on the Board website.** The meeting room of the Board or of a committee of the Board shall be open to permit physical attendance by members of the public ~~at every meeting of the Board or of a Committee of the Board,~~ **except** where the meeting is ~~not in-camera~~ **and** closed to the public.

<b>Adopted Date:</b>	<b>October 25, 2005</b>
<b>Revision History:</b>	<b>May 27, 2014</b>

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
POLICY COMMITTEE MEETING  
OCTOBER 22, 2019**

**TITLE: POLICIES – PRIOR TO VETTING  
PURCHASING/SUPPLY CHAIN MANAGEMENT POLICY (600.1)**

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Prepared by: Giancarlo Vetrone, Superintendent of Business & Financial Services  
Presented by: Giancarlo Vetrone, Superintendent of Business & Financial Services  
Date: October 22, 2019



Niagara Catholic District School Board  
**PURCHASING/SUPPLY CHAIN MANAGEMENT POLICY**  
 STATEMENT OF POLICY

600 – Business Services

Policy No 600.1

Adopted Date: February 24, 1998

Latest Reviewed/Revised Date: June 16, 2015

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Board supports the concept of “centralized purchasing” as a means of obtaining maximum value for each dollar expended, consistent with the educational goals of the Board and fair business principles.

The Niagara Catholic District School Board recognizes that fair, open and transparent competition is a basic tenet of public acquisition through the Quotation, Tender and Request for Proposal processes using a variety of source selection methods under varying market conditions, in accordance with the Supply Chain Management regulations. Awards will be given to the lowest-qualified bidder(s) who provides the best value to the Board. ~~except where the best interests of the Board are served by accepting other than the lowest price.~~

All staff involved in purchasing activities shall abide by all applicable Board Policies, Statutory Acts & Regulations and Code of Ethics stipulated by the ~~Supply Chain Purchasing Management Association of~~ Canada.

The Purchasing/Supply Chain Management activities, ~~including leases and commitments exceeding twelve (12) calendar months,~~ will be carried out in accordance with the following Approval Authority Limits.

APPROVAL AUTHORITY LIMITS			
Purchase Authority Limit	Purchase Initiated By	Purchase Approved By	Procedure
<\$ <del>2,500</del> \$5,000	School Staff CEC Staff Program Staff	Appropriate Supervisor or member of Senior Staff	Purchases can be paid by petty cash, purchasing card, cheque requisition or purchase order <del>requisition.</del>
>\$ <del>2,501</del> 5,001 - \$50,000	<del>Administrators</del> Managers Principals Consultants Senior Staff	Appropriate <del>member of</del> Senior Staff	At least three (3) written quotes <del>to be documented or a completed Non-Competitive Approval form must be attached to the</del> on purchase requisition and submitted to <del>the Administrator-Manager</del> of Purchasing Services.
>\$50,001 - \$100,000	<del>Administrators</del> Managers Principals Consultants Senior Staff	Appropriate member of Senior Staff & <del>Supt. of Business</del> Superintendent of Business	At least three (3) written quotes or a completed Non-Competitive Approval form must be attached to the purchase requisition submitted to the Administrator of Purchasing Services. <del>At least three (3) written quotes to be attached or a completed non-competitive form to the purchase requisition and submitted to Administrator Manager of Purchasing</del>

>\$100,001 - \$500,000	<b>Administrators</b> Managers Principals Consultants Senior Staff	Superintendent- of Business & <b>Finance and</b> <b>the</b> Director of Education	Open Competitive Process - Tenders/RFP's issued by Purchasing/SCM Department or Architectural/Engineering Firm
≥\$500,000	<b>Superintendents</b> Controller of Facilities Services	Director of Education & Board of Trustees	Open Competitive Process – Tenders/RFP's issued by Purchasing/SCM Department or Architectural/Engineering Firm

\*all Purchase Authority Limits above are pre-tax amounts.

On a yearly basis, a listing of awards of contract greater than \$750,000 will be brought to the Board of Trustees for information.

Any capital projects exceeding one million dollars will require Board of Trustees approval before tendering.

The Director of Education will issue Administrative Procedures for the implementation of this policy-

### References

- [\*\*Agreement on Internal Trade \(AIT\)\*\*](#)
- [\*\*Canadian Free Trade Agreement \(CFTA\)\*\*](#)
- [\*\*Canada-European Union Comprehensive Economic and Trade Agreement \(CETA\)\*\*](#)
- [\*\*Ontario Ministry of Government and Consumer Services \(MGCS\)\*\*](#)
- [\*\*Supply Chain Canada\*\*](#)
- [\*\*Ontario Education Collaborative Marketplace \(OECM\)\*\*](#)
- [\*\*Ontario Association of School Business Officials \(OASBO\)\*\*](#)
- [\*\*Niagara Public Purchasing Committee \(NPPC\)\*\*](#)
- ~~[\*\*Ontario Ministry of Government Services – Broader Public Sector Procurement Directive\*\*](#)~~
- ~~[\*\*Ontario Public Buyers Association \(OPBA\)\*\*](#)~~
- ~~[\*\*Ontario/Quebec Procurement Agreement\*\*](#)~~
- ~~[\*\*Supply Chain Management Association of Canada \(SCMA\)\*\*](#)~~
- [\*\*Niagara Catholic District School Board Policies/Procedures\*\*](#)
  - [\*\*Accessibility Standards Policy \(800.8\)\*\*](#)
  - [\*\*Corporate Cards, Purchasing Cards and Petty Cash Policy \(600.4\)\*\*](#)
  - [\*\*School Generated Funds Policy \(301.6\)\*\*](#)
  - [\*\*Architect and Consultant Selection Policy \(701.1\)\*\*](#)





Niagara Catholic District School Board  
**PURCHASING/SUPPLY CHAIN MANAGEMENT POLICY**  
ADMINISTRATIVE PROCEDURES

600 – Business Services

Policy No 600.1

Adopted Date: February 24, 1998

Latest Reviewed/Revised Date: June 16, 2015

~~**Purchasing Code of Ethics – Niagara Catholic District School Board**~~

~~**Purchasing Principles – Niagara Catholic District School Board**~~

- ~~**A. Criteria Determining Purchasing**~~
- ~~**B. Non Competitive Procurement**~~
- ~~**C. Competitive Procurement/Acquisition Process**~~
- ~~**D. Advertising of Bids**~~
- ~~**E. Approval Authority Limits**~~
- ~~**F. Contracts/Leases/Agreements**~~
- ~~**G. Segregation of Duties**~~
- ~~**H. Evaluation of Bids**~~
- ~~**I. Contract Awards and Management**~~
- ~~**J. Cooperative Purchasing**~~
- ~~**K. Disposal Procedures**~~
- ~~**L. Prohibitions Regarding Purchases**~~
- ~~**M. Miscellaneous**~~

**PURCHASING CODE OF ETHICS – NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**

All Board employees involved in any aspect of purchasing or other supply chain related activities must comply with the following Supply Chain Code of Ethics. These are not a substitute for personal integrity and good judgment; they are intended to serve as a minimum standard of behaviour.

**Personal Integrity and Professionalism**

All individuals involved in purchasing or other supply chain-related activities must act, and be seen to act, with integrity and professionalism.

Honesty, care and due diligence must be integral to all supply chain activities within and between broader public sector organizations, suppliers and other stakeholders.

Respect must be demonstrated for each other and for the environment.

Confidential information must be safeguarded.

Participants must not engage in any activity that may create, or appear to create a conflict of interest, such as accepting gifts or favours, providing preferential treatment, or publicly endorsing suppliers or products.

### **Accountability and Transparency**

Supply chain activities must be open and accountable. In particular, tendering, contracting and purchasing activities must be fair, open, and transparent and conducted with a view to obtaining the best value for public money.

All participants must ensure that public sector resources are used in a responsible, efficient and effective manner.

### **Compliance and Continuous Improvement**

All broader public sector supply chain participants must comply with this Code of Ethics and the laws of Canada and Ontario.

Participants should continuously work to improve supply chain policies and procedures, to improve supply chain knowledge and skill levels, and to share leading practices.

### **Purchasing Principles - Niagara Catholic District School Board**

The purchasing principles of the Board shall be as follows:

- ~~1. Board staff shall utilize a centralized purchasing program for the purchase of all Goods and Services through the Purchasing section of the Financial Services Department.~~
1. The Niagara Catholic District School Board has a centralized purchasing function in the Purchasing (Purchasing/Supply Chain Management) section of the Financial Services Department, responsible for acquisition of Goods and Services and disposal of Board assets.
2. The Purchasing/Supply Chain Management Policy/Regulations and Administrative Procedures recognize that fair, open and transparent competition is a basic tenet of public acquisition, using a variety of source selection methods under varying market conditions.
3. Board staff shall procure by purchase, rental or lease, the required quality and quantity of Goods and Services in an efficient and cost effective manner.
4. Board staff shall consider all costs, including acquisition, operating and disposal costs, in evaluating ~~b~~ Bid submissions from ~~r~~ Responsive and ~~r~~ Responsible ~~v~~ Vendors, rather than basing a decision solely on the lowest ~~B~~ bid price (i.e. "Total Acquisition Cost" method of procurement).
- ~~5. Awards will be given to the lowest qualified bidder, except where the best interests of the Board are served by accepting other than the lowest price.~~
- ~~6.~~5. All Supervisory personnel are responsible for ensuring their immediate staff are properly informed of and comply with this policy, its regulations and procedures.
- ~~7.~~6. Personal purchases on behalf of an employee, elected official or family member, the requirement for which is not for the Board or any of its purposes, are not permitted.
- ~~8.~~7. Unauthorized purchases will be considered an obligation of the person making the purchase and not an obligation of the Board.

- 9.8. Employees of the Board may not promote or sell goods or services for compensation to any board, provincial school or teachers' college, or pupil enrolled therein, except as permitted by the Education Act.
- 10.9. Any arrangements which might prevent, or appear to prevent, fair, open and transparent competition shall be avoided in order to ensure open competition among qualified bidders.
- 11.10. Lobbying, during a competitive procurement call, is prohibited. An official point of contact shall be named and communication with anyone other than the official point of contact from the time of issuance, up to and including the time of award, is prohibited.
- 12.11. Any vendor/proponent who violates the lobbying prohibition will be subject to disqualification from the current and future procurements, at the Board's discretion.

## **A. CRITERIA DETERMINING PURCHASING (PURCHASING/SUPPLY CHAIN MANAGEMENT) PROCESS**

The ~~Administrator~~ ~~Manager~~ of Purchasing – Supply Chain Management, in consultation with the initiating member of Senior Staff, Principal or ~~Administrator~~ ~~Administrator~~ ~~Manager~~, shall consider the following criteria in determining the acquisition process to be followed in the procurement of all applicable Goods and Services:

1. Where the required Goods or Service can be specified, the Tender or Quote process shall apply.
2. Where only the need can be specified rather than the specific product or service to fill the need, the Proposal process shall apply. The Proposal process may include the process of pre-qualification.
3. Where professional or consulting services are being requested, the Proposal process shall apply.

## **B. NON COMPETITIVE PROCUREMENT**

When a non-competitive procurement purchase is proposed, the following procedures must be followed:

1. The member of Senior Staff will ensure that the Goods and Services are procured by the most open market procedure practicable under the circumstances.
2. Documentation, including a ~~n~~Non-Competitive ~~A~~approval form, explaining the nature of the situation and the actions taken will be forwarded, with a purchase requisition, to the Purchasing/Supply Chain Management Department ~~and a copy sent by the originator to the Superintendent of Business & Finance.~~
3. Purchase orders shall not be issued without the required documentation.

### **Exemptions: Purchases not requiring competitive procurement.**

#### **Exempt Transactions:**

- i) Student Trips / Extracurricular Activities: single or multi-day class field trips or excursions;
- ii) Speakers, performers, or royalty fees for school or system events;
- iii) Teaching materials purchased at book fairs and conferences;
- iv) Registration ~~at~~for conferences/seminars

- v) Payment of professional or organizational membership dues;
- vi) Purchase of periodicals or professional journals or publications;
- vii) **Publisher Textbooks – purchase made directly from the company that owns the rights to the textbook (print or electronic) and is responsible for its development and distribution, within the scope of the Ministry of Education Ontario Curriculum;-**
- viii) Research, legal services, public relations & advertising, actuarial services, leased/rental facilities;-
- ix) Purchases of Goods for resale;-
- x) Employment contracts;

### **Purchase by Negotiation**

Purchase by negotiation shall apply when, in the judgment of the ~~Administrators~~ ~~Manager~~ of Purchasing – Supply Chain Management, in consultation with the initiating member of Senior Staff, Principal or ~~Administrator~~ ~~Manager~~, any of the following conditions exist:

1. Due to market conditions, Goods are in short supply.
2. There is only one known source of the Goods or Services.
3. Two or more identical low bids have been received.
4. The lowest bid received substantially exceeds the estimated cost of the Goods.
5. All bids received fail to comply with the specifications, tender terms and conditions, and it is impractical to recall Tenders
6. The extension or revision of an existing contract would prove more cost effective or beneficial. Same must be duly authorized by a “Change Order” and documentation sent to Purchasing.
7. A single source or sole source is being recommended because it is more cost effective or beneficial for the Board.
8. Purchase of an item where compatibility with an existing product, service or program is an overriding consideration.
9. When only one Bid is received through the tendering system.

Formal documentation must be completed and authorized by the Superintendent of Business and Finance, in order to support and justify the decision to Purchase by Negotiation.

### **Blank Purchase Orders**

Blanket purchase orders are authorized by Purchasing Services and are intended to be used for miscellaneous goods and/or services where tenders or quotations have not been issued or where actual quantities to be purchased are unknown. Blanket purchase orders will have a maximum dollar limit, be restricted to approved users and for a defined time period. Any purchase over the defined maximum limit will require quotation as noted and will require a unique purchase order. Vendor invoices over the predetermined limit will not be paid against a blanket purchase order.

## **Emergency Purchasing**

Emergency Purchasing shall apply when a member of Senior Staff verifies that the procurement of Goods and/or Services is necessary to prevent, or correct, dangerous or potentially dangerous safety conditions, serious delays, or further damage, or to restore minimum service.

## **Non-Competitive Procurement (exemptions from the Competitive Process)**

In certain unique circumstances, the Board will not have the ability to go through a competitive process activity. The Purchasing/Supply Chain Management Department would then go directly to one supplier to meet the requirements of the Board. There are two main types of direct awards:

Single Sourcing – is the use of non-competitive procurement process to acquire goods, services or construction from a specific supplier even though there may be more than one supplier capable of delivering the same Goods, Services or Construction.

Sole Sourcing – means the use of a non-competitive procurement process to acquire Goods or Services where there is only one available supplier for the source of Goods or Services.

### ***Single Sourcing***

Allowable exceptions for competitive procurements include:

1. Where an unforeseen situation of urgency exists and the Goods, Services or Construction cannot be obtained by means of open procurement procedures. Where a non-competitive procurement is required due to an urgent situation, the Board may conduct the procurement prior to obtaining the appropriate approvals, provided that the urgency has been justified in writing (see Emergency Purchasing).
2. Where Goods or consulting Services regarding matters of confidential or privileged nature are to be purchased and the disclosure of those matters through an open competitive process could reasonably be expected to compromise confidentiality, cause economic disruption or otherwise be contrary to the public interest.
3. Where a contract is awarded under a cooperation agreement that is financed, in whole or in part, by an international organization only to the extent that the agreement includes different rules for awarding contracts.
4. Where construction materials are to be purchased and it can be demonstrated that transportation costs or technical considerations imposed geographic limits on the availability of the supply base, specifically in the case of sand, stone, gravel, asphalt compound and pre-mixed concrete for use in the construction or repair of roads.
5. Where an open competitive process could interfere with the organization's ability to maintain security or order or to protect human, animal or plant life.
6. Where there is an absence of any bid in response to an open competitive process that has been conducted in compliance with this document.
7. Where only one supplier is able to meet the requirements of procurement in the circumstances (Sole Sourcing).

### ***Sole Sourcing***

~~In accordance with the Agreement on Internal Trade (AIT),~~ in the situation where only one supplier is able to meet the requirements of procurement, the Board may use the following Sole Source method:

1. To ensure compatibility with an existing product, to recognize exclusive rights, such as exclusive licenses, copyrights and patent rights, or to maintain specialized products that must be maintained by the manufacturer or its representative.
2. Where there is an absence of competition for technical reasons and the Goods or Services can only be supplied by a particular supplier and no alternative or substitute exists.
3. For the procurement of Goods or Services, the supply of which is controlled by a supplier that is a statutory monopoly.
4. For the purchase of Goods on a commodity market.
5. For work to be performed on or about a leased building or portions thereof that may be performed only by the lessor or its authorized work force.
6. For works to be performed on property by a contractor according to provisions of a warranty or guarantee held in respect of the property or the original work.
7. For a contract to be awarded to the winner of a design contest.
8. For the procurement of a prototype or a first Good or Service to be developed in the course of and for a particular contract for research, experiment, study or original development, but not for any subsequent purchases.
9. For the purchase of Goods under exceptionally advantageous circumstances such as bankruptcy or receivership, but not for routine purchases.
10. For the procurement of original works of art.
11. For the procurement of subscriptions to newspapers, magazines or other periodicals.
12. For the procurement of real property.

Formal documentation must be completed to support and justify the decisions above. This documentation must be completed and approved by the appropriate authority levels within the Board and may be used as supporting documentation in the case of a competitive dispute.

### **~~C. COMPETITIVE PROCUREMENT/ACQUISITION PROCESS~~**

~~The following acquisition process indicates the methodology to be applied by the Purchasing/Supply Chain Management Department within the outlined source selection techniques, taking into consideration the following dollar procedures:~~

- ~~Zero (0) and less than \$2,500.00 — at the discretion of the originator~~
- ~~More than \$2,501.00, and less than \$50,000.00 — at least three (3) written quotes~~
- ~~More than \$50,001.00, and less than \$100,000.00 — at least three (3) written quotes~~
- ~~More than \$100,000.00 — Tender/Request for Proposal — Purchasing Department~~

~~No contract or purchase shall be divided to avoid the requirements of these procedures, and the annual or total project requirement shall be considered.~~

**D. ADVERTISING OF BIDS**

Advertising of Bids shall be conducted through the Purchasing/Supply Chain Management Department utilizing an electronic Website. Bids must be advertised **as per all Provincial and National Regulations**, for a period of 15 calendar days for procurements valued at \$100,000 or more. Any addenda must be issued at least seven days PRIOR to the closing date of the Bid. Questions and addenda are posted in the same manner as the competitive documents when advertised to the market and therefore shall be made available to all potential proponents. The Board must ensure that the closing date of the Bid is set on a normal working day (Monday to Friday, excluding provincial and national holidays). Submissions that are delivered after the closing time will not be considered and will be returned unopened.

The Board abides by and is governed by legislation and trade agreements with respect to procurement listed below:

- ~~Agreement on Internal Trade (AIT)~~
- ~~Ontario-Quebec Procurement Agreement~~
- ~~Canadian Law of Competitive Processes and Contract Law~~
- ~~Freedom of Information and Protection of Privacy Act (FIPPA)~~

~~\*Note: Construction Competitive Contracts can be processed through an electronic tendering system and/or one of the following methods: Publication in one or more predetermined daily newspapers that are easily accessible to all Canadian suppliers; or the use of source lists, such as Vendor of Record (VOR) or preferred supplier lists.~~

**~~Agreement on Internal Trade (AIT)~~**

~~AIT regulates trade between the provinces to ensure equal access to public sector procurement for all Canadian suppliers. Thresholds are as follows for competitive processes which would include using electronic tendering systems, advertisements in daily newspapers or other source lists: School Boards – Goods \$100,000.00, Services \$100,000.00, Construction \$250,000.00~~

**~~Ontario/Quebec Procurement Agreement~~**

~~Similar to the AIT, the Ontario/Quebec Procurement Agreement regulates trade between Ontario and Quebec to ensure equal access to public sector procurement for local suppliers. Thresholds are as follows:~~

- ~~School Boards – Goods \$100,000.00, Services \$100,000.00, Construction \$100,000.00~~

**~~Canadian Law of Competitive Processes and Contract Law~~**

~~When the Board conducts a solicitation, the law of competitive processes applies. The receipt of Tenders and in some cases Proposals, during a competitive procurement process may result in the formation of a Bid contract (Contract A) between the Board and the proponent. The Board is obligated to take special care to understand the obligations that are made in soliciting Bids, such as rejecting non-compliant Bids and not deviating from the process described in the Bid documents.~~

~~The Board shall not breach Contract A by providing information or changing the specifications during the competitive process to unfairly benefit a particular bidder, or enter into side negotiations with any bidder in an effort to obtain more desirable contract conditions. When the Board enters into a contractual agreement with a supplier (Contract B), the agreement creates obligations on both parties and is subject to applicable contract law, including accepted meanings and interpretations of enforceability, non-performance, breach of contract and remedies that may occur from time to time.~~

~~All contract documents, competitive procurement process and any correspondence or supporting information relating in any way to a competitive procurement process are subject to subpoena by a~~

~~Canadian court of law. The Board, through specified individuals, would be compelled to defend or otherwise explain documents in court.~~

### **Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)**

The purpose of MFIPPA is to make Boards accountable to the public and to protect personal privacy. MFIPPA accomplishes these purposes by:

- Providing the public with a right of access to records within the Board's custody or control
- Preventing the unauthorized collection, use and disclosure of personal information.

All notes, e-mails, memos, letters or any other documentation relating to a competitive procurement process are ordinarily subject to MFIPPA requests. Freedom of Information requests can be made for information on tendering and administration of contracts. Any record, so requested, must be disclosed in its entirety unless MFIPPA exceptions to disclosure apply to all or part of the request.

## **E. APPROVAL AUTHORITY LIMITS**

~~The Approval Authority Limits outlined in the Purchasing/Supply Chain Management Policy will be reviewed and updated as necessary, with the approval of the Board.~~

- ~~1. Tenders for the Board shall be issued and received by the Manager of Purchasing/Supply Chain Management and opened in public, if specified in the Tender document. Tenders shall be opened, bid amounts recorded, sureties and other requirements of the Tender confirmed (if applicable), and Bid amounts entered on the Summary of Bidders Sheet. After all Bids have been recorded on the Summary of Bidders sheet, it shall be initialled by at least two Supply Chain Department members. Evaluation team members will be advised 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. The Board will have team members sign a Conflict of Interest Declaration and Non Disclosure Agreement. All Tenders received for the purchase of Goods and Services, \* with the exception of construction contracts, shall be tabulated, analyzed and awarded by the Manager of Purchasing/Supply Chain Management, in consultation with the initiating member of Senior Staff, Principal or Manager.~~
- ~~2. Where market conditions are such that price protection cannot be obtained for Goods and Services having an annual total value in excess of \$100,000.00, the Manager of Purchasing/Supply Chain Management shall obtain competitive prices for short term commitments until such time as reasonable price protection and fair marketing pricing is restored.  
\* NOTE: All New School Construction Tenders are approved by the Board.~~

### ~~3. Proposal Calls~~

~~To be used:~~

- ~~1. When only the need can be specified rather than the specific product or service to fill the need;~~
- ~~2. When it is not practical to prepare precise specifications which permit bids of readily comparable products or services. The acquisition regulations governing the use of Proposal calls are similar to the Tender process outlined earlier in this document. However, it is recognized that there is more lead time and effort involved in a Proposal process than there is for a Tender.~~
- ~~3. Where it has been determined by the Manager of Purchasing/Supply Chain Management, in consultation with the initiating member of Senior Staff, Principal or Manager, that the Proposal acquisition method is adopted, and where it is estimated that Goods and Services~~



will cost more than \$100,000.00, the Manager of Purchasing/Supply Chain Management, in consultation with the initiating member of Senior Staff, Principal or Manager, may determine whether to;

- Issue a “Request for Proposal” and establish a Selection Committee for the purpose of Proposal review, or
- Advertise a “Request for Information” in publications of general circulation/Website and establish a Selection Committee for review purposes. Once this process has been completed, a Tender/Proposal may be issued to vendors and the Selection Committee would reconvene to review the Bids and determine the award. The Board is under no obligation to award a contract based on informational gathering activities, such as an RFI.

#### **Request for Expressions of Interest (RFEI)**

The purpose of an RFEI is to gather information on supplier interest in an opportunity or information on supplier capabilities/qualifications. This mechanism will be used by the Board when wishing to gain a better understanding of the capacity of the supplier community to provide the services or solutions needed. Information collected can also facilitate selecting the best possible competition method for a follow-up competition. NOTE: A response to an RFI or a RFEI MUST not pre-qualify a potential supplier and MUST not influence a supplier's chance of being the successful proponent on any subsequent opportunity.

#### **Request for Supplies Qualifications (RFSQ)**

The purpose of an RFSQ is to gather information on supplier capabilities and qualifications, with the intention of creating a list of pre-qualified suppliers. This mechanism may be used either to identify qualified candidates in advance of expected future competitions or to narrow the field for an immediate need. The purpose of this process is to reduce subsequent effort devoted to the competitive process (i.e. Bid preparation on the part of suppliers and evaluation on the part of the Board). An RFSQ can be used to understand which potential proponents have the capabilities that the Board requires, as the first stage in a two-staged solicitation (followed by either a Request for Proposal or a Request for Tender), whereby only pre-qualified suppliers will be invited to respond to the actual competition. This can make the number of responses and the evaluation process more manageable for the Board evaluators, while allowing unqualified proponents to avoid the effort and expense of preparing a complete competitive response. An RFSQ can also be used to pre-qualify suppliers who are interested in supplying Goods or Services in the future, if and when requested. The typical result of this procedure is referred to as a Vendor of Record (VOR) or a preferred suppliers list. An RFSQ document specifically defines the type of materials or services included as part of the process and sets upper limits to the value of future awards. Further, the document will clearly indicate the time duration the list is to be valid; the methods by which suppliers can be placed on the list and what specific intervals opportunities for being qualified will come up. The document will also indicate that suppliers who do not participate in the pre-qualification or do not appear on the list may be excluded from opportunities. If the VOR or preferred supplier list is to be used for procurement valued at \$100,000.00, a supplier that meets the conditions for registration on the list must be able to register at any time. The RFSQ must contain specific language to disclaim any obligation on the part of the Board to actually call on any supplier as a result of the pre-qualification to supply such Goods or Services.

## **F. CONTRACTS/LEASES/AGREEMENTS**

Contracts, leases and agreements will be processed in accordance with the Approval Authority Limits, as specified in the Purchasing/Supply Chain Management Policy.

## G. SEGREGATION OF DUTIES

Budget(s) – authorized and approved by the Board on an annual basis. The Budget department forward/allocates budgets to originators (Schools Administrators/Department ~~Manager~~ Administrators).

Requisition(s)/Commitments – authorized by the budget holder (Schools/Departments) and forwarded to the Purchasing/Supply Chain Management Department for acquisition purposes.

Receipt(s) – authorized by the budget holder (Schools/Departments) and forwarded to the Expediting Department for receiving purposes.

Payment(s) – authorized by the budget holder (Schools/Departments) and forwarded to the Accounts Payable Department for verification of prices, matched with the receipt, then processed for payment by the Accounts Payable Department.

## H. EVALUATION OF BIDS

All information regarding timelines of Bids, Bid receipts, evaluation criteria, evaluation methodology and process, selection process, tie score process, fixed evaluation criteria, evaluation matrix, conflict of interests, and dispute resolution process are contained within the terms and conditions of the individual Bid and the Bid specifications. Evaluation methods and processes to be used in assessing the bidder's submission must be fully disclosed and must not discriminate or exercise preferential treatment in awarding a contract to a supplier as a result of a competitive procurement process.

The Board must then select only the highest ranked submissions that meet all mandatory requirements set out in the related procurement documents. Alternative strategies or solutions NOT requested in the original procurement documents will not be accepted unless expressly requested in the original procurement documents.

- The Board is entitled to ask bidders for clarification on their Bid as long as it does not change their Bid in any way.
- Where Bids are received in response to a solicitation but exceed the Board's budget, are not responsive to the requirement or do not represent fair market value, a revised solicitation can be issued in an effort to obtain an acceptable Bid.
- If no Bids are acceptable and it is not reasonable to go through any other method, the Board may choose to negotiate directly with a chosen supplier.

~~Bidders will be notified of the rejection of their Bids in writing, as specified in the RFP or tender, as soon as practicable after completion of the evaluation. With the exception of any pricing that was made publicly available at the time of a public opening, all submission evaluation details are subject to MFIPPA.~~

Evaluation records of procurement process must be fair, factual, fully defensible, auditable and kept on file in the Purchasing/Supply Chain Management Department.

Bids will be evaluated according to all relevant criteria contained in each particular Bid. The Board will evaluate Bids based on price, product quality, past performance, delivery and payment terms or any combination or additions thereof, at its sole discretion. The Board reserves the right to evaluate pricing based on the combined total cost of the items tendered or separately. Maximum justifiable weighting will be allocated to the price/cost component of the evaluation criteria.

Evaluation of Bids include, but are not limited to:

- (\*) Bid is appropriately received
- Bid meets all mandatory requirements (compliant vs. non-compliant)
- Bid meets optional/desirable requirements
- schedule compliance

- skills/experience and capability
- price/quality/value analysis
- weights, sub-weights for rated requirements
- reference checks, oral interviews, demonstrations
- any and all other criteria as listed within the Bid

\* Bid Receipt - The Board must ensure that the closing date is set on a normal working day. Submissions that are delivered after the closing time must not be considered and will be returned unopened. Each Bid must be stamped as it arrived with the date, time, location, company name and contact information. Bids are not opened until after the competitive process has closed. The Board has to ensure that there is at least one witness to view the Bid openings.

Evaluation criteria will be developed, reviewed and approved BEFORE the competitive process begins and contained within the Bid documents. Mandatory and any technical standards that need to be met have to be identified. The evaluation criteria cannot be changed or altered once the competitive process begins, with the exception of an addendum sent to all suppliers prior to Bid closing.

### **Evaluation Team**

Every competitive process requires an evaluation team that will be responsible for reviewing all the compliant Bids. Evaluation team members will be selected and participation confirmed before the competitive documents have been posted. Board evaluation team members will have been included in the development of the evaluation criteria and general requirements. Each team member will complete an evaluation matrix rating each of the submissions in a fair, factual and fully defensible manner. Evaluation team members will be made 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. The Board will require team members to sign a Conflict of Interest Declaration and Non-Disclosure Agreement. The Board will require suppliers to sign a Conflict of Interest Declaration with each Bid submitted. The Board must consider any Conflict of Interest during procurement activities applicable to all employees, advisors, external consultants or suppliers.

Note: Consultants that are hired by the Board must be aware of the conflict of interest created when a consulting organization is involved in the development of the competitive documents and also has the ability to fulfill the procurement needs that are being contemplated in those competitive documents. The Board must be very clear and insist on documented agreements that any consultants involved in developing the competitive documents CANNOT be involved in the creation of the response to those competitive documents.

Employees, Consultants and Advisors who are on the Evaluation Team must also declare a Conflict of Interest. Employees, Consultants and Advisors are ultimately responsible and accountable for using good judgment in the exercise of the Board's duties and must:

- Disclose Conflict of Interest to the Board in writing to the ~~Manager~~Administrator of Purchasing/Supply Chain Management
- Avoid situations that may present Conflict of Interest while working with persons doing business or seeking to do business with the Board.

Situations that might result in a Conflict of Interest are:

- Engage in outside employment
- Not disclosing an existing relationship that may be perceived as being a real or apparent influence on their objectivity in carrying out an official role
- Providing assistance or advice to a particular supplier participating in a competitive process
- Having an ownership, investment interest, or compensation arrangement with any entity participating in a competitive process
- Having a family member with an ownership, investment interest or compensation arrangement with any entity participating in a competitive process
- Having access to confidential information
- Accepting favours or gratuities from those doing business with the organization

## Selection Process

The submission that receives the highest evaluation score and meets all mandatory requirements set out in the competitive procurement document must be declared the winning bid.

1. The Board will select Bids based on criteria contained within the Bid but shall not discriminate:
  - Between the Goods or Services of a particular province or region, including those goods and services included in construction contracts, and those of any other province or region; or
  - Between the suppliers of such Goods or Services of a particular province or region and those of any other province or region.
2. Except as otherwise provided, measures that are inconsistent with the above include the following:
  - The imposition of conditions on the invitation to compete, registration requirements or qualification procedures that are based on the location of a supplier's place of business in Canada, the place in Canada where the Goods are produced or the Services are provided, or other like criteria.
  - The biasing of technical specifications in favour of, or against, particular Goods or Services, including those Goods or Services included in construction contracts, or in favour of, or against, the suppliers of such Goods or Services for the purpose of avoiding the obligations of the Board.
  - The timing of events in the competitive process so as to prevent suppliers from submitting Bids.
  - The specification of quantities and delivery schedules of a scale and frequency that may reasonably be judged as deliberately designed to prevent suppliers from meeting the requirements of the procurement.
  - The division of required quantities or the diversion of budgetary funds to subsidiary agencies in a manner designed to avoid these obligations.
  - The use of price discounts or preferential margins to favour particular suppliers.
3. The Board shall not impose or consider, in the evaluation of bids or the award of contracts, local content or other economic benefits criteria that are designed to favour:
  - The Goods and Services of a particular province or region, including those Goods and Services included in construction contracts; or
  - The suppliers of a particular province or region of such goods or services.
- ~~4. Except as otherwise required to comply with international obligations, the Board may accord a preference for Canadian value added, subject to the following conditions:
  - The preference for Canadian value added must be no greater than 10 per cent.
  - The organization shall specify in the call for competition the level of preference to be used in the evaluation of the Bid.
  - All qualified suppliers must be informed through the call for competition of the existence of the preference and the rules applicable to determine the Canadian value added.~~
- ~~5. Except as otherwise required to comply with international obligations, the Board may limit its competition to Canadian goods, Canadian services or Canadian suppliers, subject to the following conditions:
  - The Board must be satisfied that there is sufficient competition among Canadian suppliers.
  - All qualified suppliers must be informed through the call for competition of the existence of the preference and the rules applicable to determine Canadian content.
  - The requirement for Canadian content must be no greater than necessary to qualify the procured Goods or Services as a Canadian Good or Service.~~

**I. CONTRACT AWARDS & MANAGEMENT****Contract Awards**

Upon request of the Board, a bidder whose Tender is under consideration for the award of a contract shall promptly submit satisfactory evidence of financial resources, experience of the organization and its staff, and equipment available for the performance of the contract. In addition, a technical question and answer interview may be conducted, if deemed necessary to clarify or verify the Bidder's Tender and to develop a comprehensive assessment of the Tender.

The award of any Bid or any part thereof, will be made in writing and may be subject to the successful bidder entering into a contract that is satisfactory to the Board. Provided however, and it is expressly understood and agreed, that upon the acceptance of the Bid by the Board, the said Bid shall, with the said conditions, specifications and form of Bid constitute a valid and binding contract. The Board must obtain the supplier's signatures before obtaining the designated Board's signature. The contract must be finalized using the form of agreement/contract that was released with the procurement document. If it appears to the Board that the Tender will be adversely affected because timely signing of a contract acceptable to the Board will not take place, the Board reserves the right to award the contract to the next ranked qualified bidder. Appropriate terminology regarding cancellation/termination clauses, vendor debriefing notification and protocol, dispute resolution process and arbitration are contained within Bid specifications and terms and conditions.

~~For procurements valued at \$100,000 or more, results will be posted in the same manner as the procurement documents were posted.~~

A Purchase Order will be issued upon formal award.

Unsuccessful bidders will be provided with the name of the successful bidder(s), start and end dates including any options for extension. Any information provided must comply with MFIPPA.

**Contract Type**

**Fixed price:** A fixed price contract is a contract that has a set fee for a specific scope of work to be completed, which can include the completion of a specific deliverable or deliverables. When deciding to use a fixed price contract, the organization must consider the level of scope detail that has been developed. The more well defined the scope and the requirements, the lower the risk of using a fixed price contract for the Board. Using a fixed price contract with a scope that is not well defined contains risk for the Board because items may be deemed out of scope and thus results in costly change orders. If using a fixed price contract for a specific deliverable or deliverables, the Board must understand the desired outcome of the work being completed. One advantage of a fixed price contract is that the cost of the procurement is known in advance.

**Time and material:** A time and materials contract identifies work to be paid based on units of time spent on the procurement. These time units are typically in the form of daily or hourly rates for the amount of time and materials used by the resources assigned by the supplier. If the Board does not have a well-defined scope of work, a time and materials contract may be the only option. The Board must monitor the hours spent during a time and materials contract to ensure that the procurement does not exceed the budget.

**Cost reimbursable:** A cost reimbursable contract is a contract where the Board agrees to reimburse all of the costs incurred by a supplier in the completion of the work identified. Typically, the Board will pay an additional fee on top of those costs to represent the supplier's profit. This additional fee can be calculated as a percentage of the costs incurred or as a flat fee on top of the costs incurred.

A combination of the contract types above can also be used, depending on the requirements being contemplated.

Note: The Board must include proper cancellation or termination clauses in all contracts.

The term of the contract agreement and any options to extend must be set out in the procurement documents (Bid documents). Changes to the term of the contract may change the procurement value. Prior written approval by the appropriate approval authority is necessary before changing contract start and end dates. Extensions to the contract beyond what is set out in the procurement document are considered non-competitive procurements and the Board must seek appropriate approval authority prior to proceeding.

### **Contract Management**

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

Payments must be made in accordance with the provisions of the contract. All invoices must contain detailed information sufficient to warrant payment. Any overpayments must be recovered in a timely manner.

Assignments must be properly documented. Supplier performance must be managed and documented, and any performance issues must be addressed.

Service type contracts will be managed as follows:

- Establish clear terms of reference for assignment. The terms will include objectives, background, scope, constraints, staff responsibilities, tangible deliverables, timing, progress reporting, approval requirements and knowledge transfer requirements.
- Establish expense claim and reimbursement rules compliant with the Broader Public Sector Expenses Directive and ensure all expenses are claimed and reimbursed in accordance with these rules.
- Ensure that expenses are claimed and reimbursed only where the contract explicitly provides for reimbursement of expenses.

## **J. COOPERATIVE PURCHASING**

Under the direction of the Director of Education, or their designate, the Board shall explore cooperative purchasing with other school boards and other units of government or their agencies of public authorities, or utilize a “~~piggy back~~ on-board clause” to existing ministry or government service contracts or other cooperatives, whenever the best interest of the Board will be served.

## **K. DISPOSAL PROCEDURES**

The following shall apply for disposal of surplus equipment:

1. Any property belonging to the Board and declared surplus to its particular use by the respective member of Senior Staff, Principal or ~~Manager~~ **Administrator** shall be disposed of by means of public auction, tender or quotation or released to a charitable organization by the Purchasing/Supply Chain Management Department and documented accordingly.
2. The ~~Manager~~ **Administrator** of Purchasing/Supply Chain Management shall have the authority to sell, exchange, or trade-in all goods declared surplus to need, and where it is cost effective and in the best interest of the Board to do so.
3. If it is determined that a higher return of net disposal costs can be achieved by sale of surplus Goods to the original vendor or vendors in that line of business, the ~~Manager~~ **Administrator** of Purchasing/Supply Chain Management shall negotiate to sell such Goods at the highest return.

4. Where it is deemed appropriate by the ~~Manager~~**Administrator** of Purchasing/Supply Chain Management and/or the respective member of Senior Staff, Principal or ~~Manager~~**Administrator**, a reserve price may be established and, in the case of disposal by Tender, published and disclosed; and in the case of auction or quotation, shall be used as an internal estimate and not disclosed.
5. Where items have been declared surplus and are determined by the ~~Manager~~**Administrator** of Purchasing/Supply Chain Management to have little or no value, the ~~Manager~~**Administrator** of Purchasing/Supply Chain Management, in consultation with the respective member of Senior Staff, Principal or ~~Manager~~**Administrator**, shall have such item scrapped or donated to a charitable organization by the Purchasing Department and documented accordingly.

## **L. PROHIBITIONS REGARDING PURCHASES**

1. No contract or purchase shall be divided to avoid the requirements of these procedures, and the annual or total project requirement shall be considered.
2. All petty cash purchases must exclude Tendered Goods, Tendered Programs and Tendered Services.
3. No employee or elected official shall purchase or offer to purchase, on behalf of the Board, any Goods or Services, except in accordance with these procedures.
4. No personal purchases shall be made by the Board for elected members, or any appointed member of the Board, or for any Board employees, who are not deemed to be at Arms Length.
5. No member of the Board of Trustees and no officer or employee of the Board, shall become interested, directly or indirectly as a contracting party, or partner, in the work, the supplies or business in connection with a contract, or in any portion thereof, or of any supplies to be used therein, or in any monies to be derived there from.
6. No employee or elected official shall bid on the sale of Goods except those Goods disposed of by public auction.
  - No employee of the Board who is assigned to work at an auction may bid on any Board assets being offered for sale at the auction.
  - No employee of the Board having the responsibility for identifying items as surplus may bid on such items at the auction sale.

## **M. MISCELLANEOUS**

### **1. Discounts**

In arriving at a price, cash discounts will be considered part of the vendor's Bid.

### **2. Procurement Documentation and Records Retention**

All acquisition processes shall be documented by the Purchasing Department and kept on file in the Purchasing Department. In the case of a Tender/RFP issued by a Consultant, records will be retained by the department of the originating member of Senior Staff. A record of the procurement process documentation includes the following:

- A copy of the procurement justification or the business case.

- Information regarding all supplier consultations, including any requests for information undertaken in the development of the procurement business case and/or procurement documents.
- Evidence that all required approvals were obtained.
- Copies of all procurement documents used to qualify and select the supplier.
- Where the procurement was conducted through a VOR arrangement, information regarding the second stage selection process used to select the particular vendor of record.
- Where the procurement was single or sole sourced, documented justification, applicable exemptions and associated approvals.
- Copies of all advertisements of procurement documents.
- Copies of all successful and unsuccessful responses, submissions, proposals and Bids received in response to procurement documents, including the Conflict of Interest Declaration and other attached forms.
- Information regarding any issues that arose during the procurement process.
- Information regarding all evaluations of submissions, Proposals and Bids received in response to procurement documents.
- Information regarding all vendor debriefings including written documentation of the offer of vendor debriefing.
- Copies of all award letters, notices and posted announcements.
- Copies of additional agreements.
- Information regarding all changes to the terms and conditions of an agreement, including any changes that resulted in an increase to pricing.
- Information regarding the management of the supplier, including how the supplier's performance was monitored and managed and, where applicable, mechanisms used to transfer knowledge from the supplier to Board staff.
- Risk assessment information and recommendations, where applicable.
- Contractor security screening decisions, where applicable. - Information regarding all protests, disputes or supplier complaints regarding the procurement process.
- Evidence of receipt of deliverables.
- Any other documentation as identified by the Board.

All procurement documents, as well as any other pertinent information for reporting and auditing purposes, must be maintained for a period of seven years and be in recoverable form if requested.

### **3. ~~Special Funding/Bulk Purchase~~**

~~When special or additional funding (from any and all sources) for approved projects or programs has been allocated and the respective member of Senior Staff, Principal or Manager is ready to initiate the procurement process, the Manager of Purchasing/Supply Chain Management shall be consulted prior to any request for purchases, pricing or demonstrations.~~

### **4.3. Change Orders/Retrofits Only**

Extensions or changes to existing construction/service contracts shall be authorized in the following manner:

1. The originator of the contemplated change shall obtain a price from the contractor/supplier for the change under consideration.
2. When the originator is satisfied that the price for the contemplated change fairly represents the value of the work, they shall prepare and issue a "Change Order" to the original contract, subject to the following limitations;
  - For Change Orders of \$50,000 (within budget) or less, approval must be obtained from the member of Senior Staff or designate.



- For Change Orders in excess of \$15,000.00 and in excess of budget approval must be obtained from the Superintendent of Business & Finance or Controller of Facilities Services.
3. Copies of all Change Orders shall be distributed to the Accounting Department and to the Purchasing Department. In the case of a Tender/RFP issued by a Consultant, copies of all Change Orders will be retained by the department of the originating member of Senior Staff.

#### **5.4. Environment**

Every effort shall be made to competitively procure, whenever possible, environmentally appropriate and ecologically sound products while giving vendors fair and equitable access to School Board business.

The Board needs to consider environmentally responsible and sustainable Goods and Services as part of the purchasing decisions. The objectives of environmental sourcing are to:

- Provide an environmental role model for public procurement by making it a priority to use environmentally responsible Goods and Services, where feasible and cost effective;
- Support a healthier working environment for employees and for citizens in general through the purchase of environmentally preferable Goods and Services;
- Increase demands for environmentally responsible Goods and Services, which may ultimately enhance their quality and cost competitiveness;
- Increase the conservation of resources through the use of more reusable products, and/or Goods and Services that require less energy and materials to produce or use.

#### **6.5. Auctions**

When deemed cost effective to the Board, the ~~Manager~~ **Administrator** of Purchasing/Supply Chain Management, in consultation with the initiating member of Senior Staff, Principal or ~~Manager~~ **Administrator**, shall consider auctions as a viable alternative to purchase.

#### **7.6. Health and Safety**

All products and services purchases through the Tendering/Quotation/Proposal process must adhere to the Board's policy of acquiring and maintaining Material Safety Data Sheets on file. Any Goods/Services purchased by an individual will become the obligation and liability of said individual.

#### **8.7. Bidder's Recourse/Debriefing and Bid Protest Procedures**

By contacting the Board's ~~Manager~~ **Administrator** of Purchasing/Supply Chain Management, within 60 calendar days following the date of contract award notification, unsuccessful bidders will have an opportunity to request a debriefing session. The debriefing will provide a bidder with a critical review of the unsuccessful Bid and, what, in the opinion of the Evaluation Committee, were its particular strengths and weaknesses.

In scheduling vendor debriefings, the Board will:

- Confirm the date and time of the debriefings with each vendor
- Conduct separate debriefings with each vendor
- ensure that the same participants from the Board participate in every debriefing conducted
- Retain all correspondence and documentation relevant to the debriefing session as part of the procurement documentation
- Provide a general overview of the evaluation process set out in the procurement documents
- Discuss the strengths and weaknesses of the supplier's submission in relation to the specific evaluation criteria and the supplier's evaluation score, if used. If more than price is

evaluated, the Board may provide the supplier's evaluation scores and their evaluation ranking.

- Provide suggestions on how the supplier may improve future submissions
- Be open to feedback from the supplier on current procurement processes and practices
- Address specific questions and issues raised by the supplier in relation to their submission.

The Board must not disclose information concerning other suppliers other than as specified above, as it may contain confidential third party organization proprietary information subject to the mandatory third party exemption under the MFIPPA. If a supplier makes such a request, the Board must advise the supplier that a formal FOI request be submitted.

Questions unrelated to the procurement process must not be responded to during the debriefing and must be noted as out of scope based on the debriefing process agreed to in the procurement documents.

If the bidder has further concerns after meeting with the ~~Manager~~ **Administrator** of Purchasing/Supply Chain Management, the bidder will be referred to the Superintendent of Business and Finance to discuss the concern and attempt to resolve the matter.

If not satisfactorily resolved, then the complaint will be referred to the Director of Education for resolution or to be directed to the Board of Trustees at an appropriate meeting.

#### **9.8. Claims or Possible Claims**

The Niagara Catholic District School Board will preclude a vendor from bidding if the vendor has made a formal demand or otherwise put the Board on notice of a pending action or is involved in any actual litigation proceedings (excepting only construction lien demands, notices or proceedings) by or against or otherwise involving the Board.

#### **10.9. Arbitration**

The Board will utilize an Arbitration clause within bid documents as follows: Any dispute between the parties arising out of or relevant to the Bid which cannot be resolved by the parties shall be referred to mediation for mandatory Alternative Dispute Resolution, and a Mediator shall be selected from the list of approved Mediators of the Ontario Court (General Division), and such mediation is to take place within thirty (30) days of such referral. Any dispute between the parties which cannot be resolved by such mediation shall be settled and determined by any Court of competent jurisdiction, provided however, that the Board reserves the right to submit such dispute for settlement and determination by arbitration pursuant to the Arbitration Act of Ontario (the "Act") in which case the following provisions shall apply. Either party may at any time give written notice to the other of its desire to submit such dispute to arbitration stating with reasonable particularity the subject matter of such dispute. In the case of the vendor giving notice to the Board, if the Board does not consent to submitting such matter to arbitration, the vendor may refer such matter to a court of competent jurisdiction. If the Board generates the notice, or if the notice is generated by the vendor and consented to by the Board, then the following provisions shall apply. Within five (5) business days after receipt of such notice, the parties shall appoint a single arbitrator with appropriate experience to determine such dispute. If the parties fail to appoint an arbitrator, either party may apply to a Judge of the Ontario Court (General Division) to appoint an arbitrator to determine such dispute. The costs of arbitration shall be paid by the party as determined by the arbitrator, which jurisdiction shall include the determination of the costs to be paid by the unsuccessful party. The award of the arbitrator shall be final and binding upon the parties. Judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction and enforced in the normal course.

**11.10. Demonstration/Pilot Programs**

If a department/school wishes to participate in a demonstration program/pilot to test certain products in specific Instructional or Administrative environments, the following must be followed:

*Administrative*

Standard Agreement to be formalized by the originator to include terms of agreement (listing of products, title risk, termination, etc.) and duly authorized by the Superintendent of Business & Finance. All administrative pilots will incorporate (if feasible) a minimum of three vendors for comparison purposes.

*Instructional*

Request for Information to be issued which would include terms of reference (termination dates, etc.) duly authorized by the appropriate Superintendent of Education and the Superintendent of Business & Finance. All Instructional pilots must adhere to operational procedures of the Program Department as well as incorporate (if feasible) a minimum of three vendors for comparison purposes.

**12.11. Procurement Card**

In support of sound business practices, a procurement card will be issued to authorized Board employees for the acquisition of low dollar value, non-tendered Goods/Services.

**13.12. Code of Ethics**

All Niagara Catholic employees shall abide by the Purchasing Code of Ethics. The Purchasing Department Staff of the Niagara Catholic District School Board shall abide by the Code of Ethics for the ~~Purchasing Associations~~ **Supply Chain Canada** of which they are a member.

**14.13. Bid Irregularities**

*Major Irregularity*

A deviation from the Bid request which affects the price, quality, quantity, or delivery and is material to the award. The ~~Manager~~ **Administrator** of Purchasing/Supply Chain Management must reject any Bid which contains a major irregularity.

~~Major Irregularity—Automatic Rejection~~

~~Failure to meet any of the following requirements constitutes a major irregularity:~~

- ~~● The Bid must be received in the manner prescribed by the applicable Bid document and time stamped by the Reception staff in the lobby by official bid closing time.~~
- ~~● Price related information must be non-erasable, i.e. completed in ink, marker, etc.~~
- ~~● Bid surety must be submitted with the Bid when the Bid request (or any addenda) indicated that such surety is required.~~
- ~~● Proof of authority to bind the bidder must be evident in the submission when the Bid request (or any addenda) indicated that such proof is required.~~
- ~~● Bid surety must be in the form specified in the Bid request or in a form providing equivalent or greater financial security for the Board.~~
- ~~● Amount of Bid surety must be no less than the amount indicated in the Bid request when a dollar amount is specified.~~
- ~~● Bid or performance bonding company must be licensed to conduct business in Canada and in the Province of Ontario.~~
- ~~● Prices must be complete and specified in accordance with the Bid request.~~

- ~~Notwithstanding provisions for “alternate Bids” which may be contained in the Bid request, Bids must conform to the essential requirements in the specifications or terms of reference. Essential requirements are those which are necessary to perform the intended operation.~~
- ~~Bidders must attend site meetings if such attendance is identified in the advertisement and Bid request as mandatory.~~

~~— Note: The above lists of irregularities are not to be considered all inclusive. The Manager of Purchasing/Supply Chain Management, after consultation with the originator, may reject a Bid based on an irregularity not listed, but considered major. Bidders whose Bids are rejected due to a major irregularity will be notified by the Manager of Purchasing/Supply Chain Management or designate prior to any Bid award.~~

*Minor Irregularity*

A deviation from the Bid request which affects form rather than substance, providing the effect on the price, quality, quantity or delivery is not material to the award. If the deviation is permitted or corrected the bidder would not gain an unfair advantage over competitors. The ~~Manager~~**Administrator** of Purchasing/Supply Chain Management may permit the bidder to correct a minor irregularity. (Substantial compliance or strict compliance).

~~Minor Irregularity~~ *Bidder may rectify*

~~Failure to meet any of the following requirements constitutes a minor irregularity. The Manager of Purchasing/Supply Chain Management will notify the bidder and ask that the deviation from the Bid request be rectified within a specified time (usually two working days from the time of notification). If the information is not provided within the specified time, the Manager of Purchasing/Supply Chain Management may reject the Bid.~~

- ~~Agreements to provide surety must be submitted with the Bid when the bid request indicated that such agreements are required.~~
- ~~The authorized signatures and corporate seals of both the bidder and the bonding company must be supplied on the Bid bond forms and agreements to bond.~~
- ~~All changes to information contained in the Bid document must be initialled by an authorized representative of the bidder.~~
- ~~Technical specifications documents must be completed and submitted with the bid when specified in the Bid request.~~

~~NOTE: The above lists of irregularities are not to be considered all inclusive. Minor irregularities not listed will be reviewed by the Manager of Purchasing/Supply Chain Management in consultation with the originator. The Manager of Purchasing/Supply Chain Management may then accept the Bid or request that the bidder rectify the deviation.~~

Mathematical Errors: Rectified by Staff

Errors in mathematical extensions and/or taxes will be corrected by the ~~Manager~~**Administrator** of Purchasing/Supply Chain Management and the unit prices will govern.

<b>Adopted Date:</b>	<b>February 24, 1998</b>
<b>Revision History:</b>	<b>December 21, 2010</b> <b>April 26, 2011</b> <b>June 16, 2015</b>

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
POLICY COMMITTEE MEETING  
OCTOBER 22, 2019**

**TITLE: POLICIES – PRIOR TO VETTING  
CODE OF CONDUCT – SAFE SCHOOLS POLICY (302.6.2)**

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Prepared by: Lee Ann Forsyth-Sells, Superintendent of Education  
Presented by: Lee Ann Forsyth-Sells, Superintendent of Education  
Date: October 22, 2019



Niagara Catholic District School Board

**CODE OF CONDUCT POLICY**  
**(~~Safe Schools Policy~~)**

## STATEMENT OF POLICY

300 – Schools/Students

Policy No 302.6.2

Adopted Date: June 26, 2001

Latest Reviewed/Revised Date: February 26, 2013

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, ~~current legislation and the provincial Code of Conduct, schools within the Niagara Catholic~~ **the Board is committed to promoting, supporting, and sustaining safe, inclusive and accepting learning and teaching environments, so that all students can reach their full potential and become living witnesses of Christ. A positive school climate exists when all members of the school community feel safe, included and accepted and actively promotes positive behaviours and interactions.**

**Standards of behaviour for all members of the school community promote and support respect, civility, responsible citizenship and safety, along with justice, integrity and accountability consistent with Gospel values. Students, parents/guardians, staff, trustees, volunteers, visitors and especially persons in positions of authority, are to be treated with respect and dignity at all Niagara Catholic schools/sites, Board/school-related activities or events.**

**The standards of behaviour apply to students whether they are on school property, in a virtual learning environment, on school buses, at school-related events or activities, in before-and-after school programs, or in other circumstances that could have an impact on school climate. The same standards also apply to all individuals, Principals, Vice- Principals, administrators, teachers, early childhood educators, other school staff, parents/guardians, school bus drivers, volunteers and member of various community groups.**

**~~District School Board Principals, in consultation with their Catholic School Councils, staff, students and parents/guardians, shall have in place local Codes of Conduct. These locally~~ will developed a **School Codes of Conduct** shall be in compliance with the Government of Ontario legislation and Board's Code of Conduct Policy which must set out clearly, what is acceptable and what is unacceptable behaviour for all members of the school community. These local School Codes of Conduct shall are to be communicated to the school community on an annual basis. annually through school agenda's, newsletters and on the school website.**

**~~The Standards of Behaviour incorporated in the Code of Conduct which promotes respect, responsibility and safety, along with justice, integrity and accountability, are consistent with the Gospel values, embodied in Niagara Catholic our schools Respect for oneself, others and the traditions of our Catholic faith is central to the vision of a Catholic Education.~~**

**~~The Niagara Catholic District School Board shall endeavour to ensure that all members of the school community have a safe, caring, accepting and positive school environment that maximizes their full potential and become living witnesses of Christ.~~**

**~~All members of the Niagara Catholic District School Board, students, parents/ guardians, staff, trustees, volunteers, visitors and especially persons in positions of authority are to be treated with respect and dignity whether they are on Board property, on school buses, at Board or school authorized events or any other activities that could have an impact on the school climate.~~**

**~~Responsible citizenship involves appropriate participation in the civic life of the school community. Active and engaged citizens are aware of their rights, but more importantly, they accept responsibility for protecting their rights and the rights of others.~~**

**The code is based on the following guiding principles:**

- ~~Appropriate participation in the civic life of the school community promotes responsible citizenship. Active and engaged citizens are aware of their rights and accept responsibility for protecting their rights and the rights of others.~~
- ~~Members of the school community are expected to use non-violent means to resolve conflict.~~
- ~~The possession, use or threatened use of any object to injure another person endangers the safety of oneself and others.~~
- ~~Schools will work co-operatively with police, drug and alcohol agencies to promote prevention strategies and, where necessary, respond to school members who are in possession of, or under the influence of, alcohol, illegal drugs, and/or controlled substances without a valid prescription.~~
- ~~Members of the school community have a responsibility to maintain an environment where conflict and differences can be addressed in a manner characterized by respect and civility.~~
- ~~All members of the school community, including staff, students, parent/guardians, visitors, and community members are responsible in helping to create a safe, caring school and positive school climate free from bullying.~~
- ~~The Niagara Catholic District School Board supports the use of positive practices as well as consequences for inappropriate behaviour, including progressive discipline, which includes suspension and expulsion where necessary.~~

The Director of Education will issue Administrative Procedures for the implementation of this policy.

## References

- [\*Accessibility for Ontarians with Disabilities Act 2005\*](#)
- [\*Bill 13, Accepting Schools Act, 2012\*](#)
- [\*Child, Youth and Family Services Act 2017\*](#)
- [\*Education Act, Sections 301, 302,303\*](#)
- [\*Municipal Freedom of Information and Protection of Privacy Act\*](#)
- [\*Ontario Human Rights Code\*](#)
- [\*Policy/Program Memorandum 120: Reporting Violent Incidents to the Ministry of Education\*](#)
- [\*Policy/Program Memorandum 128: The Provincial Code of Conduct and School Board Codes of Conduct-Issued August 29, 2019\*](#)
- [\*Policy/Program Memorandum 144: Bullying Prevention and Intervention-Issued October 17, 2018\*](#)
- [\*Policy/Program Memorandum 145: Progressive Discipline and Promoting Positive Student Behaviour –Issued October 17, 2018\*](#)
- [\*Regulation 472/07: Behaviour, Discipline and Safety of Pupils\*](#)
- [\*Smoke-Free Ontario Act 2017\*](#)

Niagara Catholic District School Board Policies:

- [\*Access to Board Premises Policy \(302.6.3\)\*](#)
- [\*Bullying Prevention and Intervention Policy \(302.6.8\)\*](#)
- [\*Catholic School Councils Policy \(800.1\)\*](#)
- [\*Complaint Resolution Policy \(800.3\)\*](#)
- [\*Dress Code-Secondary Uniform Policy-Safe Schools \(302.6.6\)\*](#)
- [\*Electronic Communications System Policy \(Students\) \(301.5\)\*](#)
- [\*Elementary Standardized Dress Code Policy-Safe Schools \(302.6.10\)\*](#)
- [\*Equity and Inclusive Education Policy \(100.10\)\*](#)
- [\*Ontario Student Record Policy \(301.7\)\*](#)
- [\*Opening and Closing Exercises Policy-Safe Schools \(302.6.1\)\*](#)
- [\*Privacy Policy \(600.6\)\*](#)
- [\*Progressive Discipline Policy-Safe Schools \(302.6.9\)\*](#)
- [\*Records and Information Management Policy \(600.2\)\*](#)
- [\*Safe Arrival Policy \(302.6\)\*](#)
- [\*Safe Physical Intervention with Students Policy \(301.8\)\*](#)
- [\*Safe Schools Policy \(302.6\)\*](#)

- *Student Expulsion Policy (302.6.5)*
- *Student Suspension Policy (302.6.4)*
- *Student Transportation Policy (500.2)*
- *Volunteers in Catholic Schools Policy (800.9)*
- *Pope Francis Centre Alternative Learning Manual: Niagara Catholic Fresh Start Program*
- *Protocol between Niagara Catholic District School Board and Family and Children's Services Niagara*
- *Protocol Between the Niagara Regional Police Service and the Niagara Catholic District School Board*





Niagara Catholic District School Board

**CODE OF CONDUCT POLICY**  
**(Safe Schools Policy)**

ADMINISTRATIVE PROCEDURES

300 – Schools/Students

Policy No 302.6.2

Adopted Date: February 1, 2008

Latest Reviewed/Revised Date: February 26, 2013

~~The Ontario Code of Conduct states that school should be a place that promotes responsibility, respect, civility, and academic excellence in a safe learning and teaching environment. A positive school climate exists when all members of the school community feel safe, comfortable, and accepted. All students, parents, teachers, and staff members have the right to be safe, and to feel safe, in their school community with this right comes the responsibility to contribute to a positive school climate.~~

~~The promotion of strategies and initiatives such as Student Success and character development, along with the employment of prevention and intervention strategies to address inappropriate behaviour, fosters a positive school climate that supports academic achievement for all students.~~

### **ONTARIO'S THE PROVINCIAL CODE OF CONDUCT**

~~The Provincial Code of Conduct sets clear standards of behaviour for school boards providing a framework for School Codes of Conduct in all Niagara Catholic schools/sites.~~

~~The Provincial Code of Conduct also sets clear standards on the use of mobile devices during instructional time. The use of personal mobile devices during instructional time is permitted under the following circumstances:~~

- ~~• for educational purposes, as directed by an educator~~
- ~~• for health and medical purposes~~
- ~~• to support special education needs~~

~~School boards have a duty under the Ontario Human Rights Code to provide appropriate accommodations to students and employees of the board, including educators. If a student or other person employed by the board requires the use of a personal mobile device as an accommodation under the Human Rights Code, school boards are obligated to allow such accommodation.~~

~~The Ontario Code of Conduct states that a school should be a place that promotes responsibility, respect, civility, and academic excellence in a safe learning and teaching environment. A positive school climate exists when all members of the school community feel safe, comfortable, and accepted. All students, parents, teachers, and staff members have the right to be safe, and to feel safe, in their school community. With this right comes the responsibility to contribute to a positive school climate.~~

~~The promotion of strategies and initiatives such as Student Success and character development, along with the employment of prevention and intervention strategies to address inappropriate behaviour, fosters a positive school climate that supports academic achievement for all students.~~

~~The Provincial Code of Conduct sets clear provincial standards of behaviour. These standards of behaviour apply not only to students, but also to all individuals involved in the publicly funded school system — parents, volunteers, teachers, and other staff members — whether they are on school property, on school buses, at school related events or activities, or in other circumstances that could have an impact on the school climate. Responsible citizenship involves appropriate participation in the civic life of the school community. Active and engaged citizens are aware of their rights, but more importantly, they accept responsibility for protecting their rights and the rights of others.~~

~~The standards of behaviour apply to students whether they are on school property, on school buses, at school related events or activities, or in other circumstances that could have an impact on the school climate.~~

**RELOCATED**

~~When the Niagara Catholic District School Board is entering into an agreement with another person or entity respecting the use of a school operated by the board it will require the person or entity to follow standards that are consistent with the provincial and local code of conduct.~~

**Guiding Principles & Purposes of the Provincial Code of Conduct**

The Purposes of the Provincial Code of Conduct are as follows:

~~All members of the school community are:~~

1. To ~~ensure that all members of the school community, be treated with respect and dignity, especially persons in positions of authority~~ **are treated with respect and dignity.**
2. To promote responsible citizenship by encouraging appropriate participation in the civic life of the school community.
3. To maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility.
4. To encourage the use of non-violent means to resolve conflict.
5. To promote the safety of people in the schools.
6. To discourage the use of alcohol, illegal drugs **and except by a medical cannabis user, cannabis, and/or controlled substances without a valid prescription**
7. To ~~strive to~~ prevent bullying in schools.

**STANDARDS OF BEHAVIOUR**

**Respect, Civility & ~~and~~ Responsible Citizenship**

**Responsible citizenship involves appropriate participation in the civic life of the school community. Active and engaged citizens are aware of their rights, but more importantly, they accept responsibility for protecting their rights and the rights of others.**

All members of the school community must:

- **respect and comply with all applicable federal, provincial and municipal laws;**
- **demonstrate honesty and integrity;**
- **respect differences in people, their ideas and opinions;**
- **treat one another with dignity and respect at all times, and especially when there is disagreement;**
- **respect and treat others fairly, regardless of, ~~for example,~~ race, ancestry, place of origin, colour, ethnic origin, citizenship, **creed, sex, religion, gender, sexual orientation, gender identity, gender expression,** age, **marital status, family status,** or disability;**
- **respect the rights of others;**
- **show proper care and regard for school property and the property of others;**
- **take appropriate measures to help those in need;**
- **seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully;**
- **respect all members of the school community, especially persons in positions of authority;**
- **respect the need of others to work in an environment that is conducive to learning and teaching, **including by ensuring that personal mobile devices are only used during instructional time for the educational and other permitted purposes;****
- **not swear at a teacher or at another person in a position of authority.**

**Safety**

All members of the school community must not:

- **engage in bullying behaviours, **including cyberbullying;****
- **commit sexual assault;**
- **traffic in weapons, **or illegal drugs and/or controlled substances;****
- **give alcohol, **illegal drugs, or cannabis** to a minor;**
- **commit robbery;**
- **be in possession of any weapon, including firearms;**
- **cause ~~injury to any person with an object;~~**
- **use any object to threaten or intimidate another person; ~~not be in possession of, or under the influence of, or provide others with, alcohol, illegal drugs, and/or controlled substances without a valid prescription;~~**

- cause injury to any person with an object;
- be in possession of, or under the influence of, ~~or provide others with~~, alcohol, illegal drugs, or **cannabis (unless the individual has been authorized to use cannabis for medical purposes); and/or** ~~controlled substances without a valid prescription;~~
- provide others with alcohol, illegal drugs, or **cannabis (unless the recipient is an individual who has been authorized to use cannabis for medical purposes);**
- inflict or encourage others to inflict bodily harm on another person;
- ~~Engage in bullying behaviours;~~
- ~~Commit sexual assault;~~
- ~~Traffic weapons, illegal drugs and/or controlled substances;~~
- ~~Give alcohol to a minor;~~
- ~~Commit robbery;~~
- engage in hate propaganda and other forms of behaviour motivated by hate or bias;
- commit an act of vandalism that causes extensive damage to school property or to property located on the premises of the school.
- ~~Use profane language.~~

## ROLES AND RESPONSIBILITIES

### School Boards

School boards provide direction to their schools to **promote student achievement and well-being; and to** ensure opportunity, academic excellence, and accountability in the education system. It is the responsibility of school boards to:

- develop policies that set out how their schools will implement and enforce the provincial Code of Conduct and all other rules that they develop that are related to the provincial standards that promote and support respect, civility, responsible citizenship, and safety;
- establish a process that clearly communicates the provincial Code of Conduct, **the Board's and School Codes of Conduct** ~~schools board codes of conduct~~ to all parents/**guardians**, students, **principals, teachers**, staff members, and members of the school community in order to obtain their commitment and support;
- review these policies regularly with students, staff, parents/**guardians**, volunteers and the community;
- seek input from **Catholic School Councils, the Niagara Catholic** ~~their~~ Parent Involvement Committee, ~~their~~ **the** Special Education Advisory Committee, **and the Indigenous Education Advisory Committee** ~~parents, students, staff members, and the school community;~~
- ~~Review these policies regularly with students, staff, parents, volunteers and the community;~~
- Establish a process that clearly communicates the Provincial Code of Conduct, and schools board codes of conduct to all parents, students, staff members, and members of the school community in order to obtain their commitment and support;
- ~~Ensure an~~ **develop** effective intervention-strategies and ~~respond~~ to all infractions related to the standards for respect, civility, responsible citizenship and safety;
- **provide opportunities for all staff to acquire the knowledge, skills and attitudes necessary to promote student achievement and well-being** ~~develop and maintain academic excellence in a safe, inclusive and accepting learning and teaching environment.~~

~~Wherever possible, boards should collaborate to provide coordinated prevention and intervention programs and services, and should endeavour to share effective practices.~~

### Principals

Principals, with the support of their Family of Schools' Superintendent take a leadership role in the daily operation of a school.

They provide this leadership by:

- **demonstrating care for the school community and a commitment to student achievement and well-being** ~~academic excellence in a safe, inclusive and accepting teaching and learning environment;~~
- **holding everyone, under their authority, accountable for their behaviour and actions;**
- **empowering students to be positive leaders in their school and community;**
- **communicating regularly and meaningfully with all members of their school community.**

### **Teachers and Other School Staff Members**

~~All staff members,~~ Under the leadership of their Principals, **teachers and other school staff** maintain a **positive learning environment** ~~order in the school~~ and are expected to hold everyone to the highest standard of respectful and responsible behaviour.

As role models, **teachers and other school** staff upholds these high standards when they:

- help students work to their full potential and develop their **sense of** self-worth;
- empower students to be positive leaders in their classroom, school, and community;
- communicate regularly and meaningfully with parents/**guardians**;
- maintain consistent standards of behaviour for all students;
- demonstrate respect for **one another**, all students, staff, parents/**guardians**, volunteers, and the **other** members of the school community;
- prepare students for the full responsibilities of citizenship.

### **Students**

Students are to be treated with respect and dignity. In return, they must demonstrate respect for themselves, for others and for the responsibilities of citizenship through acceptable behaviour.

Respect and responsibility are demonstrated when a students:

- ~~comes to~~ school prepared, on time and ready to learn;
- shows respect for themselves, for others and for those in authority;
- refrains from bringing anything to school that may compromise the safety of others;
- follows the established rules and takes responsibility for ~~his or her~~ **their** own actions.

### **Parents/Guardians**

Parents/**guardians** play an important role in the education of their children/**students**, and can support the efforts of school staff in maintaining a safe, **inclusive, accepting**, and respectful learning environment for all students.

Parents/**Guardians** fulfill their role when they:

- ~~Show an active interest~~ **are engaged** in their child's/**student's** school work and progress;
- communicate regularly with the school;
- help their child/**student** be ~~neat~~, appropriately dressed and prepared for school;
- ensure that their child/**student** attends school regularly and on time;
- promptly report to the school their child's/**student's** absence or late arrival;
- ~~Show that they are~~ **become** familiar with the provincial Code of Conduct, the **Board's Code of Conduct**, and **their school's Code of Conduct** rules;
- encourage and assist their child/**student** in following the rules of behaviour;
- assist school staff in dealing with disciplinary issues involving their child/**student**.

### **Community Partners and the Police**

~~The police and community partners play an essential role in making our schools and communities safer. Police investigate incidents in accordance with the protocol developed with the local school board. These protocols are based on a provincial model developed by the Ministry of the Solicitor General and the Ministry of Education.~~

~~When~~ **If** the Niagara Catholic District School Board is entering into an agreement with another person **organization** or entity **other than a board**, respecting the use of a school, **property or buildings** operated by the **Board**, ~~it will~~ **the Board shall include in the agreement a requirement that** the person, **organization** or entity ~~to follow~~ **will uphold the** standards that are consistent with the provincial, **Board** and **School** Codes of Conduct.

### **Police/School Board Protocol**

~~The police play an essential role in making our schools and communities safer. Police investigate incidents in accordance with the protocol developed with the local school board. These protocols are based on Provincial Model developed by the Ministry of the Solicitor General and the Ministry of Education.~~

In partnership with the Niagara Regional Police Service, the Niagara Catholic District School Board has a Police/School Board Protocol to support the greater safety and protection of students, teachers, Principals, staff and volunteers in schools.

**RELOCATED ABOVE**  
**Standards of Behaviour**

**Respect, Civility & Responsible Citizenship**

All members of the school community must:

- ~~Respect and comply with all applicable federal, provincial and municipal laws;~~
- ~~Demonstrate honesty and integrity;~~
- ~~Respect differences in people, their ideas and opinions;~~
- ~~Treat one another with dignity and respect at all times, and especially when there is disagreement;~~
- ~~Respect and treat others fairly, regardless of, for example, race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age, or disability;~~
- ~~Respect the rights of others;~~
- ~~Show proper care and regard for school property and the property of others;~~
- ~~Take appropriate measures to help those in need;~~
- ~~Respect all members of the school community, especially persons in positions of authority;~~
- ~~Respect the need of others to work in an environment that is conducive to learning and teaching;~~
- ~~Seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully;~~
- ~~Not swear at a teacher or at another person in a position of authority.~~

**Safety**

All members of the school community must not:

- ~~Be in possession of any weapon, including firearms;~~
- ~~Cause injury to any person with an object;~~
- ~~Use any object to threaten or intimidate another person; not be in possession of, or under the influence of, or provide others with, alcohol, illegal drugs, and/or controlled substances without a valid prescription;~~
- ~~Inflict or encourage others to inflict bodily harm on another person;~~
- ~~Engage in bullying behaviours;~~
- ~~Commit sexual assault;~~
- ~~Traffic weapons, illegal drugs and/or controlled substances;~~
- ~~Give alcohol to a minor;~~
- ~~Commit robbery;~~
- ~~Engage in hate propaganda and other forms of behaviour motivated by hate or bias;~~
- ~~Commit an act of vandalism that causes extensive damage to school property or to property located on the premises of the school.~~
- ~~Use profane language.~~

<b>Adopted Date:</b>	<b>June 26, 2001</b>
<b>Revision History:</b>	<b>May 28, 2002</b> <b>February 1, 2008</b> <b>June 17, 2008</b> <b>September 18, 2008</b> <b>June 16, 2009</b> <b>February 26, 2013</b>

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
POLICY COMMITTEE MEETING  
OCTOBER 22, 2019**

**TITLE: POLICY AND GUIDELINE REVIEW SCHEDULE**

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The Policy and Guideline Review  
Schedule is presented for information.

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Prepared by: John Crocco, Director of Education/Secretary-Treasurer  
Presented by: John Crocco, Director of Education/Secretary-Treasurer  
Date: October 22, 2019



# POLICY AND GUIDELINE REVIEW SCHEDULE

SEPTEMBER 2019 - JUNE 2020

Updated: October 22, 2019

<i>SORTED BY POLICY COMMITTEE MEETING DATE</i>				
Policy Issued	Reviewed Revised	Policy #	POLICY NAME	Prior to Vetting After Vetting
1998	2017	202.2	Catholic Leadership: Principal & Vice-Principal Selection	September 2019
2010	2016	100.10.1	Religious Accommodation	September 2019
NEW	NEW	NEW	Emergency Instructors Elementary	September 2019
NEW	NEW	NEW	Catholic Leadership: Supervisory Officer & Controller of Facilities Selection	September 2019
1998	2016	100.5	Establishment and Cyclical Review of Policies	October 2019
2013	2013	800.9	Volunteering in Catholic Schools	October 2019
2005	2014	100.8	Trustee Electronic Meetings (Board and Committees)	October 2019
1998	2015	600.1	Purchasing/Supply Chain Management	October 2019
2001	2013	302.6.2	Code of Conduct - <i>Safe Schools</i>	October 2019
2007	2013	201.14	Employee Meals & Hospitality	October 2019
2007	2013	201.15	Employee Conferences, Workshops & Meetings	October 2019
2003	2013	400.5	Acceleration/Retention (Elementary)	October 2019
2001	2013	302.6.1	Opening or Closing Exercises - <i>Safe Schools</i>	October 2019
2006	2014	201.13	Sexual Misconduct	November 2019
2002	2018	201.7	Employee Workplace Harassment *	November 2019
2002	2018	201.11	Employee Workplace Violence *	November 2019
2002	2018	201.6	Occupational Health & Safety *	November 2019
2014	2014	100.14	Use of Corporate Logo	November 2019
1998	2017	202.2	Catholic Leadership: Principal & Vice-Principal Selection	November 2019
2010	2016	100.10.1	Religious Accommodation	November 2019
1998	2012	301.3	Attendance Areas	January 2020
2002	2013	701.3	Video Security Surveillance	January 2020
2001	2014	302.6.7	Criminal Background Check - <i>Safe Schools</i>	January 2020
2010	2015	100.10	Equity and Inclusive Education	January 2020
1998	2016	100.5	Establishment and Cyclical Review of Policies	January 2020
2013	2013	800.9	Volunteering in Catholic Schools	January 2020
2005	2014	100.8	Trustee Electronic Meetings (Board and Committees)	January 2020
1998	2015	600.1	Purchasing/Supply Chain Management	January 2020
2001	2013	302.6.2	Code of Conduct - <i>Safe Schools</i>	January 2020
2007	2014	600.5	Advertising Expenditures	February 2020
2007	2014	100.9	Advocacy Expenditures	February 2020
2013	2013	203.4	Leadership Pathways	February 2020
2006	2014	301.6	School Generated Funds	February 2020
2006	2014	201.13	Sexual Misconduct	February 2020
2002	2018	201.7	Employee Workplace Harassment *	February 2020
2002	2018	201.11	Employee Workplace Violence *	February 2020
2002	2018	201.6	Occupational Health & Safety *	February 2020
2014	2014	100.14	Use of Corporate Logo	February 2020
2006	2014	301.7	Ontario Student Record (OSR)	March 2020
2014	2014	303.1	Concussion	March 2020
1998	2014	701.1	Architect Selection	March 2020
1998	2012	301.3	Attendance Areas	March 2020
2002	2013	701.3	Video Security Surveillance	March 2020
2001	2014	302.6.7	Criminal Background Check - <i>Safe Schools</i>	March 2020
2010	2015	100.10	Equity and Inclusive Education	March 2020
2012	2015	201.16	Attendance Support Program	April 2020
1998	2015	201.2	Retirement & Service Recognition Celebration	April 2020
2007	2015	800.4	Volunteer Recognition	April 2020
2007	2014	600.5	Advertising Expenditures	April 2020
2007	2014	100.9	Advocacy Expenditures	April 2020
2013	2013	203.4	Leadership Pathways	April 2020
2006	2014	301.6	School Generated Funds	April 2020
2009	2015	301.8	Safe Physical Intervention with Students	May 2020
2001	2015	302.4	Volunteer Driver	May 2020
1998	2016	701.2	Pupil Accommodation Review	May 2020
2006	2014	301.7	Ontario Student Record (OSR)	May 2020
2014	2014	303.1	Concussion	May 2020
1998	2014	701.1	Architect Selection	May 2020

\* Ministry of Labour Compliance Annual Review

***SORTED BY CW/BOARD MEETING DATE***

Policy Issued	Reviewed Revised	Policy #	POLICY NAME	CW/BD
NEW	NEW	NEW	Emergency Instructors Elementary	October 2019
NEW	NEW	NEW	Catholic Leadership: Supervisory Officer & Controller of Facilities Selection	October 2019
2007	2013	201.14	Employee Meals & Hospitality	November 2019
2007	2013	201.15	Employee Conferences, Workshops & Meetings	November 2019
2003	2013	400.5	Acceleration/Retention (Elementary)	November 2019
2001	2013	302.6.1	Opening or Closing Exercises - Safe Schools	November 2019
1998	2017	202.2	Catholic Leadership: Principal & Vice-Principal Selection	December 2019
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2006	2014	301.6	School Generated Funds	May 2020
2006	2014	301.7	Ontario Student Record (OSR)	June 2020
2014	2014	303.1	Concussion	June 2020
1998	2014	701.1	Architect Selection	June 2020