



*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*

## **SPECIAL POLICY COMMITTEE MEETING**

**THURSDAY DECEMBER 14, 2017  
1:00 P.M.**

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



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1. Opening Prayer – Trustee Vernal -
  2. Attendance -
  3. Approval of Agenda -
  4. Declaration of Conflict of Interest -
  5. Policies
- Action Required
- POLICIES – FOR RECOMMENDATION TO JANUARY COMMITTEE OF THE WHOLE
- 5.1 Trustee Code of Conduct Policy (100.12) 5.1
- Information
- 5.2 Policies Currently Being Vetted -
    - Assignment of Principals & Vice-Principals Policy (202.1)
    - Employee Attendance During Inclement Weather & Workplace Closure Policy (201.9)
    - Niagara Catholic Education Award of Distinction Policy (100.7)
    - Nutrition Policy (302.7)
    - Records and Information Management Policy (600.2)
    - Student Trustees Policy (100.4)
  - 5.3 Policy and Guideline Review 2017-2018 Schedule 5.3
6. Date of Next Meeting  
January 30, 2018 – 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  
DECEMBER 14, 2017**

**TITLE: FOR RECOMMENDATION TO COMMITTEE OF THE WHOLE  
TRUSTEE CODE OF CONDUCT POLICY (100.12)**

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**RECOMMENDATION**

**THAT** the Policy Committee recommend to the Committee of the Whole approval of the Trustee Code of Conduct Policy (100.12), as presented.

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

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

Date: December 14, 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 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 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 **they serve** 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 statutory obligation, Trustees who are contacted by an employee of the Board may listen to the concern, provide no decision on the specifics of any concern presented and, if required, will assist in guiding the employee to the ~~are to refer the employee to the~~ relevant Collective Agreement, Terms and Conditions or Board Policy. ~~or to the Board’s Complaint Resolution Policy~~ Trustees will bring the concern, if required, to the attention of the appropriate board staff.

Trustees who are contacted by a student, parent, guardian, constituent or supporter of Catholic education ~~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, provide no decision on the specifics of the concern presented, make no comments on the concern and if required, direct the individual to the Board’s Complaint~~

**Resolution Policy** or relevant Board Policy. Trustees will bring the concern, if required, to the attention of the appropriate board staff.

## 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, 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 or relevant Board Policy as well as bringing the concern to the attention of the appropriate board staff as required.

Trustees who are contacted by a student, parent, employee or supporters of the Board to meet or to discuss an issue are, based on the issue presented, to direct the individual to comply with the appropriate Board Policy, Collective Agreement or Terms and Conditions ~~Board's Complaint Resolution Policy~~, if appropriate, or to direct the individual to the appropriate board staff as required. Once a grievance has been filed, Trustees are not to engage an employee or association regarding the grievance.

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, employee, 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~~ **participating in related** decisions.

Trustees are not permitted to vote on, ~~or~~ **discuss, or attempt to influence voting on** 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 either during or after the meeting.**

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 either during or after the meeting** 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 as soon as reasonably possible. The Board may choose not to deal with an alleged breach should the alleged breach come to the Board's attention after: (a) ~~within~~ one year after the incident to which the alleged breach relates; or (b) if there are a series of incidents, ~~within~~ after 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.

On May 30, 2017, the *Modernizing Ontario's Municipal Legislation Act, 2017* ("Bill 68") received royal assent. The provisions of Bill 68 amending the *Municipal Conflict of Interest Act* (the "Amendments") do not come into force until March 1, 2019.

Under the Amendments, Trustees who declare a conflict of interest in accordance with the *Municipal Conflict of Interest Act* will be required to file a written statement with the Secretary of the Board declaring their interest and including a description of its general nature. The Board will be required to maintain a registry that may be accessed by members of the public, containing copies of (i) Trustees' written statements declaring their interest; and (ii) corresponding meeting minutes. The Board will develop and maintain procedures for public access to the registry, including any reasonable limits on such access.

The Amendments also enable Trustees to consult municipal Integrity Commissioners for the purpose of ensuring compliance with the *Municipal Conflict of Interest Act*, and to mitigate any penalty imposed on a Trustee in the event of their later having been found to have acted in contravention of the Act. The Board will develop and maintain procedures to facilitate Trustees' consultation with municipal Integrity Commissioners, where appropriate.

The Board will comply with the requirements contained in the Amendments when these come into force.

## 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*
- *Ombudsman 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  
DECEMBER 14, 2017**

**TITLE: POLICY AND PROCEDURE REVIEW 2017-2018 SCHEDULE**

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The Policy and Procedure Review 2017-2018  
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: December 14, 2017



# POLICY AND GUIDELINE REVIEW SCHEDULE

SEPTEMBER 2017 - JUNE 2018

Updated: December 14, 2017

<b>SORTED BY POLICY COMMITTEE MEETING DATE</b>				
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
2004	2012	100.7	Niagara Catholic Education Award of Distinction	October 2017
1998	2012	202.1	Assignment of Principals & Vice-Principals	October 2017
2002	2012	201.9	Employee Attendance During Inclement Weather & Workplace Closure	October 2017
1998	2012	100.4	Student Trustees	November 2017
2011	Nil	100.13	Trustee Expenses & Reimbursement	November 2017
2010	Nil	100.12	Trustee Code of Conduct	December 2016*
2012	2012	203.1	Employee Hiring and Selection Policy (Teachers)	January 2018
2006	2012	301.5	Electronic Communications Systems (Students)	January 2018
1998	2011	600.2	Records and Information Management	January 2018
2005	2011	302.7	Nutrition	January 2018
2004	2012	100.7	Niagara Catholic Education Award of Distinction	January 2018
1998	2012	202.1	Assignment of Principals & Vice-Principals	January 2018
2002	2012	201.9	Employee Attendance During Inclement Weather & Workplace Closure	January 2018
2006	2012	201.12	Electronic Communications Systems (Employees)	February 2018
2012	2012	302.8	Diabetes Management	February 2018
1998	2012	702.1	Playground Equipment	February 2018
2001	2012	400.3	Christian Community Service	February 2018
1998	2012	100.4	Student Trustees	February 2018
2012	2012	201.17	Employee Code of Conduct & Ethics	March 2018
2002	2012	301.4	Fundraising	March 2018
2012	2012	701.5	Bottled Water	March 2018
2011	2011	301.9	Voluntary and Confidential Self-Identification Policy for First Nation, Métis and Inuit Students	March 2018
2012	2012	203.1	Employee Hiring and Selection Policy (Teachers)	March 2018
2006	2012	301.5	Electronic Communications Systems (Students)	March 2018
2011	2011	400.6	Environmental Stewardship	April 2018
2001	2012	302.5	Student Parenting	April 2018
1998	2012	301.3	Attendance Areas	April 2018
2006	2012	201.12	Electronic Communications Systems (Employees)	April 2018
2012	2012	302.8	Diabetes Management	April 2018
1998	2012	702.1	Playground Equipment	April 2018
2001	2012	400.3	Christian Community Service	April 2018
2002	2016	201.7	Employee Workplace Harassment *	May 2018
2002	2016	201.11	Employee Workplace Violence *	May 2018
2002	2016	201.6	Occupational Health & Safety *	May 2018
2012	2012	201.17	Employee Code of Conduct & Ethics	May 2018
2002	2012	301.4	Fundraising	May 2018
2012	2012	701.5	Bottled Water	May 2018
2011	2011	301.9	Voluntary and Confidential Self-Identification Policy for First Nation, Métis and Inuit Students	May 2018
<b>NEW</b>		<b>NEW</b>	Anti-Spam	

\* Ministry of Labour Compliance Annual Review

**SORTED BY CW/BOARD MEETING DATE**

<b>Policy Issued</b>	<b>Reviewed Revised</b>	<b>Policy #</b>	<b>POLICY NAME</b>	<b>CW/BD</b>
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
2011	Nil	100.13	Trustee Expenses & Reimbursement	December 2017
2010	Nil	100.12	Trustee Code of Conduct	January 2018
1998	2011	600.2	Records and Information Management	February 2018
2005	2011	302.7	Nutrition	February 2018
2004	2012	100.7	Niagara Catholic Education Award of Distinction	February 2018
1998	2012	202.1	Assignment of Principals & Vice-Principals	February 2018
2002	2012	201.9	Employee Attendance During Inclement Weather & Workplace Closure	February 2018
1998	2012	100.4	Student Trustees	March 2018
2012	2012	203.1	Employee Hiring and Selection Policy (Teachers)	April 2018
2006	2012	301.5	Electronic Communications Systems (Students)	April 2018
2006	2012	201.12	Electronic Communications Systems (Employees)	May 2018
2012	2012	302.8	Diabetes Management	May 2018
1998	2012	702.1	Playground Equipment	May 2018
2001	2012	400.3	Christian Community Service	May 2018
2012	2012	201.17	Employee Code of Conduct & Ethics	June 2018
2002	2012	301.4	Fundraising	June 2018
2012	2012	701.5	Bottled Water	June 2018
2011	2011	301.9	Voluntary and Confidential Self-Identification Policy for First Nation, Métis and Inuit Students	June 2018
<b>NEW</b>		<b>NEW</b>	Anti-Spam	