



*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, SEPTEMBER 26, 2017
4:30 P.M.**

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



-
- | | | |
|-----|--|-----|
| 1. | Opening Prayer – Trustee Burtnik | - |
| 2. | Attendance | - |
| 3. | Approval of Agenda | - |
| 4. | Declaration of Conflict of Interest | - |
| 5. | Minutes of Policy Committee Meeting of May 23, 2017 | 5 |
| 6. | Policies | |
| | <i><u>Action Required</u></i> | |
| | POLICIES – FOR RECOMMENDATION TO OCTOBER 10, 2017 COMMITTEE OF THE WHOLE | |
| 6.1 | Complaint Resolution Policy (800.3) | 6.1 |
| 6.2 | Education-Based Research Policy (800.5) | 6.2 |
| 6.3 | Student Fees Policy (301.11) | 6.3 |
| | POLICIES – PRIOR TO VETTING | |
| 6.4 | Trustee Expenses & Reimbursement Policy (100.13) | 6.4 |
| 6.5 | Trustee Code of Conduct Policy (100.12) | 6.5 |
| | <i><u>Information</u></i> | |
| 6.6 | Policy and Guideline Review 2017-2018 Schedule | 6.6 |
| 7. | Date of Next Meeting | |
| | October 24, 2017 – Start time to be determined and posted on the Board website and agenda cover sheet. | |
| 8. | Adjournment | - |

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
SEPTEMBER 26, 2017**

**TITLE: MINUTES OF THE POLICY COMMITTEE MEETING
MAY 23, 2017**

RECOMMENDATION

THAT the Policy Committee approve the minutes of the Policy Committee Meeting of May 23, 2017, as presented.



MINUTES OF THE POLICY COMMITTEE MEETING

TUESDAY, MAY 23, 2017

Minutes of the Policy Committee Meeting held on Tuesday, May 23, 2017 at 3:30 p.m. in the Holy Cross Community Room, at the Catholic Education Centre, 427 Rice Road, Welland.

The meeting was called to order at 3:30 p.m. by Policy Committee Chair Vernal.

1. Opening Prayer

The meeting was opened with a prayer by Trustee Sicoli.

2. Attendance

Committee Members	Present	Present Electronically	Absent	Excused
Pat Vernal (Committee Chair)	✓			
Kathy Burtnik	✓			
Dino Sicoli	✓			

Staff:

John Crocco, Director of Education
Mark Lefebvre, Superintendent of Education

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

3. Approval of Agenda

Moved by Trustee Sicoli

THAT the April 25, 2017, 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 April 25, 2017**

Moved by Trustee Vernal

THAT the Policy Committee approve the minutes of the Policy Committee Meeting of April 25, 2017, as presented.

APPROVED

6. **Policies**

ACTION REQUIRED

POLICIES - FOR RECOMMENDATION TO JUNE 13, 2017 COMMITTEE OF THE WHOLE MEETING

6.1 **Educational Field Trip Policy (400.2)**

Mark Lefebvre, Superintendent of Education, presented feedback received from the vetting process and highlighted amendments to the Educational Field Trip Policy (400.2) following the vetting process.

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

POLICY STATEMENT

- No amendment

ADMINISTRATIVE PROCEDURES

- Add “Where a vehicle is rented it must be rented by a licensed vehicle rental agency”
- Delete bullet 4 of page 6
- Page 9, bullet 9 move definitions to corresponding bullet
- Page 10, bullet 11, sub-bullet 3 remove “be”

Moved by Trustee Burtnik

THAT the Policy Committee recommend to the June 13, 2017 Committee of the Whole Meeting to approve the revisions to the Educational Field Trip Policy (400.2), as amended.

APPROVED

6.2 **Privacy Policy (NEW)**

John Crocco, Director of Education/Secretary-Treasurer, presented feedback received from the vetting process and highlighted amendments to the Privacy 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 Burtnik

THAT the Policy Committee recommend to the June 13, 2017 Committee of the Whole Meeting to approve the revisions to the Privacy Policy, as presented.

APPROVED

POLICIES – DEFERRED FROM APRIL POLICY COMMITTEE

6.3 Trustee Code of Conduct Policy (100.12)

Director Crocco presented the Trustee Code of Conduct Policy (100.12).

Following a discussion and recommended edits, the Policy Committee requested that the Trustee Code of Conduct Policy be brought back to the September 26, 2017 Policy Committee with the agreed upon amendments and an opportunity for further discussion.

INFORMATION

6.4 Policies Currently Being Vetted to September 14, 2017

- Complaint Resolution Policy (800.3)
- Education-Based Research Policy (800.5)
- Student Fees Policy (301.11)

6.5 Policy and Guideline Review 2016-2017 Schedule

Director Crocco presented the Policy and Guideline Review 2016-2017 Schedule.

7. Date of Next Meeting

September 26, 2017 – Start time to be determined and posted on the Board website and agenda cover.

8. Adjournment

The meeting adjourned at 4:35 p.m.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
SEPTEMBER 26, 2017**

**TITLE: FOR RECOMMENDATION TO COMMITTEE OF THE WHOLE
COMPLAINT RESOLUTION POLICY (800.3)**

RECOMMENDATION

THAT the Policy Committee recommend to the Committee of the Whole approval of the Complaint Resolution Policy (800.3), as presented.

Prepared by: John Crocco, Director of Education/Secretary-Treasurer

Presented by: John Crocco, Director of Education/Secretary-Treasurer

Date: September 26, 2017



Niagara Catholic District School Board
COMPLAINT RESOLUTION POLICY
 STATEMENT OF POLICY

800 – Schools and Community Councils

Policy No. 800.3

Adopted Date: April 28, 1998

Latest Reviewed/Revised Date: March 29, 2011

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board (the “Board”), the ~~Niagara Catholic District School Board~~ is committed to open and transparent communication with its **students, parents/guardians, employees**, Catholic ratepayers and all educational partners through effective system and school-based communication procedures.

The Board values and encourages an open and trusting culture that fosters, ~~in individuals~~, a sense of comfort, without fear of reprisal. The Board encourages the resolution of conflicts within a process that is accountable, transparent and respectful of the ~~complainant’s and the Board’s role~~ **roles of the complainant and the Board** in resolving conflicts in the best interest of students **and employees directly involved in the complaint**.

The Board recognizes that differences of opinion and concerns may arise during a school year. When differences in resolving a concern arise, there may be occasions when a complaint is made against an employee ~~or, a Trustee or the Niagara Catholic District School Board~~.

~~All~~ Trustees and employees of the ~~Niagara Catholic District School Board~~ will co-operate to ensure that all complaints are dealt with in a fair, consistent and reasonable manner. It is expected that common courtesy and Christian charity will be used to obtain a prompt resolution and an opportunity for reconciliation between the parties.

Confidentiality of all complaints shall be maintained to the extent practicable and appropriate given the circumstances between the complainant and Board employees directly involved.

This Policy and Administrative **Procedures** provides the process to resolve complaints in accordance with the ~~Education Statutes Act~~ and ~~its~~ Regulations of ~~Ontario~~ and all applicable laws and statutes, ~~and~~ the Mission Statement of the Board **and the social teaching of the Catholic Church on subsidiarity**.

The Director of Education will issue Administrative **Procedures** in support of this policy.

References

- [Education Act, R.S.O. 1990, c. E.2](#)
- [Municipal Freedom of Information and Protection of Privacy Act](#)
- [Teaching Profession Act](#)
- *Niagara Catholic District School Board Policies/Procedures/Documents*
 - [Board By-Laws \(100.1\)](#)
 - [Trustee Code of Conduct Policy \(100.12\)](#)
 - [Family and Children Services Protocol](#)



Niagara Catholic District School Board
COMPLAINT RESOLUTION POLICY
ADMINISTRATIVE PROCEDURES

800 – Schools and Community Councils

Policy No. 800.3

Adopted Date: April 28, 1998

Latest Reviewed/Revised Date: March 29, 2011

DEFINITION OF A COMPLAINT

A complaint is defined as any oral or written communication expressing dissatisfaction with the application of policies, procedures, programs, services or actions of an employee, or ~~Niagara Catholic Trustee~~ the Niagara Catholic District School Board (the “Board”). Those expressing an oral complaint will be required to put the complaint in writing, dating and signing the complaint to facilitate ~~the~~ **an** investigation.

Anonymous or pseudonymous complaints or material, unless it is believed that such complaint or material references an illegal, abusive or protection matter or is otherwise ~~believed~~ **required** to be ~~relevant in~~ **investigated** at law, will not be considered, copied, distributed, repeated, responded to or entertained by the Board.

In consultation with an employee’s superordinate, anonymous or pseudonymous complaints or material of an illegal, abusive or protection matter will be referred to the appropriate party or parties such as the police and/or Family and Children Services. **Any person who has reasonable grounds to suspect that a child is or may be in need of protection, must promptly report the suspicion and the information upon which it is based to a children’s aid society. Subsection 72(1) of the Child and Family Services Act sets out the circumstances that must be reported.**

Anonymous or pseudonymous written complaints received by staff, excluding those which it is believed refer to an illegal, abusive or protection matter will be shredded.

INVESTIGATION

Wherever possible, all complaints are to be dealt with at the school or site level, with the employee involved, providing the complaint is not frivolous or vexatious as determined by the employee’s supervisor, in consultation with a Supervisory Officer **or the Controller of Facilities Services** of the ~~Niagara Catholic District School Board~~. In accordance with the **Processing** of Complaint section of these **Administrative Procedures**, written complaints received by superordinates regarding an employee, other than the employee’s immediate supervisor, will be redirected to the employee’s immediate supervisor.

A person who makes or is the subject of a complaint must not conduct or oversee any aspect of the complaint investigation.

A complaint of a Trustee will be referred directly to the ~~Chairperson~~ of the Board and heard in the In-Camera Meeting of the Board.

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Trustees who receive a complaint are to direct the complainant to contact the employee or the school Principal **or relevant supervisor**. If the concern is not resolved at the school level, Trustees will direct the complainant to contact the appropriate Superintendent of Education, **the Controller of Facilities Services** or the Director of Education.

Trustees will ~~only~~ facilitate the direction of the complainant to appropriate supervisory staff so as to not forfeit participation in a potential appeal to the **In-Camera Meeting of the Board**.

Employee complaints related to working conditions and/or Collective Agreement ~~items~~ **provisions** will be investigated as provided in the respective Collective Agreements **and not through this Policy**.

Complaints between employees will follow the process outlined within this Policy and Administrative **Procedures**. Teachers certified by the Ontario College of Teachers have a professional obligation to inform a colleague that an adverse report has been made as set out in **section 18 of the Regulation under the Teaching Profession Act Regulations**, unless, as set out in the ~~Teaching Profession Act Regulation~~, a teacher suspects that another teacher's behaviour constitutes sexual abuse. In such a case, a teacher is not obligated to **make an adverse** report ~~a fellow about another teacher that an allegation of respecting suspected~~ sexual abuse of a student ~~has occurred by the other member~~. In all cases, the complainant must strictly adhere to the requirements of the **Regulation under the Teaching Profession Act**, as ~~it~~ may be amended from time to time.

It is the intent that procedural fairness will be observed in the investigation of a complaint. An employee named in a complaint is presumed innocent until such time as it is concluded through the results of the investigation, ~~that~~, on the balance of probabilities, that the complaint is substantiated. In such case, the Board will endeavour that the employee named in a complaint will be notified of the complaint within one (1) ~~working~~ week of the receipt of the complaint, be provided with the specific allegations being made and an opportunity to respond to the allegations ~~within~~ **set out in** the complaint. Unless determined by the Police or Family and Children Services, an employee will be given the name of the individual submitting the complaint and provided with a copy of the complaint. The employee will be informed of the process, ~~decision~~ **determination** and resolution, if any, of the complaint.

No record of a complaint will be kept in the employee's personnel file, unless disciplinary action was determined by the Director of Education / or delegate or the Board.

CONFLICT OF INTEREST

Employees involved in conducting or directly supervising a complaint investigation must be free from actual or perceived conflict of interest, including actual or perceived non-pecuniary conflicts or biases.

A conflict of interest ~~with resolving the complaint~~ shall exist when the supervisor, otherwise charged with **hearing investigating** the complaint ~~or appeal about~~ **pertaining to** an employee, is related by family or by marriage to the employee who is the subject of the complaint **or has had previous involvement with the complaint or the incident that gave rise to the complaint**. Employees deemed to be supervisors include ~~Managers~~, Principals, Vice-Principals, **Administrators**, Controller of ~~Plant~~ **Facilities Services**, Superintendents and the Director of Education. Trustees shall declare a conflict of interest with **respect to** a complaint that involves an employee who is

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related by family or by marriage, or ~~at the appeal to the Board if they have participated in the issue with the complainant~~ **has had previous involvement with the complaint or the incident that gave rise to the complaint.**

For integrity of the process and decision, the supervisor or Trustee who is in a conflict situation will immediately declare a conflict of interest to the complainant and direct the complainant to the Director of Education who will either reassign the complaint to another supervisor or hear the complaint directly. At any time the supervisor or Trustee may refer to the Director of Education for advice.

When a conflict of interest is declared by a Superintendent of Education or Controller of ~~Plant~~ **Facilities Services**, the Director of Education will either reassign the complaint to another Superintendent of Education or hear the complaint.

When a conflict of interest is declared by the Director of Education, the Director will notify the ~~Chairperson~~ of the Board who will assign two (2) Superintendents of Education to investigate the complaint. A report on the investigation will be presented by the two (2) Superintendents of Education to the individual initiating the complaint.

An appeal of the results of the investigation conducted ~~by the two (2) Superintendents of Education rests with the~~ **under this Conflict of Interest section may be made to an In-Camera Meeting of the Board.**

COMPLAINT AGAINST THE CONDUCT OF THE BOARD, A TRUSTEE, THE DIRECTOR OF EDUCATION OR A MEMBER OF SENIOR STAFF

When a complaint is filed against the Board, the Director of Education will notify the ~~Chairperson~~ of the Board and ~~Vice-Chairperson~~ of the Board along with the appropriate Board ~~Solicitor~~ **legal counsel** to determine the next course of action. A report will be presented to the **In-Camera Meeting of the Board** at the earliest opportunity.

~~In compliance with the Trustee Code of Conduct, when a complaint is filed against the conduct of a Trustee, the Director of Education will notify the Chairperson and Vice Chairperson of the Board who will place the complaint on the meeting agenda of the Board.~~

A complaint involving a Trustee(s) will be pursued under the Trustee Code of Conduct Policy. (Policy No 100.12)

When a complaint is filed against the conduct of the Director of Education, the Director or the Chairperson of the Board, whoever receives the complaint, will notify the appropriate Board ~~Solicitor~~ **legal counsel** to determine the next course of action. A report will be presented to the **In-Camera Meeting of the Board** at the earliest opportunity.

When a complaint is filed against the conduct of a Superintendent of Education, Superintendent of Business and Finance or the Controller of ~~Plant~~ **Facilities Services**, the Director of Education will investigate the complaint. An appeal of the decision by the Director of Education ~~rests with the~~ **may be made at an In-Camera Meeting of the Board.**

PROCESSING OF COMPLAINT

The appropriate Board staff will endeavour to act on complaints promptly, and no later than two (2) working weeks from the date of receipt of the complaint.

Complainants who persist in opposing rules, routines and functions of a school or the Board, to the point of complaints being malicious, frivolous, and vexatious or harassing of employees, will be advised in a firm and charitable manner that such action will not be condoned or tolerated.

~~Complaints~~ A complaint will not be processed, where the complainants are members of the public who have had a recent opportunity to comment on a Board decision or a similar complaint by the individual has already been processed, or where another process is in place to hear the complaints, such as public meetings or the **Trustee Code of Conduct Policy**.

To facilitate the resolution of complaints the following complaint process will be followed to focus on the issues with the individuals most directly involved with the origin of the issue. Every effort will be made to meet with both parties.

1. Complainant and Employee Concerned

The complainant is to contact the employee involved to discuss the concern and attempt to resolve the matter. If not satisfactorily resolved, then;

2. Complainant and the Employee's Immediate Supervisor

The complainant will be referred to the employee's immediate supervisor to discuss the concern and attempt to resolve the matter. If not satisfactorily resolved, then;

3. Complainant and Superintendent/Controller of Plant Facilities Services

The complainant will be referred to the appropriate Superintendent or Controller of ~~Plant~~ **Facilities Services** to discuss the concern and attempt to resolve the matter. If not satisfactorily resolved, then;

4. Complainant and Director of Education

The complainant will be referred to the Director of Education for consideration of the complaint and the decisions made by supervisory staff of the Board. If not satisfactorily resolved, then:

5. Appeal to the In-Camera Meeting of the Board

A ~~written complainant~~ complaint may be submitted a written request to the Chairperson of the Board to delegate to the In-Camera Meeting of the Board by the complainant if not satisfied with the decision of the Director of Education. This request shall be made in writing. The delegation request will follow [Board By-Law \(100.1\)](#) Section 14 16 subsection B through J. The complainant will be advised in writing, unless otherwise advised by Board legal counsel, of any decisions taken by the **In-Camera Meeting of the** Board in relation to the complaint.

COMPLAINT RESOLUTION AND RECONCILIATION

Upon the resolution of the complaint, the employee's superordinate or in the case of an appeal to the **In-Camera Meeting of the** Board, the Director of Education will meet with all parties involved

with the complaint to discuss the resolution of the complaint and endeavour to facilitate an opportunity for reconciliation between the parties.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
SEPTEMBER 26, 2017**

**TITLE: FOR RECOMMENDATION TO COMMITTEE OF THE WHOLE
EDUCATION-BASED RESEARCH POLICY (800.5)**

RECOMMENDATION

THAT the Policy Committee recommend to the Committee of the Whole approval of the Education-Based Research Policy (800.5), as presented.

Prepared by: Lee Ann Forsyth-Sells, Superintendent of Education

Presented by: Lee Ann Forsyth-Sells, Superintendent of Education

Date: September 26, 2017



Niagara Catholic District School Board
EDUCATION-BASED RESEARCH POLICY
STATEMENT OF POLICY

800 – School and Community Councils

Policy No 800.5

Adopted Date: April 28, 1998

Latest Reviewed/Revised Date: June 12, 2012

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Board will assist staff, individuals or organizations in the field of education-based research, where it is deemed contributory to the greater understanding of the teaching, learning and assessment practices, supports student achievement and well-being, and facilitates professional learning in schools. process; and facilitates student learning, professional development, and instructional practices.

~~The Niagara Catholic District School Board~~ will endeavor to ensure that education research conducted within the Board is of high quality, protects the rights and interests of students, parents/guardians and staff, conforms to legal, ethical and scientific principles and standards, and supports ~~All education-based research must be in keeping with the Mission, Vision, and Values of the Board.~~ student achievement and well-being.

~~The Board will establish~~ A Research Ethics Review Committee ~~has been established~~ to review applications for all education-based research applications in the Niagara Catholic District School Board.

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

References

- [Age of Majority and Accountability Act](#)
- [Municipal Freedom of Information and Protection of Privacy Act](#)
- [Ontario Education Research Panel \(OERP\) Template](#)



Niagara Catholic District School Board
EDUCATION -BASED-RESEARCH POLICY
 ADMINISTRATIVE PROCEDURES

800 – School and Community Councils

Policy No 800.5

Adopted Date: April 28, 1998

Latest Reviewed/Revised Date: June 12, 2012

~~1. Education Research is the investigation of education based topics through the collection, analysis and dissemination of data. This research data is obtained either directly or indirectly from students, staff, parents, school boards or any other education stakeholders through ethically acceptable practices that align with current scientific research methodologies.~~

EDUCATION RESEARCH

Niagara Catholic District School Board staff, individuals and organizations wishing to conduct **education based-research** within the Niagara Catholic District School Board must be affiliated with a **universities y, colleges, and/or** provincial/national/international ~~education-based~~ research organizations, **and/or community agencies** as recognized by the Director of Education or ~~his/her~~ designate.

Individuals and/or organizations generally involved in ~~education-based~~ research may include:

- Teacher-education candidates
- Graduate students
- Niagara Catholic District School Board staff conducting research as part of a program of study
- University/college researchers
- Government agencies (federal, provincial regional, municipal), and
- Other recognized ~~education-based~~ research organizations.

RESEARCH APPLICATION

A request to conduct ~~education-based~~ research in the Niagara Catholic District School Board must be **made in writing and submitted** ~~sent~~ to the Director of Education or his/her designate **along with a completed [Niagara Catholic Education-Based-Research Proposal Review Template \(Appendix 1\)](#)** ~~must be submitted and will including e:~~

- A summary of the ~~education-based~~ research proposal,
- Details of student, ~~or~~ staff **and/or parent/guardian** population(s) sought,
- Examples of test instruments,
- **Details of data collection, security and privacy,**
- Sponsoring university, college, and / or recognized organization's Board of Ethics notice of approval ~~to conduct the education-based research,~~ and
- Samples of a parent /guardian letter and ~~permission~~ **consent** forms.

RESEARCH ETHICS REVIEW COMMITTEE

~~A research application will be forwarded to the Research Ethics Review Committee of the Board. Recommendations by the Research Ethics Review Committee will be provided to the Superintendent of Education who will consult with other Board departments, and Senior Administrative Council to arrive at a final decision to proceed with the education-based research.~~

~~The Research Ethics Review Committee is:~~ **will review and evaluate the research proposal and make a recommendation to the Superintendent of Education to either approve or deny the research proposal**
~~To review all requests for education based research to be conducted within the Niagara Catholic District School Board as it relates to the Board's Mission Statement, Vision 2020 Statements, Strategic Directions, and Enabling Strategies from the Vision 2020 Strategic Plan.~~

- ~~To refer the education-based research to other Board departments and Senior Administrative Council for consultation, and~~
- ~~To recommend to the Superintendent of Education either the approval or denial of the education-based research, or refer back to the researcher for further clarification.~~

The following **applying the** Code of Research Ethics.

CODE OF RESEARCH ETHICS

Education research **must:** be followed for all education-based research:

- ~~Must~~ abide by the teachings of the Catholic Church,
- ~~Must~~ adhere to the Mission, Vision and Values of the Niagara Catholic District School Board and Catholic Education,
- ~~Will~~ ~~Must~~ not pose any risk to the participants,
- ~~Must~~ adhere to the guidelines of the Municipal Freedom of Information legislation (MFIPPA),
- ~~Must~~ apply **include a plan of** informed active consent ~~with all students,~~ for participation ~~nts in the~~ **research** ~~and/or parent(s)/guardian(s)~~
- ~~Must~~ guarantee anonymity of the individual students, schools and school personnel in reporting the results unless permission has been granted through informed active consent, and will not be released to a third party unless written permission has been granted by the Superintendent of Education, and
- ~~The Board~~ ~~Must~~ not be ~~identif~~**ied the Board** unless permission has been granted by the Director of Education.

APPROVED EDUCATION RESEARCH

The Superintendent of Education will approve education research projects to be conducted in the Niagara Catholic District School Board.

- If the education ~~-based~~ research is approved, ~~the~~ Principals~~(s)~~ will be contacted about their participation **of students, parents/guardians, staff and/or others.**
- Unless otherwise directed by Senior Administrative Council, the decision regarding the participation ~~of a school~~ in approved education ~~-based~~ research will include consultation with the Principal of the school ~~and~~ **with** approval by the ~~appropriate~~ **Family of Schools'** Superintendent of Education.
- ~~A subject's~~ **The** decision to participate in ~~education-based~~ research rests with the participant and/or parents/guardians.
- Upon completion of the education ~~-based~~ research, the researcher(s) will provide a summary report to the **Niagara Catholic District School Board** ~~and/or~~ participating schools and to the **Family of Schools'** Superintendent of Education.

ANNUAL REPORT

The Superintendent of Education shall prepare an annual report **of education research projects conducted in the Board** for the Committee of the Whole Meeting in June.



**EDUCATION ~~-BASED~~ RESEARCH
PROPOSAL REVIEW TEMPLATE**

Personal information on this form is collected under the authority of the Education Act and will be used by the researcher for the sole purpose as described in this form. At no time is research/data-collection being conducted for another party not disclosed on this form. The future release of any information pertaining to this research to other groups not mentioned must be approved by the Superintendent of Education responsible for research with the Niagara Catholic District School Board. Questions about this collection should be directed to the Superintendent of Education, Research, Niagara Catholic District School Board, 427 Rice Road, Welland, Ontario. L3C 7C1, 905.735.0240.

****Consult the Niagara Catholic District School Board Education ~~-Based~~ Research Policy (800.5), when completing this application.***

APPLICANT INFORMATION

Name	_____	Date	_____
Address	_____	Tel. (Res.)	_____
	_____	Tel. (Bus.)	_____
Email	_____	Fax	_____
Institution/Agency	_____		
Position/Role	_____		

PROJECT DESCRIPTION AND TIMELINE

Title of Research Project _____

Preferred start date: _____

Expected end date: _____

Expected date of report to Board (*research summary submitted to the Board / participating schools*) _____

Please list all other school boards to whom you are submitting an application to conduct this research.

NATURE OF RESEARCH

- Undergraduate thesis Master's thesis Doctoral thesis University research
- Principal's course AQ course Externally-sponsored project
- Other _____

Proof of permission and / or ethical review is required from your university / institution.

- the approval / ethics certificate from my university / institution is attached
- in progress (please provide details below, including expected date of approval / amendment)

RESEARCH OBJECTIVES

Provide a brief summary of your literature review and/or the theoretical foundations for your study.

Explain the practical benefits and / or contribution of this research to the participants, to the Niagara Catholic District School Board and / or to the education system in general.

DATA COLLECTION AND / OR DATA REQUESTS

Describe the proposed data collection. Include the number of sites/schools required and the name of any preferred schools or sites.

How many students will directly participate?

Number of Students	Grade/Program	Time Required	Additional Details

How many teachers will directly participate?

Number of Teachers	Grade/Program	Time Required	Additional Details

How many other school personnel will directly participate?

Number of Staff	Grade / Program	Time required	Additional details

Describe any other requests for data from the district school board.

METHOD OF INVESTIGATION / STUDY

1. Provide a brief summary of your planned method(s) of data collection. List all data collection instruments (e.g. tests, surveys, interview guides etc.) and attach copies to this application.

2. Describe your plans for communicating to parents and participants about the research. Explain your plans for obtaining informed consent for participation. Attach copies of all information letters, consent letters and other communication materials to this application.

3. Briefly explain the data analysis procedures you will use for your research.

4. List the security procedures in place for the protection of participant privacy and data storage.

ADDITIONAL REQUIREMENTS

1. Facilities required (e.g. quiet workspace; gymnasium; classroom)

2. Assistance required (e.g. early access to room for set up; assistance with students)

3. Other resources or special arrangements required

PROVISION FOR FEEDBACK

1. Please describe your plans to report results to participants, participating schools and/or the Niagara Catholic District School Board.

2. Describe any publication/speaking plans for this research (e.g. academic press; social media; online news; conference presentations):

SIGNATURES

Researcher

I have received and read the Niagara Catholic District School Board Education-Based Research Policy (Policy No. 800.5) about conducting research in the Niagara Catholic District School Board and agree to follow its requirements if my application is accepted.

Note that the final decision to participate in any research project always rests with the individual (e.g. principal, teachers, other staff; student through a parental consent form or a student assent form)

Signature of researcher

Date

Professor / Sponsor / Affiliated Organization

This is to certify that the above described research proposal has been reviewed by myself/my organization and has been vetted for its academic soundness. Consideration has been given to ethical, legal and moral questions arising from the proposal.

Contact person (e.g. sponsoring professor, director of organization)

Name of organization

RETURN TO:

**Niagara Catholic District School Board
Attention: Director of Education
427 Rice Road
Welland, ON L3C 7C1
905.735.0240
Website: www.niagaracatholic.ca**

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
SEPTEMBER 26, 2017**

**TITLE: FOR RECOMMENDATION TO COMMITTEE OF THE WHOLE
STUDENT FEES POLICY (301.11)**

RECOMMENDATION

THAT the Policy Committee recommend to the Committee of the Whole approval of the Student Fees Policy (301.11), as presented.

Prepared by: Giancarlo Vetrone, Superintendent of Business & Financial Services

Presented by: Giancarlo Vetrone, Superintendent of Business & Financial Services

Date: September 26, 2017



Niagara Catholic District School Board

STUDENT FEES POLICY

STATEMENT OF POLICY

300 – Schools/Students

Policy No 301.11

Adopted Date: June 14, 2011

Latest Reviewed/Revised Date: December 20, 2011

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Niagara Catholic District School Board, through shared and committed leadership, recognizes its responsibility to support all stakeholders in our Catholic community implementing consistent and transparent practices that cultivate equity and inclusion.

The Niagara Catholic District School Board will make every effort to ensure that all students have every opportunity to access all programs and activities offered. The dignity of every student and parent/guardian will be honoured in the collection of fees.

The Niagara Catholic District School Board and its schools may choose to offer programming and materials beyond what is necessary to meet the learning expectations of a particular grade or course. These opportunities may be subject to an additional fee.

In compliance with Part II, School Attendance, Sections 32 (1) and 32 (2) of the Education Statutes and Regulations of Ontario, the Niagara Catholic District School Board supports every student's right to attend a school, where the student is a qualified resident pupil, without payment of a fee.

The Director of Education will issue Administrative Procedures in support of this policy.

References

- [*Education Statutes and Regulations of Ontario, Part II, School Attendance, Sections 32 \(1\) and 32 \(2\)*](#)
- [*Ministry of Education, 2011:B02, March 25, 2011 Memorandum – Guidelines for Fees for Learning Materials and Activities*](#)
- *Niagara Catholic District School Board Policies/Procedures*
 - [*School Generated Funds Policy \(301.6\)*](#)
 - [*Equity and Inclusive Education Policy \(100.10\)*](#)



Niagara Catholic District School Board

STUDENT FEES POLICY

ADMINISTRATIVE PROCEDURES

300 – Schools/Students

Policy No 301.11

Adopted Date: June 14, 2011

Latest Reviewed/Revised Date: December 20, 2011

TERMS OF REFERENCE**Student Activity Fees**

Student activity fees are voluntary amounts that are used to supplement a student's school experience through materials and activities such as student agendas, student recognition programs, yearbooks, co-instructional activities, school dances, or theme days or retreats.

Enhanced Programming and Materials

Enhanced Programming and materials are voluntary enrichments or upgrades to the curriculum or co-instructional activities beyond what is necessary to meet the learning expectations for a particular grade or course. Where students choose not to access these enhanced programs or materials, alternatives must be available as essential course materials required to meet the learning expectations of the course or grade are to be provided at no cost.

Optional Programming

Optional Programming refers to voluntary courses or activities that students normally choose to attend through an application process, with the knowledge that these programs are beyond the core curriculum. Examples may include Advanced Placement and Hockey Canada Skills Academy programs.

TRANSPARENCY AND ACCOUNTABILITY

Fees should reflect the actual cost of the services or materials being provided to the student. A transparent accounting of the amounts collected and expenditures allocated must be made available to the Catholic school community.

Members of the Catholic school community should be consulted in the development of a school's fee schedule and made aware of the use of student fees. Fee schedules will be made available to the Catholic school community.

Fee schedules should include:

- An itemized list of fees that states the rationale and purpose of each fee; and
- Information about the process to confidentially address financial hardship.

To ensure consistency and transparency across all Niagara Catholic schools, the application of fees should reflect the following principles:

- The purposes for which funds are collected are consistent with the Niagara Catholic District School Board mission statement, strategic directions and system priorities.
- Fees raised for school purposes are to complement, and not replace, public funding for education.

- Successful completion of a required grade or course leading to graduation cannot be dependent on the payment of any course fee.
- Students must be able to participate in school activities and access resources regardless of personal financial barriers.
 - Schools should address financial hardship and support student participation in activities regardless of economic circumstances.
 - A respectful practice for discreet identification of students/parents who may be experiencing financial hardship should be clearly communicated.
 - Financial reporting practices to the school community are in place.

FEE CHARGES

When determining fee charges, a fee charge shall be permissible for an activity, material, course or program if it is:

- Not required as part of the regular day school program;
- Voluntary, and alternatives are offered;
- Non-essential or co-instructional in nature and is not required for graduation by an individual student; or
- A voluntary upgrade or substitute of a more costly material to the material provided for course purposes.
- Examples of Activities, Programs, and Materials Eligible and Non-eligible for Fee Charges are found in [Appendix A](#).

BEST PRACTICES

In addition, school Principals may consider the following best practices when implementing application of fees in their schools:

- Minimizing, where possible, costs related to enhanced programming and materials (for example, speakers, dance instructors, in-class field trips) that are optional to a course;
- Making every effort to ensure all students can participate in student activities regardless of ability to pay;
- Where a student chooses not to participate, alternative assignments should be provided for students to meet the expectations of the course; and
- Modest student activity fees for student agendas, student recognition, yearbooks, school dances, student council activities and clubs, photographs, co-instructional activities and athletics.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
SEPTEMBER 26, 2017**

**TITLE: POLICIES – PRIOR TO VETTING
TRUSTEE EXPENSES & REIMBURSEMENT POLICY (100.13)**

Prepared by: John Crocco, Director of Education/Secretary-Treasurer
Presented by: John Crocco, Director of Education/Secretary-Treasurer
Date: September 26, 2017



Niagara Catholic District School Board

TRUSTEE EXPENSE AND REIMBURSEMENT POLICY

STATEMENT OF POLICY

100 – Board

Policy No 100.13

Adopted Date: April 26, 2011

Latest Reviewed/Revised Date: NIL

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board (the “Board”), the Trustee Expense and Reimbursement Policy is in compliance with the Ontario *Education Act*, Regulations, other relevant legislation and the Board’s Mission Statement. The Niagara Catholic District School Board is committed to an organizational culture and structure that operates with integrity, **compliance** and promotes responsibility, excellence, transparency and accountability. ~~with respect to decisions and practices.~~

The Board is committed to ensuring that all expenses claimed by the Trustees are associated with the responsibilities of a Board member **in compliance with the Education Act, Regulations and Board Policy** and that ~~these~~ **all** expenses support the ~~program~~ objectives, **responsibilities, the Mission, Vision and Values** and ~~of the organization and that they~~ maximizes the benefits to the Board.

ELIGIBLE EXPENSES

It is the policy of the Niagara Catholic District School Board to reimburse Trustees and Student Trustees for out-of-pocket expenses reasonably incurred in connection with carrying out the responsibilities of a Board member in accordance with the operating procedures outlined in this Policy, including:

- Office equipment
- Office supplies
- Conference and workshops
- Travel for Board sanctioned business
- Other costs

APPROPRIATE APPROVALS

Under the Trustee Expense Guideline issued by the Ministry of Education, the approval of Trustee expense will be approved as follows:

- Claims by Trustees for the reimbursement of expenses require the approval of the Chair~~person~~ of the Board and the Director of Education.
- Claims by ~~the Chairperson~~ of the Board for the reimbursement of expenses require the approval of the Director of Education and the Superintendent of Business & Financial Services.

WHERE AN EXPENSE CLAIM IS DENIED

When a Trustee's expense claim has not been approved, the Trustee will be informed of the reason in writing by the Chair of the Board and/or the Director of Education.

If the Trustee disagrees with the denial, the Trustee may bring the matter to the next regular meeting of the Committee of the Whole (In-Camera) with a recommendation. In making its decision, the Committee

of the Whole will determine whether or not the denial is consistent with the terms of ~~the~~ Board Policy and the **Trustee Code of Conduct**.

If a satisfactory resolution is not reached then the affected party may contest the decision during a public meeting of the Niagara Catholic District School Board of Trustees.

CLAIMS FOR TRAVEL TO MEETINGS AND BOARD FUNCTIONS

Travel costs by private automobiles will be reimbursed for actual kilometers travelled on Board sanctioned business. If the Trustee travels to various locations during the day, travel shall be calculated from the ~~last~~ **previous** location to the next location.

Expenses related to travel, such as parking and personal meals, will be reimbursed based on actual expense receipts presented for reimbursement.

Automobile travel and related expenses shall be paid to Trustees at a rate per kilometre approved by the Board for all Board employees, using the [*Trustee Reimbursement of Travel Expenses Form*](#).

CLAIMS FOR ACCOMMODATION, MEALS

When Trustees travel on Board sanctioned business, they may be reimbursed for costs incurred for accommodation and meals, using the [*Trustee Conference, Workshop and Overnight Meetings Form*](#).

Accommodation costs shall be reimbursed for reasonable costs incurred and shall not include personal charges.

Meal costs shall be reimbursed for breakfast, lunch and dinner for reasonable amounts and shall not include charges for other people.

Alcohol costs shall not be reimbursed, even when served with meals.

CLAIMS FOR CONFERENCES, WORKSHOPS AND OVERNIGHT MEETINGS

The Board encourages all Trustees to attend Conferences, Workshops and Meetings relating to the **role and responsibilities of Catholic Trustees**, ~~educational issues and events~~. The Board shall establish an **annual** budget amount for each Trustee to attend Conferences, Workshops and Overnight Meetings.

Reimbursement of Trustee conference and travel expenses shall require the approval of the Chair~~person~~ of the Board and the Director of Education. All claims for reimbursement of Trustee conference and travel expenses claimed by the Chair~~person~~ of the Board shall require the approval of the Superintendent of Business and Financial Services and the Director of Education.

All claims for Trustee Conference expenses shall be submitted and processed using the [*Trustee Conference, Workshop and Overnight Meetings Form*](#).

All Trustee Conference expenses shall be claimed during the appropriate budget year and shall not exceed the amount of the Trustee allocation for that budget year.

Unused funds in the individual Trustee allocation for the budget year ~~shall~~ **will** not be re-allocated to other Trustees and ~~shall~~ **will** not be carried forward to another budget year.

Trustee Conference expenses, which exceed the amount allocated to an individual Trustee, shall be repaid to the Board by the individual Trustee before the end of the following budget year, unless otherwise directed by the Board.

CLAIMS FOR OTHER EXPENSES

Any other extraordinary or unusual expenses that a Trustee feels should be paid by the Board shall be referred to the Chairperson of the Board and the Director of Education with a written explanation and request for payment. The Chairperson of the Board and the Director of Education may approve or disapprove of payment.

RECEIPTS AND TIMING OF CLAIMS FOR REIMBURSEMENT

All claims for the reimbursement of Trustee expenses must be accompanied by original receipts and the original bill/invoice providing the details of the expense.

All claims for the reimbursement of Trustee expenses shall generally be submitted on a monthly basis, using the appropriate forms and approvals, within the appropriate budget year.

GIFTS AND DONATIONS

Gifts and donations, by any Trustee, to any groups or individuals will not be reimbursed.

Gifts and donations may be made on behalf of the Board of Trustees, if approved in advance by the Chairperson of the Board and the Director of Education.

Although moderate hospitality is an accepted courtesy in business relationships, Trustees should not allow themselves to reach a perceived position whereby they might influence a Board decision as a consequence of accepting such hospitality. If there is uncertainty regarding what is considered an appropriate honoraria or hospitality to give or receive, the Trustee should discuss this with the Chair of the Board.

Trustees should not use their position for improper gain or benefit, nor under any circumstances accept gifts.

ADVERTISING AND COMMUNICATIONS

Trustees will not be reimbursed for expenses related to political advocacy.

The cost related to supporting a fundraiser or event for a specific political party is not eligible for reimbursement.

OFFICE EQUIPMENT

It is the Policy of the Niagara Catholic District School Board to provide the Trustees with the following office equipment and services to be used from the beginning to the end of the term of office:

- Home based computer
- Home based printer

- Allowance for internet service
- Standard office computer software

All equipment will be provided in accordance with current Board standards and shall be maintained in good repair by the computer technicians of the Board.

At the end of the Trustee's term of office, the equipment is to be returned to the Board, unless the Trustee decides to purchase the equipment from the Board.

The purchase of the equipment shall be processed through the office of the Director of Education and shall be processed at the fair market value of the equipment at the end of the term of office of the Trustee.

REPORTING OF TRUSTEE EXPENSES

All Trustee expenses for the previous school year will be posted annually on the Board website and reported publicly to the Board before December 31 of the current school year, under the following categories:

- Office equipment
- Office supplies
- Conference and workshops
- Travel for board business
- Other

All expense reports for each Trustee will remain on the Board website for one year after the expiry of the term of office.

Information pertaining to individual Trustee expenses will be forwarded to the Ministry of Education, as required by the Ministry.

References

- [*Education Act*](#)
- [*Income Tax Act*](#)
- [*Ministry of Finance Broader Public Sector Expenses Directive, April 1, 2011*](#)
- [*Report of the Auditor, December 2005*](#)
- [*Trustee Code of Conduct*](#)

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
SEPTEMBER 26, 2017**

**TITLE: POLICIES – PRIOR TO VETTING
TRUSTEE CODE OF CONDUCT POLICY (100.12)**

Prepared by: John Crocco, Director of Education/Secretary-Treasurer
Presented by: John Crocco, Director of Education/Secretary-Treasurer
Date: September 26, 2017



Niagara Catholic District School Board
TRUSTEE CODE OF CONDUCT POLICY
STATEMENT OF POLICY

100 – Board

Policy No 100.12

Adopted Date: November 23, 2010

Latest Reviewed/Revised Date: NIL

MISSION STATEMENT

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board (the “Board”), the Trustee Code of Conduct Policy is in compliance with the Ontario *Education Act*, Regulations, other relevant legislation and the Board’s Mission Statement. 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.

GOVERNANCE, INTEGRITY AND DIGNITY OF OFFICE

The Niagara Catholic District School Board Trustee Code of Conduct governs individuals elected as a Trustee (“Trustees”) under section 218 of the *Education Act*.

Elected Catholic Trustees occupy positions of public trust and confidence. They are expected to discharge their duties and responsibilities in a professional and ethical manner, consistent with Gospel Values, the teachings of the Catholic Church, the *Education Act* and Regulations, the *Municipal Freedom of Information and Protection of Privacy Act* and Regulations, the *Municipal Conflict of Interest Act*, the *Niagara Catholic District School Board's By-Laws (100.1)* and Policies and **Administrative Procedures** and any other Act or Regulation that may be applicable to the Trustee's duties.

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

Trustees are governors, advocates and community leaders. As governors, Trustees provide strategic direction and oversight through Board policies to maintain the focus on student achievement and well-being. As advocates, Trustees inform and influence public perceptions of Catholic education and provincial education law and policy. As community leaders, Catholic Trustees engage with the public to build understanding, awareness, guidance and active support for publicly funded Catholic education.

In compliance with subsection 218.1 (f) of the *Education Act*, Trustees are statutorily required to entrust the day to day management of the Board to its staff through the Board’s Director of Education.

In keeping with this obligation, Trustees who are contacted by an employee of the Board are to refer the employee to the relevant Collective Agreement or to the Board’s Complaint Resolution Policy. Trustees who are contacted by a person making a complaint are to refer the individual to the Board’s Complaint Resolution Policy (800.3). In all instances, Trustees will listen to the concern, make no comments on the concern and direct the individual to the Board’s Complaint Resolution Policy.

CATHOLIC FAITH, COMMUNITY AND CULTURE

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

- Acknowledge that Catholic schools are an expression of the teaching mission of the Church;
- Provide an example to the Catholic Community that reflects the teaching of the Church;
- Provide the best possible Catholic education according to the programs approved by the Canadian Conference of Catholic Bishops and the Provincial Minister of Education;
- Recognize and rigorously defend the constitutional right of Catholic education and the democratic and corporate authority of the Board;
- Respect the confidentiality of the Board;
- Ensure the affairs of the Board are conducted with openness, justice and compassion;
- Work to improve personal knowledge of current Catholic educational research and practices;
- Affirm a strong sense of Christian Catholic Community; and
- Provide support, encouragement and prayer for the efforts of all persons engaged in the ministry of Catholic Education in Canada.

CIVIL BEHAVIOUR AND COMMUNICATION

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

Trustees must:

- Respect and comply with all applicable federal, provincial and municipal laws;
- Demonstrate honesty and integrity;
- Respect differences in people, their ideas, and their 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; and
- Respect the rights of others.

Trustees shall be prepared for meetings, avoid disrupting the process and refrain from engaging in conduct or contributing to a tone of sarcasm or denigration during meetings of the Board and at all other times that would discredit or compromise the integrity of the Board.

In performing their duties as Trustees **under subsection 218.1 of the *Education Act*** and in all matters of communication including email, telephone and face-to-face meetings with **students, staff, parents and other stakeholders supporters of the Board, appropriate respectful** language and professionalism are expected.

~~Trustees are to communicate with Board staff through the Director of Education or as approved, through the Office of the Director of Education. As outlined in section 218.1 of the *Education Act*, it is not within the duties of Trustees to give direction to Board staff.~~ **no individual or group of Trustees has the authority to give direction to staff.** In dealing with concerns expressed by **students, parents and other supporters of the Board, members of the community,** Trustees are to comply with the *Niagara Catholic District School Board's Complaint Resolution Policy (800.3)* **and direct the individual to follow the process outlined in the Board's Complaint Resolution Policy.**

Trustees who are contacted by a student, parent or supporters of the Board to meet or to discuss an issue are to direct the individual to follow the Board's Complaint Resolution Policy, if appropriate, or to direct the individual to the appropriate Board staff.

To minimize risk and legal exposure to the Board and to protect a Trustee's personal liability, should a Trustee be contacted by a person other than a student, parent or supporter of the Board, the Trustee shall inform the Board of Trustees of the details of such contact.

The Trustees are bound to uphold and ~~abide~~ **comply** with all Board Policies, procedures and protocols. Subject to the duty of a Trustee under subsection 218.1(e) of the *Education Act* to uphold the implementation of any Board resolution after it is passed by the Board, a Trustee may not make disparaging remarks about another Trustee or a group of Trustees in expressing comments, or disagreement or speculate on the motives of a Trustee, a group of Trustees, or Board staff. **With the exception of the Chair of the Board, when approved by the Board, and the Director of Education, no individual or group of Trustees has the authority to speak on behalf of the Board.**

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

Subsection 207(3) of the *Education Act* addresses the exclusion of persons from Board Meetings. It provides:

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

COMPLYING WITH LEGISLATION

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

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

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

It is every Trustee's responsibility to familiarize themselves with their duties and any requirements of them as prescribed by the *Education Act and Regulations*, the *Municipal Freedom of Information and Protection of Privacy Act and Regulations*, the *Municipal Conflict of Interest Act* and any other Act or Regulation that may be applicable to the Trustee's duties ~~from time to time~~, and/or Ministry of Education requirements and the *Niagara Catholic District School Board's By-Laws (100.1)*, Policies and Administrative Procedures.

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

A member of a board shall,

- a. **carry out his or her responsibilities in a manner that assists the board in fulfilling its duties under this Act, the regulations and the guidelines issued under this Act, including**

- but not limited to the board's duties under section 169.1; ~~Board By-Laws and Board Policy~~
- b. attend and participate in meetings of the board, including meetings of board committees of which he or she is a member;
 - c. consult with parents, students and supporters of the board on the Board's multi-year plan under clause 169.1 (1) (f);
 - d. bring concerns of parents, students and supporters of the board to the attention of board staff through Policies determined by the Board;
 - e. uphold the implementation of any Board resolution after it is passed by the Board;
 - f. entrust the day-to-day operations and management of the board to its staff through the board's director of education;
 - g. maintain focus on student achievement and well-being; and
 - h. comply with the board's code of conduct.

UPHOLDING DECISION

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

Trustees must:

- Accept that authority rests with the Board and that they have no individual authority other than that delegated by the Board;
- Uphold the implementation of any Board resolution after it is passed by the Board;
- Comply with *Niagara Catholic District School Board By-Laws (100.1)*, Policies and **Administrative** Procedures; and
- Refrain from speaking on behalf of the Board unless authorized to do so by the Board. The only official spokespersons for the Board are the Chair of the Board and the Director of Education.

AVOIDANCE OF PERSONAL ADVANTAGE AND CONFLICT OF INTEREST

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

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

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

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

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

- Prior to any consideration of the matter of the meeting, disclose the interest and the general nature thereof;
- Not take part in the discussion of, or vote on any question in respect of the matter;
- Not discuss the issue with any other person;

- Not attempt in any way whether before, during or after the meeting to influence the voting on such question; and
- Where the meeting is not open to the public, the Trustee shall, in addition to complying with the requirements outlined above, leave the meeting or the part of the meeting during which the matter is under consideration.

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

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

It is an expectation of the Board that Trustees will not only comply with the requirements of the *Municipal Conflict of Interest Act*, but also avoid conflicts of interest as ~~defined by~~ **set out in** this Trustee Code of Conduct Policy ("Code of Conduct").

Every Trustee is responsible and accountable for exercising good judgment and avoiding situations that might present a conflict of interest or the appearance of a conflict of interest, and where a conflict of interest might exist each Trustee has an affirmative duty to disclose such conflict when it becomes apparent.

No Trustee shall use his or her position, authority or influence for personal, financial or material gain or personal business purposes or for the personal, financial or material gain or business purposes of a relative, friend and/or business associate. Every Trustee shall uphold and enhance all Board business operations by:

- Maintaining an unimpeachable standard of integrity in all their relationships, both inside and outside the Board;
- Fostering the highest standard of professional competence amongst those for whom they are responsible;
- Complying with and being seen to comply **with** the letter and spirit of:
 - the laws of Canada and the Province of Ontario
 - contractual obligations applicable to the Board; and
- Rejecting and denouncing any business practice that is improper or inappropriate or may appear to be improper or inappropriate.

A Trustee shall not use his or her position, authority or influence to give any person or organization special treatment that might, or might be perceived to, advance the interests of the Trustee, or the interests of a relative, friend and/or business associate of the Trustee.

A Trustee must not participate in any decision or recommendation in which he or she or a relative, friend or business associate may have a financial, commercial or business interest.

When the Board is to decide ~~upon~~ an issue, at a meeting that is open to the public, about which a member has an unavoidable ~~pecuniary~~ conflict of interest, that member shall not comment or vote on the issue **or influence the voting on the issue.**

When the Board is to decide ~~upon~~ an issue, at a meeting that is not open to the public, about which a member has an unavoidable ~~pecuniary~~ conflict of interest, that member shall not comment or vote on the issue **or influence the voting on the issue** and must leave the Board Room.

LOBBYING

On occasion, lobbyists may attempt to communicate with Trustees for the purpose of influencing Trustees with respect to the procurement of goods and services and the awarding of contracts. Trustees must report such inquiries to the Director of Education **forthwith**. Trustees must not use their influence to gain ~~not~~ **or** advance the interest of any particular party during a procurement process.

CONFIDENTIALITY

All Trustees acknowledge that, as part of their duties to the Board they may be privy to private, confidential and/or legally privileged financial, business and/or commercial information belonging to the Board that may provide a financial, business, commercial or competitive advantage, and that they may be privy to private and confidential student and personnel information, and/or legal matters and opinions. Such information may include, but is not limited to, information relating to the Board's organizational structure, operations, business plans, technical projects, business costs, research data results, inventions, trade secrets or other work produced, developed by or for the Board.

Except as required by law, all Trustees and former Trustees agree not to use, directly or indirectly, for the Trustee's benefit or the benefit of any person, organization, firm, or other entity, **or disclose to any third party** the Board's proprietary or confidential information disclosed or entrusted to that Trustee, and Trustees recognize that such inappropriate use of confidential information for their benefit may constitute a breach of trust contrary to section 122 of the *Criminal Code* **and this Code of Conduct**.

The confidentiality of personal/educational student and family information received in the course of duties must be respected, protected and kept confidential. Trustees are required to keep all information received, including but not limited to, in-camera discussions and actions in complete confidence. Information received should not be discussed or reviewed in public or where another student, parent, employee or member of the school community or public could accidentally overhear or read such information.

Except as required by law, and in accordance with the *Education Act* and *Municipal Freedom of Information and Protection of Privacy Act*, all Trustees agree not to use or disclose the personal and/or educational information of students and their families that may come to the attention of a Trustee.

Except as required by law, and in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, all Trustees agree not to use or disclose the personal and/or employment information of Board employees and their families that may come to the attention of a Trustee.

A Trustee's duty of confidentiality with respect to private and confidential financial, business and/or commercial information, personnel information, student information, and legal matters and opinions survives his or her term as Trustee.

BOARD RESOURCES

No Trustee shall use Board resources for personal gain. No Trustee shall permit relatives, friends and/or business associates to use Board resources for personal gain. Trustees recognize that such inappropriate use of Board resources, directly or indirectly, for their benefit may constitute a breach of trust contrary to section 122 of the *Criminal Code* **and this Code of Conduct**.

All Trustees shall fully comply with all Board Policies, Protocols, Procedures and Administrative Procedures regarding the use of Board resources, including information technology resources.

PROCEDURES FOR GIFTS AND HOSPITALITY

Although moderate hospitality is an accepted courtesy in business relationships, Trustees should not allow themselves to reach a perceived position whereby they might influence a Board decision as a consequence of accepting such hospitality. **If there is uncertainty regarding what is considered an appropriate honoraria or hospitality to give or receive, the Trustee should discuss this with the Chair of the Board.**

Trustees should not use their position for improper gain or benefit, nor under any circumstances accept gifts.

Gifts and donations, by any Trustee, to any groups or individuals will not be reimbursed.

Gifts and donations may be made on behalf of the Board of Trustees as a whole, if approved in advance by the Chair of the Board and the Director of Education.

ENFORCEMENT OF CODE OF CONDUCT AND MUNICIPAL CONFLICT OF INTEREST ACT

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

A Trustee or a supporter of Catholic education who is eligible to participate in the election of a Catholic trustee who has reasonable grounds to believe that another a Trustee(s) has breached this Code of Conduct may bring the alleged breach, in writing, to the attention of the Board through the Chair of the Board, or the Vice-Chair in the event that the alleged breach is with the Chair of the Board or the Chair of the Board is unavailable.

If a Trustee has reasonable grounds to believe that another Trustee has breached this Code of Conduct, he or she must bring the alleged breach forward: (a) within one year after the incident to which the alleged breach relates; or (b) if there are a series of incidents, within one year after the last in the series. A Trustee may apply to the Board for an extension of this time limit, and the Board may grant such an extension if the Board is satisfied that the delay in bringing the alleged breach forward was incurred in good faith and no substantial prejudice will result to any person affected by the delay.

If an alleged breach is brought to the attention of the Board, the document setting out the breach together with any other materials will be provided to the Director of Education in the Director's role as Secretary to the Board. The Director of Education will place the matter in the Trustee and Director Only section of the next *In-Camera* Board Meeting.

At the *In-Camera* Board Meeting where the alleged breach of the Code of Conduct is presented, legal counsel to the Board will be present to advise the Board ~~in~~ with respect to legal matters related to relevant legislation and the Code of Conduct process as set out in the Code of Conduct. In compliance with Sections 198 and 283.1 of the *Education Act*, for the Board to meet, the Director of Education will be present as Secretary to the Board to take minutes. All other staff who attend meetings of the Board will be excused from the Trustee and Director Only section of the *In-Camera* portion of the meeting of the Board where the Code of Conduct complaint is presented.

At the *In-Camera* meeting of the Board at which the alleged breach is presented, the Board shall make inquiries into the matter and shall, based on the results of the inquiries, determine whether there has been a breach of the Code of Conduct.

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

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

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

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

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

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

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

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

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

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

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

- The security of the property of the Board;
- The disclosure of intimate, personal or financial information in respect of a Trustee or committee, an employee or prospective employee of the Board or a student or his or her parent or guardian;
- The acquisition or disposal of a school site;
- Decisions in respect of negotiations with employees of the Board; or
- Litigation affecting the Board.

The meeting of the Board shall be in-camera (closed to the public) when the subject matter under consideration involves an ongoing investigation under the *Ombudsman Act* respecting the Board.

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

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

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

When a resolution listed above is passed, the resolution shall be recorded in the Minutes of the meeting. The *Statutory Powers Procedure Act* does not apply to any of the enforcement provisions under section 218.3 of the *Education Act*.

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

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

References

- **Criminal Code** Section 122
- **Education Act** Subsection 207(1); Subsection 207(3); Section 218.1; Section 218.3
- **Municipal Conflict of Interest Act** Subsection 3(1)
- **Municipal Freedom of Information and Protection of Privacy Act**
- **Ontario Catholic School Graduate Expectations**
- **Niagara Catholic District School Board Policies/Procedures**
 - **Board's By-Laws (100.1)**
 - **Complaint Resolution Policy (800.3)**
 - **Trustee Expenses and Reimbursement Policy (100.13)**
 - **Trustee Honorarium Policy (100.11)**

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
POLICY COMMITTEE MEETING
SEPTEMBER 26, 2017**

TITLE: POLICY AND PROCEDURE REVIEW 2017-2018 SCHEDULE

The Policy and Procedure Review 2017-2018
Schedule is presented for information.

Prepared by: John Crocco, Director of Education/Secretary-Treasurer
Presented by: John Crocco, Director of Education/Secretary-Treasurer
Date: September 26, 2017



POLICY AND GUIDELINE REVIEW SCHEDULE

SEPTEMBER 2017 - JUNE 2018

Updated: September 26, 2017

SORTED BY POLICY COMMITTEE MEETING DATE				
Policy Issued	Reviewed Revised	Policy #	POLICY NAME	Prior to Vetting After Vetting
2010	Nil	100.12	Trustee Code of Conduct	September 2017
2011	Nil	100.13	Trustee Expenses & Reimbursement	September 2017
1998	2011	800.3	Complaint Resolution	September 2017
1998	2012	800.5	Education-Based Research	September 2017
2011	2011	301.11	Student Fees	September 2017
1998	2011	600.2	Records and Information Management	October 2017
2005	2011	302.7	Nutrition	October 2017
1998	2012	100.4	Student Trustees	November 2017
2012	2012	302.8	Diabetes Management	November 2017
2010	Nil	100.12	Trustee Code of Conduct	November 2017
2011	Nil	100.13	Trustee Expenses & Reimbursement	November 2017
1998	2011	600.2	Records and Information Management	January 2018
2005	2011	302.7	Nutrition	January 2018
1998	2012	100.4	Student Trustees	January 2018
2012	2012	302.8	Diabetes Management	January 2018
NEW		NEW	Anti-Spam	

* Ministry of Labour Compliance Annual Review

SORTED BY CW/BOARD MEETING DATE				
Policy Issued	Reviewed Revised	Policy #	POLICY NAME	CW/BD
1998	2011	800.3	Complaint Resolution	October 2017
1998	2012	800.5	Education-Based Research	October 2017
2011	2011	301.11	Student Fees	October 2017
2010	Nil	100.12	Trustee Code of Conduct	December 2017
2011	Nil	100.13	Trustee Expenses & Reimbursement	December 2017
1998	2011	600.2	Records and Information Management	February 2018
2005	2011	302.7	Nutrition	February 2018
1998	2012	100.4	Student Trustees	February 2018
2012	2012	302.8	Diabetes Management	February 2018
NEW		NEW	Anti-Spam	