

**YORK CATHOLIC DISTRICT SCHOOL BOARD
POLICY REVIEW COMMITTEE
AGENDA**

**Catholic Education Centre, Board Room
Tuesday, March 21, 2023 6:30 P.M.**

Prayer

Make us worthy, Lord, to serve our fellow brothers and sisters throughout the world who live and die in poverty and hunger. Give them through our hands this day their daily bread, and by our understanding of love, give peace and joy. Make us, Lord, worthy to serve our brothers and sisters who are scattered all over the world, who live and die alone and poor. Give them today, using our hands, their daily bread. And, using our love, give them peace and happiness. Amen.

Land Acknowledgement

We are gathered on the ancestral lands and waters of all Indigenous Peoples, who have left their footprints on Mother Earth before us. We respectfully acknowledge those who have walked on it, those who walk on it now, and future generations who have yet to walk upon it. We pray to the Creator for strength and wisdom that all may continue to serve as stewards of the Earth.

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YORK CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY	
<i>Policy Section</i>	Governance
<i>Policy Number</i>	104
<i>Former Policy Number</i>	814
<i>Total Pages</i>	6-4
<i>Original Approved Date</i>	July 2, 2003
<i>Subsequent Approval Dates</i>	March 25, 2008 February 25, 2014

PARTICIPATION IN MEETINGS USING ELECTRONIC MEANS

1. PURPOSE

On occasion a Trustee, including a Student Trustee, may be unable to be physically present for a meeting. ~~of the Board, and/or a Committee of the Board including a meeting of the Committee of the Whole Board.~~ In order to enable participation and ensure quorum, a Trustee may participate in a meeting using electronic means. **The purpose of this policy is to set parameters around electronic participation of those invited to join a Board meeting, Committee of the Whole meeting and any other Standing, Statutory, and Ad Hoc Committee of the Board meetings. This policy is aligned with Ontario Regulation 463/97, *Electronic Meetings and Meeting Attendance*, and the Board's Bylaws.**

2. POLICY STATEMENT OBJECTIVE

~~It is the policy of the York Catholic District School Board to permit the use of electronic means for the holding of meetings of the Board and Committees of the Board (including the Committee of the Whole Board) subject to all of the requirements of law and the regulations hereunder.~~

The objective of this policy is to govern the electronic participation of participants for all Board meetings, Committee of the Whole meetings, as well as Standing, Statutory and Ad Hoc Committee meetings of the Board.

3. PARAMETRES

- 3.1 **All those invited to attend Board meetings, including Committee of the Whole meeting as well as Standing, Statutory and Ad Hoc committees of the Board as identified in Board Bylaw 4.0 may attend electronically in accordance with the provisions outlined in the Ontario Regulation 463/97 of the *Education Act*.**
- 3.2 **Notwithstanding section 3.1 of this policy, Trustee attendance at Board and Board Committee meetings shall be as per Board Bylaw 3.1.2 and 4.1.7.**
- 3.3 ~~Trustees, including Student Trustees, shall inform the Administrator to the Director of Education & Trustee Services or their designate, in a timely manner, no less than one hour before commencement, that they are requesting to participate in a meeting of the Board or a Committee of the Board, including a meeting of the Committee of the Whole Board through electronic means.~~

- 3.3 ~~A Trustee, including a Student Trustee, who~~ Participants who attend a meeting through electronic means, in accordance with this policy, shall be deemed to be present at the meeting.
- 3.4 Participants who leave the meeting before adjournment, whether temporarily or permanent, will advise the Chair via chat box. Minutes shall make note of all participants' attendance including late arrivals, early departures, vacating and returning to a meeting within the course of the meeting.
- 3.5 In accordance with section 207(2) of the Education Act, a meeting of a committee of a board, including a committee of the whole Board, may be closed to the public when the subject-matter under consideration involves,
- (a) the security of the property of the board;
 - (b) the disclosure of intimate, personal or financial information in respect of a member of the board or committee, an employee or prospective employee of the board or a pupil or his or her parent or guardian;
 - (c) the acquisition or disposal of a school site;
 - (d) decisions in respect of negotiations with employees of the board; or
 - (e) litigation affecting the board.
- 3.6 Virtual meeting room access to all board and committee meetings, public and private, shall be by invitation only and shall comply with Board's Operating ByLaw and Section 207(2) of the Education Act of Ontario.
- 3.6.1 All those invited to participate in a Board or other committee meeting will be provided with a meeting link and access code at least 24 hours prior to the meeting.
 - 3.6.2 Delegations and other guests invited to participate at a Board meeting and/or committee meetings will be granted limited access to the virtual meeting room. The Chair and/or designate shall grant them entry and shall ensure they leave or are removed from the virtual meeting room once they have finished.
 - 3.6.3 The Board may choose to stream its public Board and Committee meetings, including Standing, Statutory and Ad Hoc Committee meetings on its streaming channel.
 - 3.6.4 Audio/video records are to be securely maintained in accordance with Policy 109, *Records and Information Management*.
- 3.7 Trustees who declare a conflict of interest for a public session may continue to be present but may not participate in the debate and vote on the matter. Trustees who declare a conflict of interest for a private/closed session must leave the meeting room, or virtual meeting room if they are participating electronically, for the entire discussion of the matter for which they have a declared conflict.
- 3.7.1 If the Trustee refuses to withdraw from the electronic meeting due to a declared conflict, the Chair and/or designate may remove the Board member at their discretion.
- 3.8 The York Catholic District School Board will ensure that appropriate processes are in place to protect the security and confidentiality of all electronic meetings held in private.

4. RESPONSIBILITIES

~~4.1 Trustees, including Student Trustees~~

~~4.1.1 To inform the Administrator to the Director of Education & Trustee Services or designate, of the need to participate in a meeting through electronic means in sufficient time to provide necessary equipment.~~

4.1 The Chair and/or Designate of a Meeting

4.1.1 To lead meetings and promote good governance among participants.

4.1.2 To manage the virtual component of meetings, ensuring all those participating are recognized as full participants in the meeting.

4.1.3 To take urgent action in the event of a conflict.

4.2 Director of Education and/or Designate

4.2.1 To oversee compliance of the Participation in Meetings Using Electronic Means policy.

4.3 Administrator to the Director of Education & Trustee Services

4.3.1 To provide all participants within 24 hours with a meeting link and an access code to all electronic meetings.

4.3.2 To regulate the admission and participation of those invited to participate in a virtual meeting.

4.4 Chief Information Officer

4.4.1 To provide, when notified, the necessary equipment to enable Trustees, including Student Trustees to participate in a meeting through electronic means.

5. DEFINITIONS

5.1 Electronic Means

The use of electronic devices to enable participation of committee members in meetings of the Board.

5.2 Quorum

The presence of a majority of all of the members constituting a board and/or committee is necessary to form a quorum. A Student Trustee will not count towards quorum at Board meetings.

~~5.4 Student Trustee~~

~~A secondary student or students elected to officially represent the interests of pupils allowing the student perspective to be heard through their participation at Board meetings.~~

~~5.5 Trustee~~

~~An individual officially elected through the Municipal elections process to represent York Catholic District School Board.~~

6. CROSS REFERENCES

LEGISLATION

[Education Act](#)

[Municipal Conflict of Interest Act](#)

[Municipal Elections Act](#)

[Ontario Regulation 463/97 Electronic Meetings and Meeting Attendance](#)

YCDSB POLICIES

[YCDSB Policy 107 Student Trustees](#)

[YCDSB By-Law No. 1: Operational By-Law](#)

PARTICIPATION IN MEETINGS USING ELECTRONIC MEANS

GUIDELINES:-

- ~~1. At the request of any Trustee, including Student Trustee, the Board shall provide the electronic means to facilitate participation in meetings of the Board or of a Committee of the Board, including a Committee of the Whole Board; provided that such means shall not be provided to a Trustee:-~~
 - ~~1.1 If it breaches the requirement of Section 229 of the Education Act **Section 6.1 of the Ontario Regulation** (which requires the Trustee to be physically present in the meeting room for at least three regular meetings of the Board in each twelve (12) month period beginning December 1st **November 15th**); and~~
 - ~~1.2 In the event that the provisions of either Section 3 or Section 4 hereof, as the case may not be observed.~~
- ~~2. The electronic means provided for in Section 1 shall permit each person participating in the meetings to hear and be heard by all other participants.~~
- ~~3. At all meetings of the Board and of the Committee of the Whole Board, in addition to the usual requirements for quorum, the personal **physical** presence in the meeting room at the Catholic Education Centre shall be required of:-~~
 - ~~3.1 The Chair of the board or **his/her designate** Vice Chair of the Board (as determined in accordance with the Board By-laws);~~
 - ~~3.2 Not less than one other Trustee, other than the Student Trustee; and,~~
 - ~~3.3 The Director of Education or his/her designate.~~
- ~~4. At all meetings of Committees of the Board other than the Committee of the Whole Board, in addition to the usual requirements for quorum, the personal **physical** presence in the meeting room at the Catholic Education Centre shall be required of:-~~
 - ~~4.1 The Chair of the meeting or **his/her designate** Vice Chair of the meeting (as determined in accordance with the Board By-laws); and,~~
 - ~~4.2 The Director of Education or his/her designate.~~
- ~~5. If neither the Chair nor the Vice-Chair are physically present, then a committee member present at the Catholic Education Centre shall be elected Chair for the purposes of the meeting.~~
 - ~~5.1 If no committee member is physically present at the Catholic Education Centre, then the meeting will stand adjourned and will be rescheduled.~~
- ~~6. In accordance with section 5.1(1) of the Ontario Regulation 463/97, the Chair of the Board or of a Committee of the Board or his/her designate may participate in a meeting of the Board or of a Committee of the Board by electronic means if:~~
 - ~~6.1 Weather conditions do not allow the Chair or Designate to travel to the meeting location safely; or,~~
 - ~~6.2 The Chair or Designate cannot be physically present at a meeting due to health-related issues.~~
- ~~7. The requirements for persons to be physically present at meetings do not apply if all schools are closed pursuant to an order in accordance with section 7(1) of the Ontario Regulation 463/97.~~

- ~~7. Except those Committee meetings from which the public has been excluded, the meeting room of the Board or of a Committee of the Board, shall be open to permit physical attendance by members of the public, regardless of whether one or more Trustees (including the Student Trustee) participate at such meetings electronically.~~
- ~~8. At all meetings of Committees of the Board including the Committee of the Whole Board from which the public is excluded, the Chair of the meeting shall ensure that members of the public shall not be permitted to participate.~~
- ~~9. At all meetings at which a Trustee, including Student Trustee participates by electronic means, it is the responsibility of the Trustee to comply with the requirements of the *Municipal Conflict of Interest Act*, including, in the case of a meeting that is closed to the public, to disconnect from the electronic participation for so long as it is necessary in order to comply.~~



YORK CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY	
<i>Policy Section</i>	Governance
<i>Policy Number</i>	105
<i>Former Policy Number</i>	805
<i>Total Pages</i>	4
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<i>Subsequent Approval Dates</i>	March 25, 2008 May 8, 2007 December 16, 2003 September 26, 2000 February 7, 2012 November 27, 2018

TRUSTEE PROFESSIONAL DEVELOPMENT

SECTION A

1. PURPOSE

Trustees, as elected community representatives and ambassadors of the York Catholic District School Board, benefit from participating in professional development opportunities that:

- 1.1 Support the Board's Mission, Vision, Core Values and Strategic Commitments;
- 1.2 Enhance their individual and collective expertise in the role of Catholic trustee as policy makers and stewards of the Board's finances;
- 1.3 Enhance their understanding of educational issues; and,
- 1.4 Enrich their personal and professional faith development as Catholic Trustees.

This policy is intended to clarify guidelines and budget parameters in support of professional development activities for Trustees.

2. ~~POLICY STATEMENT~~ **OBJECTIVE**

It is the policy of the York Catholic District School Board to encourage professional development of Trustees through attendance and participation in approved educational conferences, symposiums, workshops and seminars to ensure that schools operate within the standards established by the province and that programs and services remain responsive to the Catholic communities they serve.

3. PARAMETRES

- 3.1 To participate in professional development activities that:
 - 3.1.1 Are supported by the Ontario Catholic School Trustees' Association (OCSTA) or the Canadian Catholic School Trustees' Association (CCSTA).
 - 3.1.2 Are approved within the budgetary parameters established by the Board.
 - 3.1.3 Inform Trustees about the societal and global trends as well as the legal developments that have an impact on student achievement and well-being or on the many aspects of governing a Catholic school board;

3.1.4 Assist Trustees as an elected body to contribute to the Board's mandate and to their oversight of ~~publicly~~ publicly funded education;

3.1.5 Enable Trustees to become more effective in their roles and be well-informed decision makers.

4. RESPONSIBILITIES

4.1 Director of Education

4.1.1 To oversee compliance with the Trustee Professional Development policy.

4.1.2 To ensure the provision of professional development support to Trustees through internal resources, as appropriate.

4.2 Executive Committee

4.2.1 To deal with any inequity resulting from the Trustee Professional Development policy.

4.2.2 To bring to the Board any matter relative to this policy which in the opinion of the Committee requires a Board decision.

4.2.3 To approve, on an annual basis, the reporting of Trustee expenses, including professional development, on the Board's Website.

4.3 Chief Financial Officer and Treasurer of the Board (CFO)

4.3.1 To oversee the reimbursement of professional development expenses in accordance with the approved budgetary parameters established by the Board.

5. DEFINITIONS

5.1 Professional Development Opportunities

For the purposes of this policy, professional development opportunities include, but are not limited to, conferences, symposiums, workshops, seminars and online professional learning and training activities.

6. CROSS REFERENCES

YCDSB Policies

YCDSB Policy 111 [*Trustee Services and Expenditures*](#)

YCDSB Policy 808 [*Travel, Meals and Expense Reimbursement*](#)

YCDSB Procedures

[*Travel, Meals and Expense Reimbursement*](#)

POLICY TITLE: TRUSTEE PROFESSIONAL DEVELOPMENT

SECTION B: GUIDELINES

1. TYPES OF PROFESSIONAL DEVELOPMENT ACTIVITIES

~~There are~~ Trustees may attend two main categories of professional development activities that ~~Trustees may wish to attend~~ in their capacity as members of the Board or at which the Board may wish to have Trustee representation.

1.1 Board Centrally Funded Conferences, Workshops and Seminars

Conferences, workshops and seminars at which it is deemed advisable that the Board be officially represented, will be funded centrally by the Board.

Such conferences, workshops and seminars which are considered Board centrally funded for the proper exercise of a committee or Trustee mandate shall include, but shall not be limited to:

- 1.1.1 O.C.S.T.A. Conferences
- 1.1.2 C.C.S.T.A. Conferences
- 1.1.3 Ministry of Education sponsored events/activities
- 1.1.4 Conferences, workshops, seminars organized by the Board or Administration
- 1.1.5 Others, as approved by the Executive Committee of the Board

There is no limit to the number of Trustees that may attend these events.

Budget Impact:

- The Board will establish an annual budget for Board centrally funded conferences.
- Expenses related thereto shall not be charged to the Trustee's Discretionary Allowance.
- Non-attendance at a previously confirmed Professional Development activity shall be charged to the Trustees Discretionary Allowance. Trustees can appeal to Executive if there are extenuating circumstances.

1.2 Other Professional Development Activities Outside of Ontario

Trustee attendance at an optional education conferences may be deemed of value to the professional development of individual Trustees and their role at the Board table. The attendance shall be pre-approved, by the Executive Committee, and expenses will be charged to the Trustee's Discretionary Allowance.

2. ELIGIBLE PROFESSIONAL DEVELOPMENT/ACTIVITY EXPENSES

The expenditures for approved conferences, workshops and seminars, outlined in the following, shall be eligible for reimbursement: See the Board's *Policy 808: Travel, Meals and Expense Reimbursement and Procedure* Policy and Procedures for direction:

- 2.1 Registration Fee;
- 2.2 Standard hotel accommodation for the days of the conference/workshop/seminar;

- 2.3 Travel costs to and from conference, workshop/seminar;
- 2.4 Meals, not otherwise covered through registration, for the days of the conference, workshop, seminar.

3. GENERAL

- 3.1 A conference is defined as any meeting of interested persons, a workshop, a seminar, a consultation with a person or group of persons, a tour with a detailed itinerary, or other function which will benefit the Trustee and the Board.
- 3.2 A Trustee attending a conference will be encouraged to share information and material acquired through the Professional Development activities with all members of the Board of Trustees and staff.
- 3.3 The Chair or designate shall be authorized to attend local or out-of-town conferences, in addition to personally-selected conferences, when it is deemed advisable that the Board be officially represented, and when approved by the Executive Committee. Expenses for these conferences, and the expenses related thereto shall be charged to the Board's Centrally Funded Trustee Budget.
- 3.4 The administration of this policy shall be the responsibility of the Executive Committee of the Board.



YORK CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY	
<i>Policy Section</i>	Governance
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STUDENT TRUSTEES

SECTION A

1. PURPOSE

It is the policy of the York Catholic District School Board that two student trustees be elected to the Board of Trustees to serve for a term of two years. The position of Student Trustee serves to uphold Catholic values, and as such is a valuable and important function allowing the student perspective to be heard through their participation at Board meetings. The purpose of this policy is to outline, in keeping with legislative direction, the guidelines and expectations for Student Trustees.

2. OBJECTIVE

York Catholic District School Board policy shall be in accordance with the provisions of Ontario Regulation 7/07 Student Trustees. ~~243/06 Pupil Representation on Boards~~, The York Catholic District School Board (YCDSB) will establish and maintain the position of Student Trustees on its Board of Trustees.

3. PARAMETERS

- 3.1 One new ~~Roman Catholic~~ Student Trustee shall be elected by the membership of the York Secondary Catholic Presidents Council (YSCPC) during a YSCPC spring meeting of each year, no later than April 30 ~~to take effect for the following school year.~~ [Note: The Director, the Chair of the Board or their designate(s) will attend the appropriate meeting to observe the election proceedings.] The Student Trustee will commence their two-year term of office at the August Board meeting following the swearing in ceremony (see Appendix 2 for the Student Trustee Oath).
- 3.2 The new Student Trustee shall be elected in one of the following ways:
 - 3.2.1 Directly by students of the board.
 - 3.2.2 Indirectly, by student representative bodies such as student councils.
- 3.3 It is expected that this new Student Trustee will be enrolled in Grade 10 at a YCDSB high school, at the time of the election.

- 3.4 A person is qualified to fulfill the role of a student trustee if they are enrolled in a senior division of a school of the York Catholic District School Board and:
 - 3.4.1 is a “full-time pupil” or
 - 3.4.2 is an exceptional pupil in a special education program for whom the York Catholic District School Board has reduced the length of instructional program on each school day as permitted by subsection 3(3) of Ontario Regulation 298, Operation in Schools, under the Act, so long as the pupil would be a full-time pupil of the program had not been reduced; and
 - 3.4.3 shall, if under the age of 18, provide consent from their parent/guardian.
- 3.5 A student trustee who ceases to be qualified, must resign from the position.
 - 3.5.1 The principal/or designate of the student trustee shall determine if the student trustee is no longer qualified and will apprise the Chair and Vice Chair of the Board of Trustees.
- 3.6 A student trustee will not be qualified to act as student trustee if they are not a full-time pupil of the York Catholic District School Board; is suspended or expelled, and/or is serving a sentence of imprisonment in a penal or correctional institution.
- ~~3.6 A Student trustee must be a Roman Catholic whose residence is designated English Separate Supporter/Elector and be registered and enrolled in religious education courses.~~
- 3.7 The Board shall forward the name of the Student Trustees to the Ministry no later than 30 days after the date of a Student Trustee election or by-election.
- 3.8 The term of office for each Student Trustee shall be two years unless a vacancy or termination occurs.
- 3.9 ~~A~~ Student Trustees ~~s~~ must demonstrate that ~~he/she is~~ **they are** able to complete the duties of ~~Student T~~rustee without jeopardizing ~~his/her~~ **their** academic standing.
- ~~3.10 Student Trustees ~~s~~ must be enrolled in a YCDSB secondary day school program and must have the written recommendation of their school principal. Parental consent will also be required.~~
- 3.10 ~~A~~ Student Trustees ~~s~~ will have the opportunity to attend workshops, courses, conferences, symposiums, committee meetings and community events which relate to the governance of education and the delivery of educational programs and services as reviewed and approved by the Superintendent(s) who oversees Student Trustees in accordance with the *Education Act*, s. 55(7).
- 3.11 ~~A~~ Student Trustees ~~s~~ ~~is~~ **are** expected to regularly attend and participate in both the Public Session and Part A of the In-Camera Session of Board meetings, **pursuant to section 207(2) of the Act**. If the Student Trustee is unable to attend, they are to inform the Secretary of the Board, Administrator to the Director of Education & Trustee Services. A Student Trustee may also ~~be invited to~~ attend other **public** Board Standing Committee meetings. ~~as appropriate.~~
- 3.12 ~~A~~ Student Trustees ~~s~~ will not count towards quorum at Board meetings.
- 3.13 A Student Trustee will ~~present~~ **provide** a report ~~reflecting areas~~ **issues related to the student body, for each Board Meeting on the Wednesday of the week prior to the Board**

meeting, which will be reviewed and approved by the Superintendent(s) who oversees are the liaison to Student Trustees. at each Board Meeting, that reflects areas related to the student body. The Student Trustee's report will reflect the Board mission, vision, and goals and will not put the Board publically at risk.

- 3.14 A Student Trustees ~~is~~ are not entitled to move a motion but ~~is~~ are entitled to suggest a motion. If no Board member moves the motion, the record shall show the suggested motion.
- 3.15 Student Trustee votes do not count towards the approval of a motion. However, a Student Trustees ~~have~~s the right to have ~~his/her~~ their vote recorded in the minutes.
- 3.16 A student trustee is not entitled to be present at a meeting that is closed to the public under clause 207(2)(b) of the Act.
- 3.17 In their functions as a York Catholic Student Trustees, where ~~he/she is~~ they are representatives/ambassadors of the YCDSB, the Student Trustees are expected to conduct ~~him/herself~~ themselves in accordance with the YCDSB [Code of Conduct](#) and all applicable policies, including when engaging in social media, in accordance with the Policy on [Electronic Communications and Social Media](#), to ensure they are always representatives of the student body and the Board.
- 3.18 The term of a Student Trustee may be terminated at any time for violations of the established parameters ~~as outlined in the Trustee Code of Ethics or for egregious unacceptable behaviours outlined in the Safe Schools - Student Discipline, and Code of Conduct Policies.~~ The decision to terminate the Student Trustee(s) is to be made through the consensus of the ~~Board Chair, The Board Vice-Chair~~ the Board of Trustees and the Director of Education.
- 3.19 A vacancy shall be filled through a by-election in accordance with the policy guidelines.
- 3.20 A Student Trustees ~~have~~s the same status as a board member with respect to access to board resources and opportunities for training, ~~in accordance with section 55(7) of the Act. {Education Act, section 55(7)}.~~
- 3.21 Student Trustees have the opportunity to be a member of the OSTA-AECO and to run as a candidate on the Association's Executive.
- 3.22 ~~The Student Trustees are expected is to be involved in opportunities for providing the-~~ faith formation and leadership of YCDSB students through various forums such as, but not limited to, Leadership Links and the Horizons Conference.
- 3.23 ~~The Student Trustees are is to facilitate the communication to the Board of Trustees gathering~~ of input from the York Secondary Catholic Presidents Council (YSCPC).
- 3.24 Prior to the commencement of the school year, the Student Trustees are to provide an introduction video to be broadcast ~~aired~~ at all secondary schools during the first month of school as well as another video at the time of invitation to all grade ten students regarding the opportunity to apply for the position of Student Trustee.
- 3.25 The Board will reimburse the Student Trustee(s) upon submission of receipts, for out-of-pocket expenses related to Board business, so long as such expenditures have received prior authorization.

- 3.26 Student Trustee expenses for professional development, travel, meals, etc. will be submitted to the Director of Education for reimbursement according to the applicable policy and as outlined in the policy guidelines. Services provided for Student Trustees, and expenses which Student Trustees are permitted to incur, must be:
- 3.26.1 Directly related to the role of Student Trustee;
 - 3.26.2 Consistent with statutory requirements and Ministry guidelines;
 - 3.26.3 Congruent with common values and accepted practices; and,
 - 3.26.4 Able to withstand the test of integrity and independent audit.
- 3.27 Student Trustees may, subject to the discretion of the Director of Education, be allocated a cash advance on a case by case basis.
- 3.28 Student Trustees will be reimbursed the minimum basic subsidy (tech allowance) of ~~\$40~~ **\$80** per month to cover internet/cell phone expenses.
- 3.29 The amount of the honorarium referred to in subsection 55(8) of the *Education Act* is:
- 3.29.1 \$2,500.00 per year if the Student Trustee holds office for a complete term of office;
 - 3.29.2 \$2,500.00 per year prorated according to the proportion of a term for which the Student Trustee holds office, if the Student Trustee holds office for less than a complete term of office.
- 3.30 An annual expenditure report for each Student Trustee based on a September 1st to August 31st time period will be completed and filed with the Board. Expenditure reports will be presented in an open public session and posted on the Board website.

4. RESPONSIBILITIES

4.1 Chair of the Board

- 4.1.1 To attend the Student Trustee election meeting.
- 4.1.2 To support Student Trustee involvement in matters at the local, regional and provincial levels.

4.2 Director of Education

- 4.2.1 To attend the Student Trustee election meeting.
- 4.2.2 To oversee compliance with the Student Trustees policy and procedures.

4.3 Superintendent(s) Overseeing Student Trustees

- 4.3.1 To review Student Trustee reports to the Board and any presentations to committees/conferences/workshops/seminars/symposiums **in order that they are in keeping with the Board mission, vision and goals.** ~~and do not put the Board at risk.~~
- 4.3.2 To review and approve attendance at all conferences, workshops, seminars, symposiums and committee meetings occurring during the instructional day in consultation with the Director of Education.
- 4.3.3 **To oversee the Student Trustee election process.**

4.4 Secondary Principal

- 4.4.1 **To communicate to grade ten ~~Roman Catholic~~ students, the opportunity to run as Student Trustee on an annual basis.**
- 4.4.2 **To ensure the criteria for the selection of the school's candidate for Student Trustee is followed in accordance with this Policy.**
- 4.4.3 **To monitor the student trustees' qualifications and apprise the Chair and Vice Chair of the Board of Trustees should any concerns arise during the**

- student's term of office.
- 4.4.4 To oversee biannually the broadcast of Student Trustee(s) videos.

4.5 Chief Financial Officer

- 4.5.1 To ensure that the Student Trustee receives the annual **honorarium**, governed by the *Education Act*.
- 4.5.2 To reimburse the student trustee for miscellaneous, travel, communication and professional development expenses incurred while carrying out their responsibilities as a Student Trustee.
- 4.5.3 To provide an annual report to the Board regarding Student Trustee expenses.

4.6 York Secondary Catholic Presidents Council

- 4.6.1 To facilitate the Student Trustee election process.

4.7 Student Trustee

- 4.7.1 To perform the duties of "Student Trustee" in accordance with **Ontario Regulation 7/07. ~~Ontario Regulation 243/26.~~**
- 4.7.2 To abide by all Board policies and procedures when representing York Catholic District School Board in the role of Student Trustee.

6. CROSS REFERENCE

LEGISLATION

[Education Act](#)

[Ontario Regulation 243/06 Pupil Representation on Boards](#)

[Ontario Regulation 7/07 Student Trustees](#)

YCDSB POLICIES

YCDSB [Policy 105 Trustee Professional Development](#)

YCDSB [Policy 808 Travel, Meals and Expense Reimbursement](#)

YCDSB [Policy 311 Digital Discipleship: Student Use of Technology](#)

YCDSB PROCEDURES

YCDSB [Procedures Travel, Meals and Expense Reimbursement](#)

7. APPENDICES

Appendix 1 Student Trustee Application Form

Appendix 2 Student Trustee Oath

STUDENT TRUSTEES

SECTION B: GUIDELINES

1. Transitional Support

- 1.1 Given the complexity of the role of Student Trustee and the steep learning curve required, ~~the Board and YSCPC support~~ the position title of a “junior” transitional Student Trustee ~~will be assigned to the newly elected Student Trustee~~. This Student Trustee will be elected by ~~the~~ YSCPC during their spring meeting each year prior to April 30th. ~~and must have at least one year of experience as a Student Trustee when they take office the following school year.~~

2. Vacancy

- 2.1 In the event of a vacancy, a by-election shall be held at the next scheduled YSCPC meeting.
- 2.2 The interim Student Trustee shall be elected from among those present at the meeting.
- 2.3 The term for the interim Student Trustee will be for the remainder of the year.

3. Selection of Student Trustee Candidates

- 3.1 Each school is to select one grade ten student to run for Student Trustee.
- 3.2 Students who are interested in running for Student Trustee are to complete the Application Form (Appendix 1) and submit it to the school Principal.
- 3.3 The Principal shall form a committee by inviting the participation of the student Presidents of each Council, as outlined in the Student Government School Constitution. A minimum of three Presidents will form the committee with the Principal. In the event that the committee is unable to reach consensus on the selection of the candidate, the principal shall make the final decision.
- 3.4 The committee is to select the Student Trustee candidate based on responses given on the application form as well as responses given to questions, determined by the committee, that provide information about the candidate related to the Catholic School Graduate Expectations:
- **A discerning believer** formed in the Catholic Faith community who celebrates the signs and sacred mystery of God's presence through word, sacrament, prayer, forgiveness, reflection and moral living.
 - **An effective communicator** who speaks, writes and listens honestly and sensitively, responding critically in light of gospel values.
 - **A reflective, creative and holistic thinker** who solves problems and makes responsible decisions with an informed moral conscience for the common good.
 - **A self-directed, responsible, lifelong learner** who develops and demonstrates their God-given potential.
 - **A collaborative contributor** who finds meaning, dignity and vocation in work which respects the rights of all and contributes to the common good.
 - **A caring family member** who attends to family, school, parish, and the wider community.
 - **A responsible citizen** who gives witness to Catholic social teaching by promoting peace, justice and the sacredness of human life.

4. The Election of the Student Trustee

The election of the Student Trustee shall be undertaken in accordance with the following parameters:

- 4.1 Each secondary school shall only send one candidate to run for the Student Trustee position.
- 4.2 Each candidate will be given a maximum of two minutes to deliver a speech to the general assembly of the YSCPC. Candidates may not use dubbed audio, visuals, or additional technological aids in their presentation.
- 4.3 Candidates are required to include the following sub-topics in their speech:
 - Faith and Catholic Values
 - Diversity, Equity, and Inclusion
 - Student Achievement
 - Student Well-Being
- 4.4 Candidates shall present one at a time. Only one candidate shall be in the same room as the general assembly of the YSCPC.
- 4.5 Timing shall be displayed to the candidates during their performances, either through a clock display or hand or verbal signal indicating 30 and then 10 seconds remaining.
- 4.6 Candidates who have not yet presented will be in a separate room under the supervision of the senior Student Trustee. Candidates will await their individual retrievals by the YSCPC supervisors.
- 4.7 Candidates who have already presented will wait outside the presentation room and will not be allowed back in until all speeches are delivered. Deliberation between candidates who have presented and those who have not yet presented is prohibited.
- 4.8 Candidates are to be prepared to answer questions from a panel after delivering their two minute speech.
- 4.9 Voting ballots are collected once all candidates have presented. One vote is given to each attending school, regardless of their number of attendees. Schools may not vote for their own school's candidate.
- 4.10 Ballots are tallied by the YSCPC supervisors. The winner is to be announced and the election concluded.
- 4.11 In the case of a tie between candidates, new ballots are distributed to each school and a vote is conducted only between the candidates who have tied. Ballots are collected and tallied by the YSCPC supervisors. The winner is announced and the election is concluded. If a tie occurs a second time, the winner shall be determined by way of a draw.



York Catholic District School Board [School Year] Student Trustee Application

The following application is to ensure that all applicants are serious and committed to fulfilling the role of student trustee for a two-year term.

What is ~~a Catholic~~ the role of Student Trustee?

- ~~Catholic~~ Student Trustees sit at the Board table during regular meetings and voice opinions on behalf of students in the York Catholic District School Board
- They are required to maintain an active voice amongst students and one way is through their involvement as Executive Members of the York Secondary Catholic Presidents' Council (YSCPC)
- They are expected to be in constant communication with all students in order to better represent their voices at the Board table
-

Who is eligible?

- The York Catholic Student Trustee's role **entails a two-year term** [enter dates] to ensure a one-year mentoring program and in the second year, mentoring of the incoming delegate
- **The student applying must be Roman Catholic, presently be in Grade 10, or the second year of secondary school, at a YCDSB secondary school, and must remain a full-time student for the next two years.**
- ~~In accordance with Policy 107, section 3.5, the student applying "must be a Roman Catholic whose residence is designated English—Separate Supporter/Elector and be registered and enrolled in religious education courses." To determine your status, visit mpac.ca.~~
- The applicant must be energetic, articulate, eager to make change, ~~and~~ committed to the role as a leader, ~~and exemplify pursuit of the Catholic Graduate Expectations.~~

What time commitment is required?

- As a student representative, Student Trustees will have numerous opportunities to make changes for all students, therefore the more responsibilities taken on, the more time needed.
- Student Trustees will attend YSCPC meetings which are held once every month, Board meetings which are every three weeks, and the Ontario Student Trustees' Association three over-night conferences

Please note the following:

- ~~candidates can nominate themselves and be endorsed by a Principal, or be nominated by a Principal~~
- School Administration will select **one candidate** to represent each school by following the selection process set out in the Student Trustee Policy Guidelines.
- Selected candidates should have a two-minute speech ~~pre-recorded~~ **prepared** and be ~~prepared~~ **ready** to answer questions from a panel on [enter date and time]. **Details will be shared with all nominees closer to the election date.**

Please note that previous experience with Student Leadership responsibilities within your school and/or with YSCPC is valuable in this role.

Please complete the following form and submit a digital copy to your Principal ~~along with a copy of your Baptismal certificate at:~~

(principalfirstname.principalsurname@ycdsb.ca) by [enter date]. Applicants, please send your nomination application using your personal email address. (You may attach typed responses.)



York Catholic District School Board

[School Year] Student Trustee Application Form

Due Date – [enter central date] to School Principal

**SCHOOL PRINCIPAL: PLEASE EMAIL CHOSEN CANDIDATE'S FORM TO
the school superintendent by [enter date].**
Please note, ONLY ONE CANDIDATE is to be submitted per school.

Name: _____ School: _____

Grade: 10 Student Phone Number: _____

How did you find out about this position?

List any councils, clubs and/or activities you are a part of in your school and in your community:

Outline some of your most valued accomplishments:

Please indicate why you feel you are a good candidate to be Catholic Student Trustee:

I, _____, promise that the above information is in fact true and accurate. I have read the attached Catholic Student Trustee Guidelines and Board Policy and confirm that I meet all of the eligibility criteria.

Applicant's Signature

Parent/Guardian Signature

Principal's Signature

Date

Date

Date



York Catholic District School Board Student Trustee Oath

"I, [student trustee name], having been selected by my peers to represent the students in this Board, ~~do solemnly swear that I will respect the rules of protocol and conduct of this Board, will represent students to the best of my ability, will present the best interests of students for the benefit of the Board and will serve as an advocate and representative of the York Catholic District School Board~~ promise to provide Catholic leadership each day, in all that I do and say. I pledge to work with others and represent all students to the best of my ability. I will serve as an advocate and representative of the York Catholic District School Board. ~~and lead in the light of Jesus Christ."~~



YORK CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY

<i>Policy Section</i>	Governance / Board
<i>Policy Number</i>	111
<i>Former Policy Number</i>	807
<i>Total Pages</i>	6
<i>Original Approved Date</i>	March 22, 1991
<i>Subsequent Approval Dates</i>	September 27, 1994, February 28, 1995, September 26, 2000, December 16, 2023, April 12, 2005, November 22, 2005, May 8, 2007, November 18, 2008, December 1, 2009, March 9, 2010, February 7, 2012, September 25, 2018

TRUSTEE SERVICES AND EXPENDITURES

SECTION A

1. PURPOSE

Trustees of the York Catholic District School Board share a proud history of dedicated commitment to Catholic education and to the students and communities they are elected to serve. As stewards responsible for local governance of our publicly-funded school system, trustees are expected to carry out their role with the utmost integrity and ethical conduct.

The purpose of this policy is to clarify the parameters and guidelines under which trustees will receive those supports, equipment, services and reimbursements that will enable them to communicate with constituents regarding board affairs and educational matters, to participate in various activities by virtue of their office, and to fulfill their corporate and constituency responsibilities.

2. OBJECTIVE

It is the policy of the York Catholic District School Board that trustees, in their role of stewards and guardians of Catholic Education, shall be provided with resources, supports and reimbursements to fulfill their obligations, as allowed through the Education Act and the parameters and guidelines of the Ministry of Education and this policy.

3. PARAMETRES

- 3.1 Services provided for Trustees, and expenses which Trustees are permitted to incur, must be:
 - 3.1.1 Directly related to the role of Trustee;
 - 3.1.2 Consistent with statutory requirements and Ministry guidelines;
 - 3.1.3 Congruent with common values and accepted practices; and,
 - 3.1.4 Able to withstand the test of integrity and independent audit.

- 3.2 Payment of expenditures shall be provided to the appropriate recipient subject to Board guidelines for reimbursement.
- 3.3 Expenditure limits may not be exceeded.
- 3.4 Alcohol cannot be claimed or expensed and should not appear on receipts presented for reimbursement.
- 3.5 Neither P-cards nor cash advances will be issued to Trustees.
- 3.6 Non-Discretionary expenditures will be charged to the general Board expenses.
- 3.7 An annual Trustee Discretionary Budget of \$5,000 per Trustee shall be allocated to reimburse all discretionary expenses as identified in this policy.
- 3.8 Other ~~eligible~~ professional development activities as defined in **section B 1.2 of Policy 105, Trustee Professional Development, section 2**, will also be charged to the Trustee's Discretionary Allowance.
- 3.9 Any part of the board budget for Trustee expenses that remains at each November 14th, will be returned to the general board budget.
- 3.10 Staff and Trustees are entitled to equitable treatment with respect to expenditures.
- 3.11 Trustee expense for travel/meals will be reimbursed according to the Travel, Meals and Expense Reimbursement Policy.
- 3.12 A Trustee may, on occasion, wish to support a school initiative through the Trustee's Discretionary Allowance. Examples of approved initiatives include, but are not limited to, school resources, athletic equipment, field trips/excursions, refreshments/tokens of appreciation for school celebrations/events such as graduations or blessings, religious statues. The support from a Trustee can be for supplementary material, equipment or services not funded through the allocated budget of a school. Reimbursements are not to be for items that are considered core curriculum as outlined in Policy 312A Texts, School Supplies and Supplementary Student Fees – Elementary and 312B Texts, School Supplies and Supplementary Student Fees – Secondary.
- 3.13 Trustee expenses fall under the Broader Public Sector Accountability Act, 2010 (BPSAA) and must meet the Expenses and Procurement standards detailed therein.

4. RESPONSIBILITIES

- 4.1 Director of Education
 - 4.1.1 To monitor the implementation of **this the Trustees Services and Expenditures** policy.
 - 4.1.2 To approve all expense claims, with the exception of the Chair and Vice Chair of the Board.
- 4.2 Chief Financial Officer and Treasurer of the Board
 - 4.2.1 To approve expense claims for the Chair and Vice Chair.

4.3 Executive Committee

- 4.3.1 To deal with any inequity resulting from the policy.
- 4.3.2 To bring to the Board any matter relative to this policy which, in the opinion of the Committee, requires a Board decision.

4.4 Trustees

- 4.4.1 Obtaining approval for appropriate expenses from the Director of Education and/or Chief Financial Officer, as outlined in the policy.
- 4.4.2 Ensuring that all expenses submitted are necessary, reasonable, and are in compliance with the Board's policy and all other relevant policies, procedures, guidelines and legislation.

5. CROSS REFERENCES

Legislation

[Education Act Ontario, s. 191](#)

[Broader Public Sector Accountability Act, 2010](#)

YCDSB Policy

[Policy 105 Trustee Professional Development](#)

[Policy 312A Texts, School Supplies & Supplementary Student Fees - Elementary](#)

[Policy 312B Texts, School Supplies & Supplementary Student Fees - Secondary](#)

[Policy 801 Use of Board Funds for Recognition/Acknowledgement Purposes](#)

[Policy 802 Purchase, Lease and Rental of Products and Services](#)

[Policy 808 Travel, Meals and Expense Reimbursement](#)

YCDSB Procedure

[YCDSB Procedure Purchasing Reference Guide](#)

[YCDSB Procedure Travel, Meals and Expense Reimbursement](#)

TRUSTEE SERVICES AND EXPENDITURES

SECTION B

GUIDELINES

In order for Trustees to conduct their function/role, expenses incurred in carrying out their responsibilities as a Trustee are an expense of the Board. Trustee expenditures must align with all Board Policies and Procedures. Procedures have been developed to assist with transparency and accountability for all transactions.

1. Administration

The Executive Committee of the Board shall have the authority to address matters related to the policy as may be brought forward by any Trustee and bring such matters to the attention of the Board if deemed appropriate.

- 1.1 The Director certifies that individual Trustee expense claims meet the requirements of Board policy and approves payment of the claim or refers the expense claim to Executive Committee.
- 1.2 The Chief Financial Officer and Treasurer of the Board but excluding the Director, certifies that the Chair and Vice Chair of the Board's expense claims meet the requirements of board policy and recommends that the Director approve payment of the claim.
- 1.3 Should there be a dispute about the eligibility of any expense, e.g., if deemed as inappropriate or unreasonable, the policy refers the dispute to Executive Committee. If not resolved the Trustee has the option of taking the dispute to a public session of the board.

2. Reporting

- 2.1 An annual expenditures report for each Trustee, ~~based on a November 15–November 14 time period~~, in line with the Trustees' term of office, will be completed and filed with the Board. Expenditure reports ~~with detailed relevant expense categories~~ will be presented in open public session no later than the first Regular Board meeting in February of each year and subsequently posted on the Board website. ~~Expenses will be categorized as listed:~~

- ~~i) Cell~~
- ~~ii) Internet~~ ~~iii) Phone~~ ~~iv) Mileage~~
- ~~v) Mandatory Conferences~~
- ~~vi) Non-mandatory conferences~~
- ~~vii) Out-of-Country Conferences~~
- ~~viii) Discretionary~~
- ~~ix) Subsidy~~
- ~~x) Community Relations~~
- ~~xi) Printing~~
- ~~xii) Meeting Expenses~~
- ~~xiii) Trustee Supported Award~~
- ~~xiv) Other~~

3. Budget/Expense Claims

- 3.1 Expense claims will be processed on a monthly basis and in accordance with good business practices as defined in Board procedures.

- 3.2 All Trustee expenditures will be reported in accordance with section 2 of these guidelines. expense claims shall reflect only direct business-related expenses that are linked to the role of a Trustee and their duties.
- 3.4 All expenses will adhere to Canada Revenue Agency requirements with regard to expense reimbursements.

4. Community-Based and Work/Office Related Activities

- 4.1 Eligible functions/activities/locations that a trustee may choose to attend by virtue of their office include but are not limited to:
 - i) Board schools;
 - ii) Off-site school events i.e. sports/arts;
 - iii) School Council meetings and activities/events;
 - iv) Local school fund-raising activities;
 - v) Local school socials;
 - vi) Work related activities organized by trustees, the Board or administration;
 - vii) Archdiocesan functions;
 - viii) Parish-organized functions;
 - ix) Community-organized functions, if attending as a YCDSB representative;
 - x) School/community public relations functions;
 - xi) Staff retirements;
 - xii) OCSTA/CCSTA Conferences, meetings and special events;
 - xiii) Other professional development activities as outline in Policy 105 Trustee Professional Development.

5. Equipment/Support Services

The following equipment and support services will be provided to all Trustees:

5.1 Consumables/Supplies

Trustees may purchase through Trustee Discretionary Allowance the following consumables/supplies, including but not limited to: ink cartridges, paper, writing utensils, envelopes, labels, binders, file folders, poster board, calendars, wrapping paper, cards, computer supplies (surge protectors, USB cords, adaptors, mouse, cables, router).

If possible, the above items will be accessed through the board's procurement process, via the Director's office.

5.2 Furniture, Office Equipment, Computer and Telecommunication Devices

- 5.2.1 A maximum of \$500 per four (4) Year Term may be used to cover the combined cost of the following furniture and equipment: printer, desk, chair, filing cabinet, shredder, computer cart and telecommunication devices, such as phones, tablets.
- 5.2.2 No reimbursement for furniture and office equipment will be allowed during the last 6 months of a trustee's term.
- 5.2.3 Furniture, equipment and telecommunication devices purchased will be deemed to have no market value and may be kept by the trustee at the end of his/her term.
- 5.2.4 The Board will provide a trustee with either a laptop or desktop computer at the beginning of the trustee's 4-Year Term of Office;

In October/November of the year a trustee term ends, trustees will be given the option of returning their computer or purchasing it from personal funds at “fair market value” as determined by the Board;

5.2.5 Regular ongoing maintenance and Board supported software will be available throughout the term of office.

~~5.2.6 Trustees will be reimbursed for:~~

- ~~i) Telecommunications support services up to a combined maximum of \$ 200 per month with supporting/detailed documentation;~~
- ~~ii) One-time installation costs for above services required for communication purposes during the trustee’s term of office.~~
- ~~ii) If a Trustee exceeds the telecommunication allowance in a given month, the excess can be charged to the Trustee discretionary allowance.~~
- ~~iv) Trustees are required to submit a detailed invoice for each area of telecommunication at the beginning of each Trustee year, (November 15). The detailed invoice submitted will be used for consecutive monthly reimbursements. If the rates change, within the Trustee year (November 15- November 14), a copy of the updated invoice must be attached to the Admin 3 Form for Trustee Reimbursement.~~
- ~~v) In the event of a Board audit on trustee telecommunication, the Trustee will be required to provide supporting documentation to satisfy the Audit. Original invoices must be retained for seven (7) years (current year plus six previous years).~~

5.2.6 Trustees will be paid a non-taxable allowance of \$200 for cell phone and internet services required for communication purposes during the trustee’s term of office.

5.3 Secretarial Support

Reasonable secretarial support will be provided where necessary.

5.4 Subscriptions

Two newspaper subscriptions are an allowable expense to be charged to the Trustee’s Discretionary Allowance.

6. Travel

6.1 Reimbursements for travel will be as defined in Policy 808 *Travel, Meals and Expenses Reimbursement*.

- i) Trustee’s primary work location (PWL) is the Trustee residence.
- ii) Trustee travel is to be claimed through the Board approved travel tool, TRIP, unless exceptions have been granted.
- iii) Cost of 407 ETR are not to be considered an eligible expense unless previously approved



YORK CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY	
Policy Section	Governance/Board
Policy Number	114
Former Policy Number	
Total Pages	2
Original Approved Date	October 12, 2010
Subsequent Approval Dates	February 25, 2014 January 29, 2019

TRUSTEE HONORARIUM

SECTION A

1. PURPOSE

The *Education Act* and related Regulation(s) permit a Board to pay each of its members an honorarium. The purpose of this policy is to identify the governing regulation for honoraria paid to Trustees of the York Catholic District School Board and the process by which the amounts are determined.

2. ~~POLICY STATEMENT~~ OBJECTIVE

It is the policy of the York Catholic District School Board to pay an honorarium to Trustees in accordance with the provisions of the *Education Act* and associated Regulation(s).

3. PARAMETRES

- 3.1 ~~Ontario Regulation 357/06 – Honoraria for Board Members will provide direction when determining trustee honorarium for trustees, other than student trustees. Ontario Regulation 7/07 – Student Trustees will provide direction when determining student trustee honorarium.~~
- 3.1 The honorarium policy will be established on or before October 15 of the calendar year in which the term of office begins.
- 3.2 In accordance with section 2(4) of the Ontario Regulation 357/06, *Honoraria for Board Members*, beginning in 2022, a year of a member's term of office begins on November 15 and ends on the following November 14.
- 3.3 Trustees of the Board will be paid a Trustee honorarium for each term, including a base and enrollment amount, in accordance with the Ontario Regulation 357/06.
- 3.3 ~~The annual honorarium for trustees, other than a student trustee, for the Term, shall be comprised of:~~
 - a) ~~Base amounts; and~~
 - b) ~~Enrolment amounts~~~~The Attendance Amount and the Distance Amount will not apply.~~

~~3.3.1 The honorarium amounts for the Chair, the Vice-Chair and other Trustees will be calculated annually based on the components identified and as permitted by Regulation 357/06.~~

3.4 The Attendance amount and the Distance Amount will not apply to the annual Honorarium for Trustees.

3.5 The honorarium amounts for the Chair, the Vice-Chair and other Trustees will be calculated annually based on the components identified and as permitted by Regulation 357/06.

~~3.5 Student Trustees shall receive an honorarium in accordance with Ontario Regulation 7/07.~~

3.6 Student Trustees receive a base amount in accordance with section 9 of the *Ontario Regulation 7/07, Student Trustees*.

3.7 The honorarium amounts prescribed above may be modified subject to Ministry Acts and Regulations.

4. RESPONSIBILITIES

4.1 Ministry of Education

4.1.1 To make regulations with respect to honoraria paid to Trustees.

4.2 Board of Trustees

4.2.1 To comply with expectations of the *Education Act* and related Regulation(s) with respect to the Trustee Honorarium policy.

4.3 Chief Financial Officer & Treasurer of the Board

4.3.1 To prepare and present for approval a report to Board for the Trustee honorarium prior to ~~October~~ **November** 15 of the calendar year in which the term of office begins.

5. DEFINITIONS

5.1 TERM

Term refers to the annual establishment and calculation of honorarium for Trustees.

56. CROSS REFERENCES

Legislation

[*Education Act* s. 191](#)

[*Regulation 357/06, Honoraria for Board Members*](#)

[*Regulation 7/07, Student Trustees*](#)

YCDSB Policy

[*Policy 111 Trustee Services and Expenditures*](#)

[*YCDSB By-Law No.1 Operational By-Law*](#)



YORK CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY	
<i>Policy Section</i>	Program/Curriculum
<i>Policy Number</i>	304A
<i>Former Policy Number</i>	503
<i>Total Pages</i>	6
<i>Original Approved Date</i>	May 5, 2009
<i>Subsequent Approval Dates</i>	December 15, 2015

RESEARCH

SECTION A

1. PURPOSE

The York Catholic District School Board supports the use of research and innovation to enhance learning, decision-making and instructional practice in support of the Board's Mission, Vision and Strategic Commitments **and the Multi-Year Strategic Plan.**

The purpose of this policy is to provide parameters and guidelines for facilitating requests to conduct research that are outside of the realm of Board mandate and, to ensure adherence to provincial legislation, federal guidelines, and Ministry directives.

2. POLICY STATEMENT **OBJECTIVE**

It is the policy of the York Catholic District School Board to permit internal and external individuals or agencies to conduct research **subject to approved parameters and procedures** that will **uphold the Board's commitment to human rights and equity, and** benefit student achievement and well-being. ~~subject to approved parameters and procedures.~~

3. PARAMETERS

- 3.1 All individuals who are interested in conducting research within the York Catholic District School Board shall agree to abide by this policy and procedures.
- 3.2 Research conducted within the York Catholic District School Board shall ensure respect for the Catholic faith and human dignity, conform to ~~accepted~~ **professional** standards for research and ethical practices, comply with legislation governing **the Municipal** Freedom of Information and Protection of Privacy **Act and its Regulations.** ~~and Canada's Anti-Spam Legislation (CASL).~~
- 3.3 Requests to conduct research shall receive prior approval before inviting participation.
 - 3.3.1 Internal research requests shall be approved by the Principal.
 - 3.3.2 External research requests shall be approved by the Research Advisory Committee.
- 3.4 Participation by individual schools, staff, parents/guardians, and students in research projects shall be voluntary.

- 3.5 All individuals invited to participate in research shall be fully informed of the objectives, procedures, foreseeable risks, and potential benefits.
- 3.6 Privacy, anonymity and confidentiality of data/information identifying respondents, participants and/or schools shall be strictly maintained to the full extent provided by law unless a participant or a parent of a student under 18 years of age grants express permission.
- 3.7 **Consistent with the Education Act**, a Vulnerable Sector Screening – Police Reference Check or an **Enhanced Police Information Check (E-PIC) executed within the preceding six months** is required prior to commencement if any researcher has direct contact with student(s).
- 3.8 Researchers shall ensure that they are never alone with any student(s) and shall be supervised by a Board employee.
- 3.9 Written parental permission is required for any research involving students under 18 years of age. **Where appropriate, the researcher must obtain both parental consent and student assent.**
- 3.10 Researchers shall indicate in their application the intended use(s) of results, including any resources or products that may be created as a result of the project. It is understood that:
 - 3.10.1 Not-for-profit resources or products shall be made available to the York Catholic District School Board, at no cost, for internal use only; and,
 - 3.10.2 For-profit resources or products become the joint property of the researcher and the York Catholic District School Board unless otherwise agreed to by the Director of Education.
- 3.11 Quality assurance studies, performance reviews or testing ~~that is~~ within the realm of Ministry/Board mandate and normal educational requirements shall not be subject to this Board review process.

4. RESPONSIBILITIES

4.1 Director of Education

- 4.1.1. To oversee compliance with the Research Policy and Procedures.

4.2 Research Advisory Committee

- 4.2.1 To review all requests for Board and non-board-initiated research projects to be conducted in the York Catholic District School Board with respect to:
 - 4.2.1.1 The tenets of the Catholic faith;
 - 4.2.1.2 Their relevance to the educational objectives, priorities and research needs of the Board;
 - 4.2.1.3 Ethical considerations and protection of privacy and information;
 - 4.2.1.4 The impact on individual school(s) and the system; and,
 - 4.2.1.5 The effect on instructional time and the extent of involvement required from staff and students.
- 4.2.2 To approve or deny requests to conduct research in school(s)/Board.

- 4.2.3 To inform Supervisory Officers and Principal(s) of approved research requests.
- 4.2.4 To protect schools, students and staff from research that may have an adverse effect on their rights and well-being.
- 4.2.5 To serve as a liaison between schools and researchers.
- 4.2.6 To adjudicate issues that may arise from an approved research request.

4.3 Superintendents of Education

- 4.3.1 To provide Principals with guidance and recommendations for school participation in research, as required.

4.4 Principals

- 4.4.1 To ensure adherence to the Board Research policy, parameters and procedures.
- 4.4.2 To determine their schools' involvement and participation in research approved and recommended by the Research Advisory Committee.
- 4.4.3 To review, approve and/or deny internal research requests at their school received from staff, students or the Catholic School Council.

4.5 Researchers

- 4.5.1 To ensure that the research complies with all aspects of the Board Research policy, parameters, and procedures.
- 4.5.2 To submit requests to conduct external research in the Board to the Research Advisory Committee and to the Principal for internal research requests.
- 4.5.3 To inform and communicate details of the research and obtain necessary permissions prior to commencement.
- 4.5.4 To **fully** cooperate ~~to the fullest extent~~ with Principal(s) and/or Board central staff throughout the process.
- 4.5.5 To adhere ~~perform~~ at all times with the highest level of ethical and professional standards **of research**.

5. DEFINITIONS

5.1 Anonymity

All information gathered does not contain identifying or personal information of participants.

5.2 Confidentiality

As per professional standards of research practice and ethics it is the responsibility of the researcher(s) to ensure that all information gathered is secured and remains undisclosed.

5.13 External Research

Refers to research that is conducted to benefit students and the field of education by:

- 5.3.1 an **external** institution **or organization**;
- 5.3.2 a community agency;
- 5.3.3 an external individual;
- 5.3.4 a Board employee collaborating with a non-Board agency or educational institution; or,
- 5.3.5 a Board employee conducting research outside of ~~his or her~~ **their** area of responsibility.
- 5.3.6 A request for system information already published or available through a **Freedom of Information (FOI) requests** are not external research.

5.4 Informed Consent

Potential participants are informed about the details of the project, the research process, as well as their rights, and voluntarily agree to become a participant in the project.

5.25 Internal Research

Refers to a staff, school or classroom project that is ~~to be~~ carried out by a Board employee, Catholic School Council, student group or Board partner that meets specific staff, classroom, school and/or Board needs. Internal research excludes School Surveys that are administered by members of a school community to meet **the** specific needs of the school under Policy and Procedures 304 B – Internal School Surveys.

5.36 Research

Refers to an investigation undertaken to increase knowledge and understanding through the gathering of data and information ~~in order~~ to develop new materials, products and/or processes.

5.47 Research Advisory Committee

A committee established under the direction and oversight of the Superintendent of **Education**: Curriculum and Assessment consisting of the following individuals:

- 5.7.1 Superintendent of **Education**: Curriculum and Assessment, or designate;
- 5.7.2 Superintendent of Education: Exceptional Learners, or designate;
- 5.7.3 Superintendent of Education: School Leadership, **or designate**;
- 5.7.4 York Catholic Elementary Principals'/Vice Principals' Association (1 Representative);
- 5.7.5 York Catholic Secondary Principals'/Vice Principals' Association (1 Representative);
- 5.7.6 Ontario English Catholic Teachers' Association (OECTA) York Unit (2 Representatives);
- 5.7.7 York Catholic District School Board Research Officer;
- 5.7.8 Ad Hoc member(s) as required, for the purpose of reviewing a project that requires specific expertise not available among the Research Advisory Committee's regular members.

6. CROSS REFERENCES

Legislation

[Anti-Racism Act, 2017](#)

[Canada's Anti-Spam Legislation \(CASL\)](#)

[Data Standards for the Identification and Monitoring of Systemic Racism](#)

[Education Act](#)

[Municipal Freedom of Information and Protection of Privacy Act](#)

[Ontario Human Rights Code](#)

[O. Reg. 521/01 Collection of Personal Information Education Act](#)

[Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans — TCPS 2 \(2022\)](#)

Policy

[YCDSB Policy 304B Internal School Surveys](#)

Related Forms

Admin 51 Internal Research Approval Form
Admin 52 External Research Application Form
Admin 53 External Research Approval Form
Admin 55 Use of Personal Information for Research Purposes Form

POLICY TITLE: RESEARCH

SECTION B: GUIDELINES & PROCEDURES FOR RESEARCH

The Board's procedures, an addendum to this policy, apply to internal and external individuals or agencies wishing to conduct research involving schools, students, staff or parents in the York Catholic District School Board. Individuals ~~who are~~ interested in conducting research within the York Catholic District School Board should contact the Board's [Research Officer](#) for additional information.

The procedures to this policy outline pertinent information related to the following components of the research application process:

1. Criteria for Submitting a Request to Conduct Research

- 1.1 Internal Research Requests
- 1.2 External Research Requests

2. Criteria for Approval of Research

- 2.1 Benefits for Student Achievement, **Equity** and Well-Being
- 2.2 Moral, Ethical and Religious Guidelines
- 2.3 Legal Issues and Ethical Guidelines – Protection of Individuals and Schools
- 2.4 Feedback and Communication

3. Research Advisory Committee

- 3.1 Prioritization of Research Requests
- 3.2 Approval Process

4. Research Application Process Overview

5. Research Application and Approval Forms

- 5.1 Internal Research Approval Form (Admin 51)
- 5.2 External Research Application Form (Admin 52)
- 5.3 External Approval Form (Admin 53)
- 5.4 **Use of Personal Information for Research Purposes Form (Admin 55)**



YORK CATHOLIC DISTRICT SCHOOL BOARD

PROCEDURE: RESEARCH

Addendum to Policy 304 A: Research

Effective: December 2015

POLICY TITLE: RESEARCH

PROCEDURES FOR SUBMISSION AND CRITERIA FOR APPROVAL OF RESEARCH PURPOSE

These procedures apply to internal and external individuals and/or agencies wishing to conduct research involving schools, students, staff or parents in the York Catholic District School Board. Individuals who are interested in submitting a research proposal or conducting research within the York Catholic District School Board should contact the [Research Officer](#) for additional information.

Further guidance on the collection of voluntary student demographic data is provided to schools in the York Catholic District School Board through Board Communications.

An overview of the Board's research application process is outlined in Appendix "A" on [pages 5 and 6](#) of this document.

1. CRITERIA FOR SUBMITTING A REQUEST TO CONDUCT RESEARCH

1.1 Internal Research Requests

- 1.1.1 Staff, School Councils and Student Councils wishing to conduct a Research Project related to school, board or Ministry initiatives in the school and/or Board shall complete the Internal Research Approval Form (Appendix B, Admin 51) and receive prior written approval from the Principal before commencing.
- 1.1.2 Staff, School Councils and Student Councils wishing to conduct a School Survey shall comply with Policy and Procedures 304 B – Internal School Surveys, complete the School Survey Approval Form (Procedures 304 B – Internal School Surveys, Appendix B, Admin 54) and receive prior written approval from the Principal before commencing.
- 1.1.3 Student coursework or class projects involving a research component do not require the completion of a Research Approval Form; however, they are expected to be reviewed **and approved** by a ~~School Administrator~~ **Principal or designate** and receive approval from the Principal in advance of starting the research.
- 1.1.4 Principals shall approve or deny internal research requests to be conducted in a school.
- 1.1.5 The person who approves the research project is responsible for supervising the internal researcher in the Board or school(s) throughout the process.
- 1.1.6 Internal researchers shall submit a written summary of the findings to the Principal(s) of participating school(s).

1.2 External Research Requests

- 1.2.1 All research requests shall be forwarded to the [Research Officer](#) for review by the York Catholic District School Board Research Advisory Committee (refer to Section 3).
- 1.2.2 All external investigators wishing to conduct research in the Board shall complete the External Research Application and Approval Forms (Appendix B, Admin 52 & 53) and receive written approval from the Research Advisory Committee prior to requesting the permission of the Principal(s).
- 1.2.3 While all external proposals shall be considered, those from undergraduates

- and college students shall be assessed as a low priority.
- 1.2.4 Market research requests shall be considered only if there is direct educational application or relevance to the Board's Strategic Commitments and/or the Board Plan to Improve Student Achievement and Well-Being. The Board may, at its discretion, impose a monetary fee for market research requests.

2. CRITERIA FOR APPROVAL OF RESEARCH

2.1 Benefits for Student Achievement and Well-Being

- 2.1.1 The research shall be worthwhile and have a high degree of educational relevance.
- 2.1.2 Priority shall be given to research that supports improvements in student engagement, achievement and well-being and/or inform the decision-making process.
- 2.1.3 The research should demonstrate direct benefits to the school/Board including the provision of feedback, learning opportunities, materials and/or summary data.
- 2.1.4 The research process should be a meaningful experience for participants considering the effect on instructional time and the extent of involvement required from staff and students.

2.2 Moral, Ethical and Religious Guidelines

- 2.2.1 Respect for the equity of all individuals and groups shall be ensured in all research activities. Materials or scripts shall not reinforce religious, racist, sexist, homophobic or other stereotypes.
- 2.2.2 Care shall be taken to avoid contentious or personal topics that may be considered by students, staff and parents may consider to be an invasion of privacy.
- 2.2.3 An appropriate protocol for responding to sensitive issues that may arise during the research shall be outlined in the original application.
- 2.2.4 The researcher shall agree to disclose all features of the research that might influence an individual's willingness to participate.

2.3 Legal Issues and Ethical Guidelines – Protection of Individuals and Schools

- 2.3.1 Researchers are responsible for respecting the safety, dignity and welfare of all participants and meeting all ethical requirements for research as defined by the *Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans*.
- 2.3.2 Confidentiality of participating students, staff and parents shall be assured. Conditions outlined in the *Education Act* and the *Municipal Freedom of Information and Protection of Privacy Act* regarding the access and privacy provision of personal information shall be adhered to. Personal information shall only be obtained for the specific purposes for which it is gathered as authorized in both Acts. Completion of the Use of Personal Information for Research Purposes (Form 55) is required from individuals or organizations requesting access to personal or identifying information.
- 2.3.3 Participants shall be informed as to who will have access to the information, how the information will be used, where it will be stored, and whom to contact for additional information about the data collected.
- 2.3.4 Appropriate safeguards shall be implemented to ensure the complete anonymity of individuals and schools. Research investigators, under any

- circumstances, shall not identify individuals, schools or the Board in any presentation of results without prior written permission from the Director of Education.
- 2.3.5 Researchers shall respect the freedom of an individual to decline to participate in the research or to discontinue participation at any stage of the process.
 - 2.3.6 Approval shall not be granted for research that require students to report any of the following:
 - 2.3.6.1 Illegal activities without Parents/Guardians being informed of the specific questions that will be asked;
 - 2.3.6.2 Life-threatening behaviour or level of depression without detailing to students and their Parents/Guardians the specific supports that are available for those students who self-identify;
 - 2.3.6.3 Behaviour of others; and,
 - 2.3.6.4 Information on the student's background (e.g., ethnic or racial identifiers) without a relevant link to the research.
 - 2.3.7 All participants shall be clearly, fairly and fully informed of the research objectives, procedures, foreseeable risks, and potential benefits.
 - 2.3.8 A Vulnerable Sector Screening - Police **Reference Check or an Enhanced Police Information Check (E-PIC)** executed within the preceding six months is required, prior to the commencement of the research, if the researcher shall have direct contact with any student.
 - 2.3.9 Principals shall ensure that a Board/School employee supervises individual(s) conducting research in the school and that they are never alone with any student(s).

2.4 Feedback and Communication

- 2.4.1 Researchers shall ensure that they comply with and obtain express consent. ~~under Canada's Anti-Spam Legislation (CASL).~~
- 2.4.2 External researchers shall provide feedback to participating schools through workshops, written materials or other means. Internal researchers are not required to give full reports to participants, school staff or parents however, they shall provide a brief written summary to the Principal(s).
- 2.4.3 Research reports shall contain aggregate data only. Researchers shall not reveal individual data to participants, school staff or parents.
- 2.4.4 Researchers shall continue to ensure that the anonymity of students, teachers and schools is preserved in subsequent publications or forums of any kind.
- 2.4.5 Researchers shall arrange for debriefing of participants, as appropriate, and the sharing of findings with participating school(s).
- 2.4.6 Researchers shall ensure that any media release referencing York Catholic District School Board data receive prior approval from and be released jointly with the Board's Communications Department.




3. Research Advisory Committee of the York Catholic District School Board

3.1 Prioritization of Research Requests

- 3.1.1 Requests for research shall be presented and reviewed at regular **in-person or virtual** Research Advisory Committee meetings or by email.
- 3.1.2 The Research Advisory Committee shall approve requests not more than three (3) times throughout the school year during the months of September, January and April.
- 3.1.3 Proposals that receive conditional approval may receive final disposition from the Research Advisory Committee outside of the regularly scheduled meeting dates.
- 3.1.4 Priority status shall be assigned to projects that are consistent with system initiatives.
- 3.1.5 Ministry mandates and newly funded initiatives may require revisions to the timelines of some research projects that were previously approved.

3.2 Approval Process

- 3.2.1 Completed information packages shall be provided to members of the Research Advisory Committee for review.
- 3.2.2 The Research Officer shall inform researchers in writing regarding the disposition of their proposal (i.e., permission granted, conditional approval or request denied).
- 3.2.3 With the permission of the appropriate Supervisory Officer, Principal(s) of the involved school(s) shall be invited to participate in the approved research project or survey. A copy of the completed Research Approval Form (Admin 53) shall be forwarded to the Principal(s) for final approval and signature.
- 3.2.4 Upon Principal agreement, the researcher shall be given approval to contact the school ~~in order~~ to make the necessary arrangements to commence the research.

RESEARCH APPLICATION PROCESS OVERVIEW			
	MINISTRY/BOARD/BOARD PARTNERS	EXTERNAL REQUESTS	INTERNAL REQUESTS
Request Originator 	a) Ministry Agencies (federal or provincial) b) Board c) Board Partner	a) Institutionally funded project or survey b) Externally funded research project or survey c) Research request from: i) a non-Board employee ii) a Board employee collaborating with a non-Board agency d) A Board employee wishing to conduct research that is outside of his/her area of responsibility, subject to supervisor approval (e.g., Master's thesis) e) Publisher f) For-profit agency	a) Individual school, area Family of Schools or department research project or survey request related to local or regional initiatives b) Staff request to conduct research that meets specific Board/school needs (e.g., collaborative inquiry, action research or case study) c) Staff request to conduct research in the classroom/school/Board within his/her area of responsibility, subject to supervisor approval d) Catholic School Council, Student Council and other community members request to conduct research/survey in the school e) Student Teachers or Student Early Childhood Educators who are placed at a school and conducting assignments or projects for a course f) Student coursework/project involving a survey component g) Student Council survey or opinion poll
Process Steps 	Mandated research requests received from Ministry Agencies are coordinated through the Superintendents of Curriculum & Assessment or Exceptional Learners and forwarded for approval and action to Senior Administration. Research priorities of the Board and research requests received from Board Partners shall: 1) adhere to the Board's Research policy, parameters and guidelines and 2) receive prior approval from Senior Administration.	All external research requests shall: 1) adhere to Board Research policy, parameters and guidelines; 2) receive signed approval from the YCDSB Research Advisory Committee before; and 3) receive the signed permission of from the Principal and/or Superintendents of Education, as required.	All internal research requests shall: 1) adhere to Board Research policy, parameters and guidelines and, 2) receive prior approval from the Principal or designate.
Board Forms 	Ministry: No Board forms are required for submission. Board: Internal Research Approval Form (Admin 51) should be completed. Board Partner: External Research Application Form (Admin 52) and External Approval Form	Completion of the External Research Application (Admin 52) and Approval Forms (Admin 53) is required from individuals or agencies identified above as external. External requests and supporting documentation shall be forwarded and processed through the YCDSB Research Advisory Committee.	School Staff, School Councils and Student Councils are expected, prior to commencement, to complete the Internal Research Approval Form (Admin 51) and obtain signed approval from the Principal.

RESEARCH APPLICATION PROCESS OVERVIEW			
	MINISTRY/BOARD/BOARD PARTNERS	EXTERNAL REQUESTS	INTERNAL REQUESTS
	(Admin 53) should be completed and forwarded, for initial approval, to the Superintendent of Education: Curriculum & Assessment or the Superintendent of Education: Exceptional Learners, as appropriate.	Completion of the Use of Personal Information for Research Purposes (Form 55) is required from individuals or organizations requesting access to personal or identifying information.	Student coursework/project involving a research survey component that meets The Ontario Curriculum expectations do not require the completion of a form but are expected to: 1) adhere to the spirit of the Board's Research Policy and, 2) receive prior approval from the Principal or designate.
Approvals & Permissions	Research and survey requests received from Board Partners , External Requests from Researchers and/or Internal Requests from Researchers shall receive the required approval(s) and signature(s) prior to before inviting student, staff and/or parent participation.		

RESEARCH APPLICATION AND APPROVAL FORMS

Research Forms

Admin 51	Internal Research Approval Form
Admin 52	External Research Application Form
Admin 53	External Research Approval Form
Admin 55	Use of Personal Information for Research Purposes Agreement

York Catholic District School Board Internal Research Approval Form

This request to conduct research is to be completed by the Researcher and signed by the Principal and/or Superintendent of Education approving the request. Please attach all additional information (i.e., supporting documentation including permission letters, consent forms and copies of survey instruments) needed to support the request. Kindly note that Research Investigators are expected to share the outcomes/findings of the research study with the Principal(s).

**** Requests received in the school without completion of this form and required signature are not to be completed. ****

Title of Project/Initiative:

Date of
Request:

Name of Researcher &
Contact Information:

Number of Participating
Schools:

Names of
School(s):

Estimated Timeline:

(including start and completion dates):

Brief Description of the Purpose of the Project:

Project Steps Required:

Intended use of the data collected:

Plans for Communication of the Findings:

Please check
each box to
indicate your
agreement:

- ☐ I/we will abide by the York Catholic District School Board Policy and Procedures for conducting Research, as applicable.
- ☐ I/we will respect the safety, dignity and welfare of all participants and shall ensure that the Research project meets all research ethics standards.
- ☐ I/we will ensure that all information collected through the project complies with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act* ~~Canada's Anti-Spam Legislation (CASL)~~ and the *Education Act* and shall not be used for any purpose other than described in this application.
- ☐ I/We will maintain the highest standards of integrity, ethical practice and responsibility while conducting the Research.
- ☐ I/We will send a copy of the outcomes/findings, resulting from this Research project, to the Principal.

☐ Previously submitted for approval

Date of previous submission:

Signature of Researcher

Location

Date

FOR SCHOOL USE ONLY

- ☐ The Principal has approved the original request.
- ☐ The Principal has not approved the original request.
- ☐ The Principal has approved the request with the following modifications:

Signature of Principal:

Status of approval request:

- | | | | |
|-----------------------------------|--|---|---|
| <input type="checkbox"/> Approved | <input type="checkbox"/> Not approved
See below for reasons | <input type="checkbox"/> Conditional Approval
Pending required changes | <input type="checkbox"/> No action taken
Item withdrawn/deferred |
|-----------------------------------|--|---|---|

Obligatory Comments:

York Catholic District School Board External Research Application

Please read the **Procedures for Submission** and **Criteria for Approval** carefully before completing this application. Submit the External Research Application Form (Admin 52) and Approval Form (Admin 53) along with information needed to support the request (i.e., certificate of ethics approval, survey instruments, permission letters and consent forms). Kindly forward ~~seven (7) hard copies~~ **an electronic copy** of all required documentation to the Research Officer at the following address:

Research Officer
York Catholic District School Board
Catholic Education Centre
320 Bloomington Road West
Aurora, Ontario L4G 0M1

1. IDENTIFYING INFORMATION:	Date:
Name of Principal Researcher(s):	
Institution/Agency:	
Mailing Address:	
E-mail:	
Telephone:	Fax:

Please Check All That Apply: YCDSB staff: Yes ☐ No ☐

<input type="checkbox"/> Doctoral Dissertation	<input type="checkbox"/> Graduate Course Project	<input type="checkbox"/> Other (<i>please specify below</i>):
<input type="checkbox"/> Master's Thesis	<input type="checkbox"/> Class Assignment	_____
<input type="checkbox"/> University Faculty Research	<input type="checkbox"/> Externally funded project	
<input type="checkbox"/> Qualifying Research Paper	<input type="checkbox"/> Contractual Project	

Please list any other School Boards to which you have applied:

2. TITLE OF STUDY:

3. STANDARDS FOR RESEARCH AND ETHICAL PRACTICES:

This is to certify that the proposal has been examined and meets:

- ☐ the standards for ethical conduct for research involving humans
- ☐ the standards for sound research design and methodology

Name of Supervising Authority (Please Print):

Position:

Institution/Agency:

Signature:

Telephone:

4. YCDSB STAFF CONDUCTING RESEARCH OUTSIDE OF THEIR AREA OF RESPONSIBILITY ONLY:

School:

Name (Please Print):

Signature:

5. TIMELINE FOR COMPLETION:

Approximate time for data collection:

Preferred start date:

Estimated completion date:

6. OVERVIEW OF RESEARCH STUDY:

a) Brief description of the research topic and purpose:

b) Statement of research question(s) or specific hypotheses:

7. IMPORTANCE OF RESEARCH STUDY:

a) Contribution to educational knowledge:

b) Benefits, through participation and/or feedback, to schools, students and/or staff:

8. DESCRIPTION OF RESEARCH METHODOLOGY:			
a) Research design (<i>be as specific as possible</i>):			
b) Proposed method to identify potential participants (including any special characteristics):			
c) Identification of grades by participants and the time required for each participant:			
i) Check where applicable:	ii) Grade by number of participants and time commitment required		
Students: <input type="checkbox"/>	Grade: _____	No (#): _____	Time Required: _____
Teachers: <input type="checkbox"/>	Grade: _____	No (#): _____	Time Required: _____
Parents: <input type="checkbox"/>	Grade: _____	No (#): _____	Time Required: _____
	Grade: _____	No (#): _____	Time Required: _____
d) Data collection procedures (<i>Please also describe the process to retrieve existing data, if applicable</i>):			
e) Data collection instruments (<i>List and attach copies of all measures to be used. If commercial instruments are to be utilized, the investigator shall use original copies of the instrument and attest to obtaining copyright permission to duplicate</i>):			
f) Facilities and Staff assistance required (<i>e.g., preferred location(s), size, research space, special arrangements</i>):			

9. ETHICAL CONSIDERATIONS AND PROTECTION OF PRIVACY:

IMPORTANT:

Under the Municipal Freedom of Information legislation, Canada's Anti-Spam legislation, and in adherence with the *Education Act*, only Superintendents of Education, the Principal and Teachers of the school have access to the Ontario Student Record (OSR), without the consent of the Parent/Guardian or Adult Student, for the purpose of improving instruction. Information collected routinely for school records is not obtained with the expectation of disclosure to independent researchers. Therefore, it is not possible for the Board/School to isolate specific information, along with the names of particular individuals or groups, to provide to researchers. Researchers will need to obtain Parental consent and liaise with Board Officials to avoid creating undue demands on the school system, if a study requires the classification of students using specific identifying characteristics (e.g., secondary school students taking math courses by program of study and gender).

a) Personal information required from Board/School records and legal authority sanctioning the collection:

b) Procedures to ensure the anonymity, confidentiality, protection and management of participants from risks (*i.e., real or perceived risks that are physical, psychological or social in nature*):

c) Methodology to be used to obtain informed consent (*attach copies of all consent forms*):

d) Description of activities planned for participants including preparation and debriefing:

Security procedures (*e.g., procedures for storage, removal of personal identifiers, data retention and final disposal of items such as audio and videotapes, hardcopy and electronic files*):

10. PROCEDURES FOR PROVIDING FEEDBACK:

a) Procedures for providing feedback to participants (e.g., *a written report and/or an executive summary; a workshop or information session for Parents/Guardians, Staff and/or Catholic School Council*):

b) Plans for publication, communication or commercialization of the findings:

c) It is required that a summary of the completed report be submitted to the Research Advisory Committee of the York Catholic District School Board and participating schools.

Expected date for submission of report:

11. RESEARCHER'S AGREEMENT TO CONDUCTING RESEARCH IN THE SCHOOL SYSTEM:

I agree that:

- This research shall be conducted according to the policies and parameters outlined by the York Catholic District School Board.
- Information collected as part of this study shall be in accordance with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act* and Canada's Anti-Spam Legislation and shall not be used for any purpose other than that described in the application without written authorization of the York Catholic District School Board.
- All personal data shall be collected with the informed consent of the student and his/her Parents/Guardians. Parents/Guardians shall be informed of the objective of the research, the principle purpose for which the personal information is to be used and the title, business address and telephone number of an officer or employee of the institution who can answer the individual's questions about the collection. Passive consent procedures shall not be used for the collection of research related data.
- The above described research proposal has been vetted for its academic soundness with due consideration given to ethical, legal, moral and religious issues arising from the proposal.
- The utmost confidentiality shall be maintained with respect to any personal information – on students, staff or others – obtained through this research.
- All individual identifiers shall be anonymous and destroyed after completion of the data analysis described in the application.
- No individual to whom personal information relates shall be contacted directly or indirectly after completion of the research described in this application.
- No York Catholic District School Board school(s), student(s) or staff shall be identified in any verbal or written report originating from this research study.
- Any media release referencing York Catholic District School Board data shall receive prior approval from the Board's Communications Department.

Signature:

Date:

York Catholic District School Board External Research Approval Form

*This request for approval of research is to be completed by the external Research Investigator. ~~Seven (7) hard copies~~ **An electronic copy** of the completed forms are to be forwarded to the Research Officer of the York Catholic District School Board. Kindly note that Research Investigators are required to share the outcomes / findings of the research study upon completion.*

***** Research requests may not proceed until final approval is received with all required signatures. *****

Name of Principal Investigator: Email:

Title of Project/Initiative: Date of Request:

Number of Participating Elementary Schools: Number of Participating Secondary Schools:

Estimated Timeline (including start and completion dates):

Brief Description of the Purpose of the Project:

Project Steps Required:

Intended Use of Data Collected:

Plans for Communication of the Findings (internally and externally):

Please check all applicable boxes:

☐ I have read and will abide by the YCDSB Policy and Parameters for conducting Research including the “Procedures for Submission and Criteria for Approval”.

☐ I have included ~~seven (7) hard copies~~ an **electronic copy** of the application and approval forms for the Research Advisory Committee

☐ Previously submitted for approval

Date of previous submission:

Signature of Principal Investigator

Institution/Affiliation

FOR YCDSB INTERNAL USE ONLY

Status of approval request:

☐ Approved

☐ Not approved
See below for reasons

☐ Conditional Approval
Pending required changes

☐ No action taken
Item withdrawn/deferred

Obligatory Comments:

Signatures:

Research Advisory Committee Representative

Principal/Superintendent of Education



AGREEMENT

USE OF PERSONAL INFORMATION FOR RESEARCH PURPOSES

Municipal Freedom of Information and Protection of Privacy Act, 1989

This agreement is made between _____, referred to below as
(name of researcher)
the researcher and _____, referred to below as the institution.
(name of institution)

The researcher has requested access to the following records that contain personal information and are in the custody or under the control of the institution: *(Describe the records below.)*

The researcher understands and promises to abide by the following terms and conditions:

1. The researcher will not use the information in the records for any purpose other than the following research purpose unless the researcher has the institution's written authorization to do so: *(Describe the research purpose below.)*

2. The researcher will give access to personal information, in a form in which the individual to whom it relates can be identified, only to the following persons: *(Name the persons below.)*



York Catholic District School Board

3. Before disclosing personal information to persons mentioned above, the researcher will enter into an agreement with those persons to ensure that they will not disclose it to any other person.
4. The researcher will keep the information in a physically secure location to which access is given only to the researcher and to the persons mentioned above.
5. The researcher will destroy all individual identifiers in the information by _____ (date)
6. The researcher will not contact any individual to whom personal information relates directly or indirectly without the prior written authority of the institution.
7. The researcher will ensure that no personal information will be used or disclosed in a form in which the individual to whom it relates can be identified without the written authority of the institution.
8. The researcher will notify the institution in writing immediately upon becoming aware that any of the conditions set out in this agreement have been breached.

Signed on this _____ day of _____, 20_____.

Research Institution:

Educational Institution:

Name: _____

Name: _____

Signature: _____

Signature: _____

Position: _____

Position: _____

Department: _____

Department: _____

Address: _____

Address: _____

Telephone: _____

Telephone: _____

Email: _____

Email: _____



YORK CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY	
<i>Policy Section</i>	Program /Curriculum
<i>Policy Number</i>	304B
<i>Former Policy Number</i>	
<i>Total Pages</i>	5
<i>Original Approved Date</i>	December 15, 2015
<i>Subsequent Approval Dates</i>	

INTERNAL SCHOOL SURVEYS

SECTION A

1. PURPOSE

The York Catholic District School Board supports the use of school surveys to facilitate and enhance parent, parish, community and student engagement in school planning and improvement and develop shared responsibility for student success and well-being in support of the Board's Mission, Vision, Core Values and Strategic Commitments **and the Multi-Year Strategic Plan.**

The purpose of this policy is to provide parameters and guidelines for facilitating internal requests to conduct surveys ~~in order to meet~~ **the** specific needs of the school, and to ensure adherence to provincial legislation, federal guidelines and Ministry directives.

2. ~~POLICY STATEMENT~~ **OBJECTIVE**

It is the policy of the York Catholic District School Board to permit individuals or groups, who are members of the school community, to administer surveys, **subject to approved parameters and procedures**, that will **uphold the Board's commitment to human rights and equity**, benefit student achievement and well-being, and make schools better places in which to learn **and work**. ~~subject to approved parameters and procedures.~~

3. PARAMETERS

- 3.1 All individuals ~~who are~~ interested in administering school surveys within the York Catholic District School Board shall agree to abide by this policy and procedures.
- 3.2 Surveys administered by a Board employee, Catholic School Council, parent group, student group, community agency or school partner within the York Catholic District School Board shall conform to accepted standards for research and ethical practices and comply with legislation governing the **Municipal** Freedom of Information and Protection of Privacy, **its Regulations**, ~~Canada's Anti-Spam Legislation (CASL)~~ and collective bargaining.

- 3.3 Surveys administered by a Board employee, Catholic School Council, parent group, student group, community agency or school partner shall receive prior approval from the Principal before inviting participation.
- 3.4 Participation in school surveys by school staff, parents/guardians and students shall be voluntary.
- 3.5 All individuals invited to participate in the survey shall be fully informed of the purpose and intended use of **the** results.
- 3.6 Privacy, anonymity and confidentiality of information identifying individuals shall be strictly maintained to the full extent provided by law unless a participant or a parent of a student under 18 years of age grants express permission.
- 3.7 Surveys for students, **conducted** either online or **on** paper, shall be completed in person under the supervision of a Board/School employee unless it is an online survey that is administered to secondary students with Principal approval.
- 3.8 Parental permission is required for any survey conducted within the parameters of this policy involving students under 18 years of age with the exception of student coursework/projects involving a survey component that is included in grade- or subject-specific expectations of “The Ontario Curriculum”.

4. RESPONSIBILITIES

4.1 Director of Education

- 4.1.1. To oversee compliance with the Internal School Surveys Policy and Procedures.

4.2 Superintendents of Education

- 4.2.1 To provide Principals with guidance and recommendations for participation in school surveys, as required.

4.3 Principals

- 4.3.1 To ensure adherence to the Board’s Internal School Surveys policy, parameters and procedures.
- 4.3.2 To determine the school’s involvement and participation in internal school surveys.
- 4.3.3 To review and communicate the disposition of the school survey requests received from staff, students, parents, community members or school partners.

4.4 Administrator of the Internal School Survey

- 4.4.1 To ensure that the survey complies with all aspects of the Board’s Internal School Surveys policy, parameters and procedures.
- 4.4.2 To be guided by the school’s goals and priorities, as well as the Board’s Mission, Vision, Core Values and Strategic Commitments.
- 4.4.3 To comply with legislation governing **the Municipal** Freedom of Information and Protection of Privacy **and its Regulations**, Canada’s Anti-Spam Legislation (CASL) and collective bargaining agreements.

- 4.4.4 To submit requests to administer school surveys to the Principal.
- 4.4.5 To inform and communicate details of the school survey to potential participants, after receiving approval from the Principal, as well as obtain all necessary permissions prior to commencement.
- 4.4.6 To ~~cooperate to the fullest extent~~ **fully cooperate** with Principal(s) and/or Board central staff throughout the process, as required.
- 4.4.7 To consider the best interests of all students.
- 4.4.8 To respect the rights, dignity, privacy and well-being of students, parents/guardians, school staff and/or other community members.
- 4.4.9 To maintain the highest standards of integrity, ethical practice and responsibility within the school community.
- 4.4.10 To declare and manage any real, perceived or potential conflict of interest in order to maintain confidence in the survey process so as not to imply wrongdoing.

5. DEFINITIONS

5.1 Anonymity

All information gathered does not contain identifying or personal information of participants.

5.2 Confidentiality

As per professional standards of research practice and ethics, it is the responsibility of the Researcher(s) to ensure that all information gathered is secured and remains undisclosed.

5.43 Internal School Survey

An internal school survey refers to a survey that is administered to meet specific school needs by a Board employee, Catholic School Council, parent group, student group, community agency or school partner. Feedback gathered through the school survey includes topics that support the school's goals and priorities including field trips, homework, career days, fundraising opportunities, guest speakers, project evaluation, etc.

5.24 Survey

Refers to an investigation or consultation undertaken to increase knowledge and understanding through the gathering of ideas or views of a group of people by asking them questions about matters under consideration (e.g., an opinion poll).

6. CROSS REFERENCES

Legislation

[Anti-Racism Act, 2017](#)

[Canada's Anti-Spam Legislation \(CASL\)](#)

[Data Standards for the Identification and Monitoring of Systemic Racism](#)

[Education Act](#)

[Municipal Freedom of Information and Protection of Privacy Act](#)

[Ontario Human Rights Code](#)

[Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans — TCPS 2 \(2022\)](#)

Policy

[YCDSB Policy 304A Research](#)

Related Forms

Admin 54 Internal School Survey Approval Form

POLICY TITLE: INTERNAL SCHOOL SURVEYS

SECTION B: GUIDELINES & PROCEDURES FOR INTERNAL SCHOOL SURVEYS

The Board's procedures, an addendum to this policy, apply to an individual or group of a school community wishing to administer a survey involving students, staff or parents in the York Catholic District School Board. A Board employee wishing to conduct research or administer a survey outside of his or her area of responsibility, as well as individuals external to the York Catholic District School Board should review [YCDSB Policy and Procedures 304A - Research](#) and contact the Board's [Research Officer](#) for additional information.

The procedures to this policy outline pertinent information related to the following components of the internal school survey application process:

- 1. Criteria for Submitting Requests to Administer an Internal School Survey**
- 2. Criteria for the Approval of Internal School Survey Requests**
 - 2.1 Benefits for Student Achievement, [Equity](#) and Well-Being
 - 2.2 Moral, Ethical and Religious Guidelines
 - 2.3 Legal Issues and Ethical Guidelines - Protection of Individuals and Schools
 - 2.4 Feedback and Communication
- 3. Internal School Survey Application Process**
 - 3.1 Prioritization of Internal School Survey Requests
 - 3.2 Approval Process
- 4. Internal School Survey Application Process Overview**
- 5. Internal School Survey Request Form**
 - 5.1 Internal School Survey Approval Form (Admin 54)



YORK CATHOLIC DISTRICT SCHOOL BOARD

PROCEDURE: INTERNAL SCHOOL SURVEYS

Addendum to Policy 304 B: Internal School Surveys

Effective: December 2015

POLICY TITLE: INTERNAL SCHOOL SURVEYS

PURPOSE

These procedures apply to an individual, or a group, in a school who wishes to administer a survey involving students, parents, or staff in the York Catholic District School Board. A Board employee wishing to conduct research or administer a survey outside of his or her area of responsibility, as well as individuals external to the York Catholic District School Board should review [YCDSB Policy and Procedures 304A - Research](#) and contact the Board's [Research Officer](#) for additional information.

Further guidance on the collection of voluntary student demographic data is provided to schools in the York Catholic District School Board through Board Communications.

An overview of the Board's Internal School Surveys Application Process is outlined in Appendix "A" on pages ~~4 and 5~~ of this document.

1. CRITERIA FOR SUBMITTING REQUESTS TO ADMINISTER AN INTERNAL SCHOOL SURVEY

1.1 Internal School Survey

- 1.1.1 A Board employee, Catholic School Council, parent group, student group, community agency or school partner wishing to administer a survey in the school shall complete the School Survey Approval Form (Appendix B, Admin 54) and receive prior written approval from the Principal before commencing.
- 1.1.2 Student coursework or class projects involving a survey component do not require the completion of the School Survey Approval Form; however, they are expected to be reviewed **and approved** by a ~~School Administrator~~ Principal or designate ~~and receive approval from the Principal~~ in advance of starting the research.
- 1.1.3 Principals shall approve or deny survey requests to be conducted in the school.
- 1.1.4 The Administrator of the Internal School Survey shall inform and communicate details of the school survey to potential participants, after receiving approval from the Principal and shall obtain all necessary permissions prior to commencement.
- 1.1.5 The Administrator of the Internal School Survey shall ensure that any school survey-related commercial messages (e.g., survey information regarding any planned/proposed fund-raising activities, field trips, etc.), to be forwarded electronically to potential participants, receive prior consent from recipients as per Canada's Anti-Spam Legislation (CASL).
- 1.1.6 Board employees, Catholic School Councils, parent groups, student groups, community agencies or school partners shall submit a brief written summary of the findings to the Principal-upon completion of the school survey.

2. CRITERIA FOR THE APPROVAL OF INTERNAL SCHOOL SURVEY REQUESTS

2.1 Benefits for Student Achievement, **Equity and Well-Being**

- 2.1.1 The survey request shall be worthwhile and have a high degree of educational relevance.
- 2.1.2 Priority shall be given to survey requests that facilitate parent, community and youth **engagement, equity and well-being** in **support of** school planning and improvement and enhance family practices.
- 2.1.3 The survey process should be a meaningful experience for participants considering the extent of involvement required from students, parents and staff.

2.2 Moral, Ethical and Religious Guidelines

- 2.2.1 Respect for all individuals and groups shall be ensured in all survey activities. Materials or scripts shall not reinforce religious, racist, sexist, homophobic or other stereotypes.
- 2.2.2 Care shall be taken to avoid contentious or personal topics that may be considered by students, staff and parents to be an invasion of privacy.
- 2.2.3 An appropriate protocol for responding to sensitive issues that may arise during survey administration shall be outlined in the original application.
- 2.2.4 Individuals or groups administering a survey shall agree to disclose all features of the survey that might influence an individual's willingness to participate **and may not include incentives for student participants.**

2.3 Legal Issues and Ethical Guidelines - Protection of Individuals and Schools

- 2.3.1 Individuals or groups administering a school survey are responsible for respecting the safety, dignity and welfare of all participants and meeting all ethical requirements for research as defined by the *Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans*.
- 2.3.2 Confidentiality of participating students, staff and parents shall be assured. Conditions outlined in the *Education Act*, *the Anti-Racism Act (2017)*, *the Data Standards for the Identification and Monitoring of Systemic Racism*, *O. Reg. 521/01 Collection of Personal Information Education Act* and the *Municipal Freedom of Information and Protection of Privacy Act* regarding the access and privacy provision of personal information shall be adhered to. Personal information shall only be obtained for the specific purposes for which it is gathered as authorized in ~~both Acts~~ **legislation.**
- 2.3.3 **All participants shall be clearly, fairly and fully informed of the objectives of the school survey and the intended use of the results.**
- 2.3.34 Participants shall be informed as to who will have access to the information, how the information will be used, where it will be stored, and whom to contact for additional information about the data collected.
- 2.3.45 Appropriate safeguards shall be implemented to ensure **the** complete anonymity of survey participants. Under no circumstances shall individuals in the school/Board be identified in any presentation of results.
- 2.3.56 Individuals or groups administering a school survey shall respect the freedom of an individual to decline to participate in the survey or to discontinue participation at any stage of the process.
- 2.3.67 Approval shall not be granted for survey requests that require students to report any of the following:
 - 2.3.67.1 Illegal activities without Parents/Guardians being informed of the specific questions that will be asked;
 - 2.3.67.2 Life-threatening behaviour or level of depression without detailing to students and their Parents/Guardians the specific supports that are available for those students who self-identify;
 - 2.3-6.73 Behaviour of others; and,
 - 2.3-6.74 Information on the student's background (e.g., ethnic or racial identifiers) without a relevant link to the research.
- ~~2.3.7 All participants shall be clearly, fairly and fully informed of the~~

- 2.3.8 Principals shall ensure that a Board/School employee supervises individual(s) administering a survey in the school.

2.4 Feedback and Communication

- 2.4.1 Members of the school community requesting approval to administer a survey shall ensure that they comply with and obtain express consent under Canada's Anti-Spam Legislation (CASL).
- 2.4.2 Members of the school community who receive approval to administer a survey in the school are required to provide a brief written summary to the Principal.
- 2.4.3 Survey reports shall contain aggregate data only and not reveal any identifying **or personal** information to participants, school staff or parents.
- 2.4.4 Members of the school community who receive approval to administer a survey shall continue to ensure that the anonymity of students, teachers and parents is preserved in subsequent publications or forums of any kind.
- 2.4.5 Members of the school community who receive approval to administer a school survey shall ensure that any media release referencing York Catholic District School Board data receive prior approval from the Board's Communications Department.

3. Internal School Survey Application Process




3.1 Prioritization of Internal School Survey Requests

- 3.1.1 Requests for administering a school survey shall be hand delivered, emailed or mailed to the Principal.
- 3.1.2 The Principal shall approve or deny school survey requests ~~to be~~.
- 3.1.3 Priority status shall be assigned to surveys that are consistent with school goals and priorities and require no more than 15 minutes to administer and complete.
- 3.1.4 Ministry mandates and newly funded initiatives may require revisions to the timelines of some school surveys that were previously approved.

3.2 Approval Process

- 3.2.1 The Principal shall inform the Administrator of the Internal School Survey in writing the disposition of the survey request (i.e., permission granted, conditional approval or request denied) by completing and forwarding the Internal School Survey Approval Form (Admin 54).
- 3.2.2 With the approval of the Principal, members of the school community shall be invited, by the Administrator of the Internal School Survey, to participate in the voluntary survey.

INTERNAL SCHOOL SURVEY APPLICATION PROCESS OVERVIEW

	SCHOOL PARTNERS (MINISTRY/BOARD/BOARD PARTNERS/COMMUNITY PARTNER)	MEMBERS OF THE SCHOOL COMMUNITY
Request Originator 	a) Ministry Agencies (federal or provincial) b) Board c) Board Partner d) Community Agency e) Other Community Member	a) Staff request to conduct research that meets specific Board/school needs (e.g., collaborative inquiry, action research or case study) b) Staff request to conduct research in the classroom/school/Board within his/her area of responsibility, subject to supervisor approval c) Request received from the Catholic School Council or a parent group to administer a survey in the school d) Student coursework/projects involving a survey component e) Student Council survey or opinion poll
Process Steps 	Mandated research requests received from Ministry Agencies are coordinated through the Superintendent of Curriculum & Assessment or Exceptional Learners and forwarded for approval and action to Senior Administration. Survey requests received from Board Partners, Community Agencies and Other Community Members shall: 1) adhere to the Board's Research policy, parameters and guidelines; 2) receive prior approval from the Principal.	All internal research requests initiated by Staff, Catholic School Councils, Student Council, parent and student groups shall: 1) adhere to Board Internal School Surveys policy, parameters and guidelines; 2) receive prior approval from the Principal or designate, before commencing.
Board Forms 	Ministry: No Board forms are required for submission. Board: School Survey Approval Form (Admin 54) shall be completed and forwarded, for initial approval, to the Superintendent of Curriculum & Assessment or Exceptional Learners School/Board Partner: School Survey Approval Form (Admin 54) shall be completed and forwarded, for initial approval, to the Superintendent of Curriculum & Assessment or Exceptional Learners Community Agency: School Survey Approval Form (Admin 54) shall be completed and forwarded, for initial approval, to the Principal. Other Community Member: School Survey Approval Form (Admin 54) shall be completed and forwarded, for initial approval, to the Principal.	The Administrator of the Internal School Survey is expected, prior to commencement, to complete and submit the Internal School Survey Approval Form (Admin 54) for approval from the Principal. Student coursework/projects involving a survey component that meets "The Ontario Curriculum" expectations do not require the completion of a form but are expected to: 1) adhere to the spirit of the Board's Research Policy and, 2) receive prior approval from the Principal or designate.
Approvals & Permissions	School survey requests shall receive the required approval(s) and signature(s) prior to inviting student, staff and/or parent participation.	

York Catholic District School Board Internal School Survey Approval Form

This request to administer a school survey is to be completed by the Requestor and signed by the Principal approving the request. Please attach a final draft copy of the survey to the request. Approval of this request requires that the findings of the school survey be shared with the Principal upon completion.

**** SCHOOL SURVEY REQUESTS WITHOUT COMPLETION OF THIS FORM
AND REQUIRED SIGNATURE ARE NOT TO BE COMPLETED IN THE SCHOOL. ****

Title of School Survey:

Date of
Request:

Name & Contact Information:

Grades of individuals/groups
to be surveyed:

Individuals/group
s to be surveyed:

Estimated Timeline:

(including start and completion dates):

Brief Description of the Purpose of the School Survey:

Intended Use of the Results:

Plans for Communication of the Findings:

Please check
each box to
indicate your
agreement:

- ☐ I/We have read and will abide by the York Catholic District School Board Policy and Procedures for administering Internal School Surveys.
- ☐ I/We will respect the rights, dignity, privacy and well-being of all participants.
- ☐ I/We recognize that participation of individual parents, students, staff and community members is voluntary.
- ☐ I/We shall comply with the provisions of the ***Municipal Freedom of Information and Protection of Privacy Act, Canada's Anti-Spam Legislation (CASL) and the Education Act*** and shall not use the information collected for any purpose other than described in this application.
- ☐ I/We will maintain the highest standards of integrity, ethical practice and responsibility while conducting the survey.
- ☐ I/We will send a copy of the outcomes/findings, resulting from this project, to the Principal.

☐ Previously submitted for approval

Date of previous submission:

Signature of the Administrator of the School Survey

Location

Date

FOR SCHOOL USE ONLY

- ☐ The Principal has approved the original request.
- ☐ The Principal has not approved the original request.
- ☐ The Principal has approved the request with the following modifications:

Signature of Principal

Status of approval request:

- ☐ Approved
- ☐ Not Approved
- ☐ Conditional Approval
- ☐ No action taken

Obligatory Comments:



YORK CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY	
<i>Policy Section</i>	Policy/Curriculum
<i>Policy Number</i>	309
<i>Former Policy Number</i>	219
<i>Total Pages</i>	
<i>Original Approved Date</i>	December 16, 1997
<i>Subsequent Approval Dates</i>	May 27, 2014 March 28, 2017

ASSESSMENT AND EVALUATION OF STUDENT ACHIEVEMENT

1. PURPOSE

The York Catholic District School Board is committed to providing a high-quality educational experience to all students, enabling them to reach their potential as 21st century modern learners and make successful transitions to the post-secondary destination of their choice. We believe that every student is unique and that each must have opportunities to achieve success according to his or her own interests, goals and God-given abilities.

Effective assessment and evaluation practices are the foundation for success. This policy is intended to ensure that assessment and evaluation practices are clearly understood and consistently applied.

2. ~~POLICY STATEMENT~~ OBJECTIVE

It is the policy of the York Catholic District School Board to maintain high standards of practice to ensure that assessment and evaluation practices are rooted in our Catholic understanding of the human person. The York Catholic District School Board ensures that assessment and evaluation practices are valid and reliable, that they lead to improvements in student learning and achievement, and that they foster engagement and well-being.

In order to do so:

- our teachers will use assessment and evaluation practices that are fair, transparent, equitable for all students, and understood by stakeholders; and,
- parents should support their child(ren) to set goals and plan for success in their studies.

2.1 York Catholic District School Board's assessment and evaluation practices recognize and affirm our Catholic Faith values by:

- 2.1.1 Respecting the dignity and worth of all learners;
- 2.1.2 Being 'just' and 'compassionate' in nature by providing varied opportunities for students to demonstrate their learning;

- 2.1.3 Fostering life-long learners and recognizing the God-given capacity of all persons to learn and grow throughout their lives; and,
- 2.1.4 Reflecting the holistic nature of assessment that integrates the nature of learning and faith formation.

3. PARAMETERS

- 3.1 The purpose of assessment and evaluation shall be to foster, promote and improve student success, achievement and well-being. Assessment and evaluation tools and strategies shall be consistently applied and provide equitable opportunity for success and achievement to all students of the York Catholic District School Board.
- 3.2 Assessment and evaluation processes shall be communicated in a timely manner and will provide information to be used by teachers and students to:
 - 3.2.1 Determine where students are in their learning, where they need to go, and how best to get there.
 - 3.2.2 Monitor progress towards achieving the overall and specific curriculum expectations.
 - 3.2.3 Provide feedback, make adjustments, and set individual goals.
 - 3.2.4 Promote the development of **students' metacognitive skills** ~~reflective habits of mind (i.e., metacognition).~~
 - 3.2.5 Engage parents/guardians in their child's learning.
- 3.3 Teachers shall use a variety of strategies (e.g., observations, student-teacher conversations, student products, self/peer assessment) to elicit information about student growth and learning.
- 3.4 Students shall be assessed and evaluated against curriculum expectations using criterion-referenced tools. Where required, modifications and accommodations shall be provided in accordance with a student's Individual Education Plan (IEP).
- 3.5 Students shall be provided with ongoing descriptive feedback that is clear, specific, meaningful, and timely to support improved learning and achievement. All assignments, tests, quizzes, projects or other activities utilized for assessment and evaluation shall be returned to students in a timely manner but prior to exams, to further support improved learning and achievement.
- 3.6 Students shall be provided with multiple opportunities to demonstrate achievement of curriculum expectations.
- 3.7 Assessment and evaluation tools shall be free of bias.
- 3.8 **Assessment for learning and as learning shall involve teachers sharing learning goals and success criteria with students. In particular, the co-construction of success criteria is a powerful opportunity to engage students in assessment for and as learning.**

- 3.9 Assessment *for, as, and of* learning shall be guided by the achievement chart for each subject/discipline so that a provinciewide standard is used by all teachers as a framework within which to assess and evaluate student achievement of the expectations in the particular subject or discipline.
- 3.10 Teachers shall ensure that mark deduction for late or missed assignments will not result in a report card letter grade or percentage mark that misrepresents a student's actual achievement of the curriculum overall expectations.
- 3.11 Teachers shall ensure that there are appropriate preventative strategies, solution-focused communication and consequences for cheating, plagiarizing, not completing work, and submitting work late. Responses to these types of situations will account for factors that include:
- i) The grade level of the student.
 - ii) The maturity of the student.
 - iii) The number and frequency of incidents.
 - iv) The individual circumstances of the student.
- 3.12 The Board shall designate up to ten (10) instructional days per school year as examination days, four (4) per semester with one (1) per semester for inclement weather or emergency situations.
- 3.12.1 To foster student success and equity of opportunity, students will be scheduled to write one exam per day during this designated time.
- 3.13 As per YCDSB Policy 316 *Secondary School Post-Examination Review*, a regular instructional day, in close proximity to each final examination period and the completion of course studies, shall be designated for post-examination review and included in the School Calendar and communicated in Student Agendas.
- i) Semester 1 Post-Examination Review day will occur, each school year, on the first day of Semester 2.
 - ii) Semester 2 Post-Examination Review day will be dependent on the designated June exam schedule for each school year.
- 3.14 Teachers shall use the York Catholic District School Board's Guidelines and Procedures for the Implementation of Ministry Policy: *Growing Success - Assessment, Evaluation, and Reporting in Ontario Schools Document*, to guide their assessment and evaluation practices.

4. RESPONSIBILITIES

4.1 Board of Trustees

- 4.1.1 To uphold the Assessment and Evaluation of Student Achievement policy.

- 4.1.2 To use assessment and evaluation information (school and system) to inform decisions that support Board planning processes and provide effective and appropriate education programs for students.
- 4.2 Director of Education**
 - 4.2.1 To oversee compliance with the Assessment and Evaluation of Student Achievement policy.
- 4.3 Senior Administration**
 - 4.3.1 To support implementation and compliance with the policy and related guidelines.
 - 4.3.2 To provide leadership and professional development opportunities to build capacity and ensure the use of effective, bias-free assessment and evaluation strategies and tools.
 - 4.3.3 To use assessment and evaluation information (school and system) to inform the Board Improvement Plan for Student Achievement and Well-being.
 - 4.3.4 To support school administrators and staff in the analysis, communication and response to large-scale assessment information.
 - 4.3.5 To support school staff in their understanding, use and communication of fair, transparent, and equitable assessment and evaluation information for student and school improvement.
- 4.4 Principals**
 - 4.4.1 To support compliance with the policy and related guidelines by building capacity to understand and implement the Board's Guidelines and Procedures for the Implementation of Ministry Policy: *Growing Success - Assessment, Evaluation, and Reporting in Ontario Schools*.
 - 4.4.2 To provide leadership and professional development opportunities to ensure the use of effective, bias-free assessment and evaluation strategies and tools.
 - 4.4.3 To support school staff in the analysis, communication and response to large-scale assessment information.
 - 4.4.4 To use assessment and evaluation data, including information from the Board Improvement Plan for Student Achievement and Well-Being, to inform the School Improvement Plan for Student Achievement and Well-being.
 - 4.4.5 To ensure consistent administration of large-scale assessments.
- 4.5 Teachers**
 - 4.5.1 To implement effective assessment and evaluation practices in accordance with the Board's Guidelines and Procedures for the Implementation of Ministry Policy: *Growing Success - Assessment, Evaluation, and Reporting in Ontario Schools*.
 - 4.5.2 To provide students with ongoing descriptive feedback that is clear, specific, meaningful, and timely to support improved learning and

achievement. All assignments, tests, quizzes, projects or other activities utilized for assessment and evaluation must be returned to students to further support improved learning and achievement.

4.6 Students

To fully participate in their learning by:

- 4.6.1 Articulating what they are expected to learn and be able to do.
- 4.6.2 Monitoring and assessing their learning.
- 4.6.3 Setting specific improvement goals and planning accordingly.
- 4.6.4 Demonstrating achievement of curriculum expectations.
- 4.6.5 Developing the learning skills and work habits that support life-long learning.
- 4.6.6 Providing evidence of their learning within established timelines.

4.7 Parents

- 4.7.1 To engage with teacher(s), their child(ren) and School Administration to support improved student achievement and promote well-being.

5. DEFINITIONS

5.1 Accommodation

Accommodation is used to refer to the “unique teaching and assessment strategies, human supports, and/or individual equipment required to enable a student to learn and to demonstrate learning. Accommodations do not alter the provincial curriculum expectations for the grade.”

5.2 Achievement

Achievement refers to the learning and skills that students are able to demonstrate.

5.3 Achievement Chart

A standard, province-wide guide to be used by teachers to make judgements about student work based on clear performance standards.

5.4 Assessment

The process of gathering, from a variety of sources, information that accurately reflects how well a student is achieving the curriculum expectations in a subject or course.

~~Assessment is the process of gathering and recording information about students' knowledge and skills as well as providing students with descriptive feedback to guide their improvement. Information should be gathered from a variety of sources over time. Assessments include:~~

5.5 Assessment as Learning

The process of developing and supporting student metacognition. Students are

actively engaged in this assessment process when they monitor their own learning, use assessment feedback from teacher, self, and peers to determine next steps, and set individual learning goals. Assessment as learning requires students to have a clear understanding of the learning goals and the success criteria. Assessment as learning focuses on the role of the student as the critical connector between assessment and learning. ~~The co-construction of success criteria is a powerful opportunity to engage students in assessment as learning.~~

5.6 Assessment for Learning

The ongoing process of gathering and interpreting evidence about student learning for the purpose of determining where students are in their learning, where they need to go, and how best to get there. The information gathered is used by teachers to provide feedback and adjust instruction, and by students to focus their learning. Assessment for learning is a high-yield instructional strategy that takes place while the student is still learning and serves to promote learning. ~~The co-construction of success criteria is a powerful opportunity to engage students in assessment for learning.~~

5.7 Assessment of Learning

The process of collecting and interpreting evidence for the purpose of summarizing learning at a given point in time, to make judgments about the quality of student learning on the basis of established criteria, and to assign a value/~~grade/achievement level~~ to represent that quality. The information gathered may be used to communicate the student's achievement to parents, other teachers, students themselves, and others. It occurs at or near the end of a cycle of learning. Assessment of learning usually involves rich performance tasks, demonstrations, projects, or essays. Assessment of learning does not include ongoing homework that students do to practice skills, to consolidate knowledge, to prepare for the next class or to be introduced to new content.

5.8 Bias

A situation in which assessment information produces results that give one group an advantage or disadvantage over other groups because of problems in the content, procedures, or interpretations of the assessment information; a distortion or misrepresentation of performance.

~~Bias refers to an inaccurate and limited view of the world, a given situation, or individuals or groups. A bias against or towards members of a particular cultural, racial, religious, or linguistic group can be expressed through speech, nonverbal behaviour, and written and other materials.~~

5.9 Catholic Understanding of the Human Person

As Catholics, we draw on sacred scripture, the teachings and traditions of the church, and the lived faith of the current community. From this, we present an understanding of the human person as inherently good, loved by God, always capable of improvement, and already redeemed.

5.10 Cheating

Cheating is an attempt to gain an unfair advantage in an academic evaluation which may misrepresent the demonstration of a student's learning or the learning of others.

5.11 Criterion-Referenced Assessment

Criterion-referenced assessment describes a student's accomplishment of curriculum expectations in relation to the achievement chart.

5.12 Engagement

There are four dimensions of student engagement:

- 5.12.1 Spiritual Engagement: The integration of faith with life through reflection, planning and action;
- 5.12.2 Intellectual Engagement: A serious emotional and cognitive investment in learning, using higher order thinking skills such as creativity and analysis) to increase understanding, solve complex problems, or construct new knowledge;
- 5.12.3 Social Engagement: A sense of belonging and participation in school life; and,
- 5.12.4 Academic (or Institutional) Engagement: The understanding and appreciation of the formal requirements of schooling.

5.13 Evaluation (Assessment of Learning)

The process of judging the quality of student learning on the basis of established criteria and assigning a value to represent that quality. Evaluation is based on assessments of learning that provide data on student achievement at strategic times throughout the grade/subject/course, often at the end of a period of learning.

~~The process of collecting and interpreting evidence for the purpose of summarizing learning at a given point in time, to make judgments about the quality of student learning on the basis of established criteria, and to assign a value/grade/achievement level to represent that quality.~~

5.14 Individual Education Plan (IEP)

A written plan describing the special education program and/or services required by a particular student, including a record of the particular accommodations needed to help the student achieve his or her learning expectations. An IEP must be developed for a student who has been identified as exceptional by an Identification, Placement, and Review Committee (IPRC), and may also be developed for a student who has special education needs but has not been identified as exceptional. An IEP is a working document that ~~identified~~ identifies learning expectations that may be modified from or alternative to the expectations given in the curriculum policy document for the appropriate grade and subject or course. It outlines the specific knowledge and skills to be assessed and evaluated for the purpose of reporting student achievement.

5.15 Learning Goals

Brief statements that describe for a student what they should know and be able to do by the end of a period of instruction (e.g., a lesson, series of lessons, or subtask). The goals represent subsets or clusters of knowledge and skills that students must master to successfully achieve the overall curriculum expectations.

5.16 Modification

Modifications are changes made in the age-appropriate grade level expectations for a subject or course in order to meet a student's learning needs. These changes may involve developing expectations that reflect knowledge and skills required in the curriculum for a different grade level and/or increasing or decreasing the number and/or complexity of the regular grade level curriculum expectations.

5.17 Ontario Curriculum Expectations

The knowledge and skills that students are expected to develop and demonstrate. The Ontario Curriculum Policy documents identify expectations for each grade/course from Kindergarten to Grade 12.

5.18 Peer Assessment

Peer assessment refers to a reflective, non-evaluative practice, based on established criteria, in which students make observations about their peers' performance (e.g., checklist, interview). The evaluation of student learning is the responsibility of the teacher and must not include the judgment of a student's peers.

5.19 Plagiarism

The use or close imitation of the language and thoughts of another without attribution, in order to represent them as one's own original work.

5.20 Professional Judgment

~~This term refers to~~ Judgment that is informed by professional knowledge of curriculum expectations, context, evidence of learning, methods of instruction and assessment, and the criteria and standards that indicate success in student learning. In professional practice, judgment involves a purposeful and systematic thinking process that evolves in terms of accuracy and insight with ongoing reflection and self-correction.

5.21 Reflective Habits of Mind (Metacognition)

The process of thinking about one's own thought processes. Metacognitive skills include the ability to monitor, assess, and manage one's own learning (e.g., think aloud, self-assessments, decision-making, goal setting, planning for success, reflections).

5.22 Reporting

Reporting is the process of communicating the results of assessment and evaluation to students and parents/guardians.

5.23 Self-Assessment

A process during which students reflect on the quality of their work, judge the degree to which it reflects explicitly stated goals or criteria, and revise accordingly. ~~Self-assessment refers to reflective practices based on established criteria in which students make observations about their own learning and performance.~~ They may use tools like checklists, conferencing, and journals to frame these reflections. When students assess themselves, they develop insights into their own learning and are better able to monitor, track, and plan next steps for their learning.

5.24 Success Criteria

Standards or specific descriptions of successful attainment of learning goals developed by teachers on the basis of criteria in the achievement chart, and discussed and agreed upon in collaboration with students, that are used to determine to what degree a learning goal has been achieved. Criteria describe what success “looks like”, and allows the teacher and student to gather information about the quality of student learning.

5.25 Well-being

Well-being refers to being happy, hopeful, resilient (i.e., spiritually, mentally, emotionally and physically strong) and successful. Students with a sense of well-being feel:

- physically well;
- nourished and active;
- physically and psychologically safe;
- included, valued and supported at home, at school and in the community;
- able to participate in productive activities;
- able to form and sustain healthy relationships;
- able to cope with adversity and are resilient; and,
- that adults care about their well-being.

6. CROSS REFERENCES

Legislation

[Education Act](#)

[Ministry of Education: Growing Success: Assessment, Evaluation and Reporting in Ontario Schools, Grades 1-12, 2010](#)

[Ontario Regulation 304: School Year Calendar, Professional Activity Days](#)

YCDSB Policies

[Policy 313 Homework](#)

[Policy 316 Secondary School Post-Examination Review](#)

[Policy 601 Accessibility Standards for Customer Service](#)

Related References

YCDSB Guidelines and Procedures for the Implementation of Ministry Policy: Growing Success – Assessment, Evaluation, and Reporting in Ontario Schools, 2011



YORK CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY

<i>Policy Section</i>	Finance
<i>Policy Number</i>	802
<i>Former Policy Number</i>	606
<i>Total Pages</i>	4
<i>Original Approved Date</i>	November 8, 1986
<i>Subsequent Approval Dates</i>	May 30, 2000 September 1, 2002 February 3rd, 2009 March 9, 2010 February 7th, 2012 January 26, 2016

PURCHASE, LEASE AND RENTAL OF GOODS AND SERVICES

1. PURPOSE

~~The York Catholic District School Board ("Board") is accountable to the public for the fiscally and ethically responsible purchase, lease and rental (the "purchase") of products and services used in the schools, facilities and departments of the Board. The purpose of this policy is to clarify the procedures and guidelines (the "procedures") under which the purchase, lease and rental of goods and services will be carried out.~~

The York Catholic District School Board is ethically and fiscally accountable to the public for the purchase, lease and rental of products and services used in schools, facilities and departments of the Board. The purpose of this policy is to ensure that all Board members employ appropriate financial control and accounting procedures and act in accordance with all relevant legislation.

2. OBJECTIVE

It is the policy of the Board that the purchase of goods and services shall follow processes that are consistent, open, and transparent, demonstrate exemplary financial practices, and provide maximum return on investment with respect to quality and quantity. All transactions will demonstrate ethical, professional and accountable behaviour in the Board's supply chain.

3. PARAMETERS

- 3.1 ~~The Board is accountable to the public for the fiscally and ethically responsible purchase, lease and rental ("the purchase") of goods and services used in the schools, facilities and departments of the Board.~~ All funds including those received from the Ministry, donations, grants and funds housed in Board and/or school bank accounts are subject to the parameters and guidelines of the Approval Authority Schedule (AAS) and this policy.

- 3.2 Sound and ethical business practices shall be followed at all times including:
 - 3.2.1 adherence to the Supply Chain Code of Ethics (see below);
 - 3.2.2 adherence to Broader Public Sector Procurement and Expense Directive as issued by the Ministry of Finance;
 - 3.2.3 adherence to the Canada Free Trade Agreement (CFTA);
 - 3.2.4 adherence to the Canada-European Union Comprehensive Economic and Trade Agreement (CETA);
 - 3.2.5 adherence to the principle that there shall be no unwarranted interference/involvement by staff or trustees in the purchasing process including receiving or reviewing of confidential information (unless authorized to receive or review such) or promoting a good or service by a vendor.
- 3.3 Supply Chain Code of Ethics
 - 3.3.1 **Personal Integrity and Professionalism**

Individuals involved with Supply Chain Activities must act, and be seen to act, with integrity and professionalism. Honesty, care and due diligence must be integral to all Supply Chain Activities within and between the Board, suppliers and other stakeholders. Respect must be demonstrated for each other. Confidential information must be safeguarded. Participants must not engage in any activity that may create, or appear to create a conflict of interest, such as accepting gifts or favours, providing preferential treatment, or publicly endorsing suppliers or goods.
 - 3.3.2 **Accountability and Transparency**

Supply chain activities must be open and accountable. In particular, contracting and purchasing activities must be fair, transparent and conducted with a view to obtaining the best value for public money. All participants must ensure that Board resources are used in a responsible, efficient and effective manner.
 - 3.3.3 **Compliance and Continuous Improvement**

Individuals involved in purchasing or other Supply Chain Activities must comply with this Code of Ethics and the laws of Canada and Ontario. Individuals should continuously work to improve supply chain policies and procedures, to improve their supply chain knowledge and skill levels, and to share leading practices.
- 3.4 The Approval Authority Schedule (“AAS”), as approved by the Board establishes the approval and signing authorities adhered to in all supply chain activities.
- 3.5 The purchase of goods and services shall follow processes that are consistent, open, and transparent, demonstrate exemplary financial practices, and provide maximum return on investment with respect to quality and quantity.
- 3.6 Procedures shall contain such guidelines and practices that minimize the need for exceptions or judgments in making the final selection of a vendor.
- ~~3.7 Processes shall be developed for the purchase of the required quality and quantity of goods and services.~~
- 3.87 Centralized purchasing and/or cooperative purchasing with other school boards and

public agencies shall be encouraged whenever the best interests of the Board will be served.

3.98 Environmentally responsible goods and services shall be purchased where the acquisition of such is cost effective, does not significantly alter the effectiveness of the good or service, and are compliant with the Broader Public Sector (BPS) Procurement Directive.

3.409 Unauthorized and unapproved purchases made in the name of the Board shall be considered an obligation of the person making the purchase and not an obligation of the Board.

3.4410 The Board will be bound **guided** by section 217 of the Education Act and all other related policies in respect to the purchase or sale of books and/or other resources by employees of the Board.

4. RESPONSIBILITIES

4.1 Board of Trustees

- 4.1.1 To provide oversight accountability with respect to this policy.
- 4.1.2 To approve and review the Approval Authority Schedule (AAS).

4.2 Director of Education

- 4.2.1 To **oversee the compliance of the Purchase, Lease and Rental of Goods and Services Policy and the Approval Authority Schedule (AAS)** ~~ensure that staff implement this policy as approved by the Board.~~

4.3 **Chief Financial Officer and Treasurer of the Board**

~~Associate Director: Corporate Services and Treasurer of the Board~~

- 4.3.1 **To ensure that the policy and the Approval Authority Schedule (AAS) adhere to the Broader Public Sector (BPS) Procurement Directive** ~~To ensure and that this policy and related procedures are administered as approved;~~
- 4.3.2 To approve changes to Procedures.

~~4.4 Coordinating Manager: Business Services and Assistant Treasurer of the Board~~

- ~~4.4.1 To oversee the ongoing implementation of this policy and related procedures.~~

~~4.5 Manager of Purchasing Services~~

- ~~4.5.1 To oversee the purchase of goods and services on behalf of the Board;~~
- ~~4.5.2 To ensure awareness of and compliance with approved procedures;~~
- ~~4.5.3 To review procedures on an ongoing basis and to recommend changes to procedures, when required;~~
- ~~4.5.4 To investigate and provide guidance to Purchasing Services staff on new goods and services;~~
- ~~4.5.5 To maintain open and transparent relationships with current and potential vendors and public procurement partners;~~
- ~~4.5.6 To promote the acquisition of environmentally responsible goods and services.~~

~~4.6 Purchasing Services Staff~~

- ~~4.6.1 To develop and follow approved procedures;~~

- ~~4.6.2 — To facilitate the purchase of goods and services required by schools and
— administrative departments of the Board.~~

~~**4.7 — Superintendents, Principals, Senior Managers and all other Staff**~~

- ~~4.7.1 — To adhere to approved procedures; and,
4.7.2 — To ensure awareness of, and comply with, approved procedures by their
— staffs.~~

5. CROSS REFERENCES

[Broader Public Sector Expense Directive](#) (BPS)
[Broader Public Sector Procurement Directive](#) (BPS)
[Education Act, Ontario, section 217](#), *Promotion of Sale of Books*
[National Institute of Governmental Purchasing](#) (NIGP)
[Professional Code of Ethics](#) (Purchasing Management Association of Canada (PMAC))
Relevant Acts, Legislation and Regulations

Related Policies

Policy 105 [Trustee Professional Development](#)
Policy 109 [Records and Information Management](#)
Policy 111 [Trustee Services and Expenditures](#)
Policy 219A [Elementary Student Dress Code](#)
Policy 219B [Student Dress and Uniform - Secondary](#)
Policy 423 [Conflict of Interest for Employees](#)
Policy 611 [Criminal Background Checks for Service Providers](#)
Policy 710 [Environmental Education: Our Sacred Earth](#)
Policy 801 [Use of Board and School Funds for Recognition or Acknowledgement](#)
Policy 803 [School Generated Funds](#)
Policy 808 [Travel Meals and Expense Reimbursement](#)
Policy 812 [Fair Labour Practices for School Uniforms](#)

[Approval Authority Schedule](#)
[YCDSB By-Law #1 Operational By-Law](#)

Guidelines and Procedures

[Advertising Expenditure Guidelines](#)
[Advocacy Expenditure Guidelines](#)
[School Generated Funds Procedure](#)
[Hospitality & Gifts Guidelines for Superintendents, Managers, Board & School
Administrators](#)
[Purchasing Card Procedures](#)
[Purchase Reference Guide](#)
[Registered Charity Program – Guidelines](#)
[Travel, Meals, and Expense Reimbursement Procedure](#)

Note

The purchase of goods and services for the Board is a multi-faceted, detailed series of processes and accountabilities. As such, staff develops and maintains documents that guide the process and ensure the effective implementation of parameters and procedures. These documents are reviewed on an ongoing basis to ensure legislative compliance and best purchasing practices.



YORK CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY	
<i>Policy Section</i>	Finance
<i>Policy Number</i>	809
<i>Former Policy Number</i>	
<i>Total Pages</i>	3
<i>Original Approved Date</i>	May 8, 2012
<i>Subsequent Approval Dates</i>	May 8, 2012 June 17, 2014

STAFF USE OF EXTERNAL LEGAL RESOURCES

1. PURPOSE

The York Catholic District School Board acknowledges that there will be occasions when the services of external legal resources may need to be retained ~~by the Senior Team Administration~~. The purpose of this policy is to clarify the conditions under which external legal services will be acquired.

2. OBJECTIVE

It is the policy of the York Catholic District School Board that legal advice and representation be retained when necessary in the delivery of education services and/or management and/or control of Board resources. Funds shall be allocated in the annual budget for legal expenses.

3. PARAMETRES

3.1 Board funds may be allocated for acquiring external legal services related to **routine (standard operational)** matters of the Board including, but not limited to:

3.1.1 Property [Review of Contracts / Purchases / Leases / Education Development Charges (EDC)]

3.1.2 Safe Schools (Suspensions, Expulsions)

3.1.3 Insurance Claims

3.1.4 Procurement of Goods and Services for the Board (Bids, Contracts, Claims, Statutory Compliance requirements)

3.1.5 **Labour relations related matters (e.g. collective bargaining, grievance arbitrations, employee disciplinary matters, employment contracts and human rights).**

~~3.2 Board funds may be allocated for acquiring external legal services related to Labour matters such as Grievances, Human Rights and Bargaining as directed by and reported to the Labour Relations Committee of the Board.~~

3.3. Board funds may be allocated, with **prior** Board **of Trustees** approval, for acquiring external legal services related to **non-routine** matters **or issues** which could set a significant precedent in policy and/or procedure. **In these circumstances, the Director of Education shall be responsible for acquiring legal resources.**

- 3.4 The Chair of the Board may acquire legal services, through the Chief Financial Officer and Treasurer of the Board, as directed by the Board of Trustees with regards to any matters dealing with the Director of Education.
- 3.45 For routine operational matters, the Director of Education shall be responsible for approving the acquisition of external legal services.
- 3.56 The Director of Education shall report to the Board of Trustees in private session, no less than quarterly semi-annually, the status of all legal matters and associated legal costs.
- 3.67 Invoices for all external legal services shall be approved by the appropriate Senior Administrator whose department initiated the request for service.

4. RESPONSIBILITIES

4.1 Board of Trustees

- 4.1.1 To approve the use of legal resources for non-routine matters in a timely manner;
- 4.1.2 To authorize the Chair of Board to obtain legal services when dealing with matters relating to Director; and
- 4.1.3 To approve the annual legal budget and to monitor budget compliance through receipt of legal expense reports.

4.2 Chair of the Board

- 4.2.1 As per 3.4, to obtain legal counsel with respect to matters dealing with the Director of Education as directed by Board motion.

4.3 Director of Education

- 4.3.1 To oversee compliance of the Staff Use of External Legal Resources Policy.
- 4.3.2 To present to the Board matters requiring approval.
- 4.3.4 To retain the services of external legal counsel as required.

4.4 Senior Team Administration

- 4.2.1 To acquire external legal resources for routine (standard operational) matters as required or directed.
- 4.2.2 To provide information or prepare reports as requested by the Director of Education in a timely manner.

5. DEFINITIONS

5.1 Senior Team Administration

For the purpose of this policy Senior Team Administration refers to:

- 5.1.1 Director of Education;
- 5.1.2 Associate Director of Education;
- 5.1.3 Chief Financial Officer and Treasurer of the Board Corporate Services
- 5.1.4 Supervisory Officers; and,
- 5.1.5 Corporate Senior Leaders.

~~Treasurer of the Board, Supervisory Officers and/or Senior Managers Departments initiate a request for external legal resources, provide information and/or prepare reports as requested by the Director of Education.~~

6. CROSS REFERENCES

Legislation

[Human Rights Code](#)

YCDSB Policies

[Policy 423 Conflict of Interest](#)



YORK CATHOLIC DISTRICT SCHOOL BOARD

YORK CATHOLIC DISTRICT SCHOOL BOARD APPROVAL AUTHORITY SCHEDULE (AAS)

BUSINESS SERVICES DEPARTMENT
CORPORATE SERVICES DIVISION

Date of Issue: **March 7, 2023** ~~October 12, 2016~~

Issued by: **Calum McNeil** ~~Anna Chan~~, **Chief Financial Officer & Treasurer of the Board**

Supersedes: **October 12** ~~January 26, 2016~~

Governed by: YCDSB Operational By-Law #1

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PURPOSE

The purpose of the Approval Authority Schedule (“AAS”) is to specify the signing authorities required for various types of purchases, expense reimbursements and banking activities.

SCOPE

This Approval Authority Schedule (“AAS”), per the Board’s Operational By-Law #1, defines the authorization levels delegated by the Board of Trustees to Board employees for:

- Cheque signing, Payment Register and Summary, On-line banking
- Purchasing Mechanism
- Approval of Purchase Requisitions, Purchase orders and related Invoices
- Request for payment without a purchase order
- Employee reimbursements and purchasing card (PCard) purchases
- Formal procurement, contracts and other
- **Capital Projects**

The AAS is approved by the Board of Trustees and updated from time to time as required.

~~The AAS should be read in concert with the Board’s Policy 802 – Purchase, Lease and Rental of Goods and Services and its related operating Purchase Reference Guide (PRG).~~

The Board recognizes that professional judgment is required in certain circumstances of the daily supply chain activities. Exceptions to the AAS are outlined in Chart A “Invoice/Payments”, ~~and Chart B “Delegation during Absences”, Chart B C “Purchasing Exclusions” and Chart D “Regional Internal Audit (RIAT)”.~~

RELATED PURCHASING POLICIES AND GUIDELINES

- **Canada Free Trade Agreement (CFTA)/Comprehensive Economic Trade Agreement (CETA)**
- Broader Public Sector (BPS) Procurement Directive
- **Operational By-Law #1**
- Purchase Reference Guide
- Purchase, Lease and Rental of Goods and Services (Policy #802)
- **School Generated Funds (Policy # 803)**
- **Travel, Meals & Expense Reimbursement (Policy #808)**
- **Purchasing Card Procedures**

For a complete list of related policies, guidelines and procedures and related other documents, see the Purchase Reference Guide (PRG).

PARAMETERS

The rules for authority apply to:

- Board Appointees
- Board Employees

~~# OF SIGNATURES REQUIRED~~

~~Whereas the number of signatures required is identified as the “# of Signatures Required”, it is recognized that in certain circumstances only the signature of the highest authority level is required.~~

PRINCIPLES

The following are basic control principles:

- Employees cannot approve their own personal expenditures.
- Employees cannot enter into contracts or sign legal documents unless they are specifically authorized to do so.

- Employees are responsible and accountable for their to obtain appropriate financial approvals.
- Employees may only approve those transactions pertaining to their functional area and those that fall into the budget for which they are accountable and responsible unless otherwise specified in this document.
- Authority can be delegated for reason of temporary absence, but it cannot be abdicated.
- Authority granted throughout this schedule represents the minimum required level of authority and inherently also applies to higher levels of authority.
- Internal instructions, policies and controls must comply with the Approval Authority Schedule.

SEGREGATION OF DUTIES

Prevents any one person from controlling the entire procurement process by segregating approvals for the key stages of the procurement process. Effective control in the Board includes segregation of duties across functions and individuals as outlined below.

Functions	Descriptions	Responsibility
Budgets	<ul style="list-style-type: none"> • authorized and approved by the Board on an annual basis • budgets allocated to the Fund Manager(Schools Administrators/Department Managers) 	Budget Department
Requisition	<ul style="list-style-type: none"> • a request to purchase is made using a purchase requisition and authorized by the Fund Manager 	Schools/Departments
Purchase Commitment	<ul style="list-style-type: none"> • review purchase request and ensure the appropriate competitive procurement activities are conducted • issue Purchase Order 	Purchasing Services Department
Receipt	<ul style="list-style-type: none"> • enter the goods receipt information in the Board's financial system once goods have been received or services have been completed. 	Schools/Departments
Payment	<ul style="list-style-type: none"> • process payment based on the matching prices and goods receipt to invoices 	Accounting & Financial Services Department

CFTA (Canadian Free Trade Agreement) and CETA (Canada-European Union Comprehensive Economic and Trade Agreement) Exemptions ~~AIT (Agreement on Internal Trade)~~ EXEMPTIONS

As recognized by the BPS Procurement Directive, the Board may utilize non-competitive procurement in situations outlined in the exemption, exception or non-application clauses of the ~~Agreement on Internal Trade (AIT)~~ CFTA, CETA or other trade agreements. The list of exemptions (non-application clauses of the ~~AIT~~ CFTA and CETA) from competitive procurement is outlined in PRG Appendix A B (List of Exemptions from Competitive Procurement).

DEFINITIONS

1. AUTHORITY

The authorization limits and threshold specified represent the maximum limits that apply to financial authorization. Although management titles may change from time to time, the authority level remains the same for the personnel with the same responsibility and accountability of the same portfolio.

2. FUNDS

All funds including those received from the Ministry, donations, grants and funds housed in Board and/or school bank accounts are subject to the parameters and guidelines of the AAS and any applicable policies.

3. FUND MANAGER

Fund Manager is the staff member deemed to be responsible for the budget of the respective Fund Centre and is authorized to approve a purchase/expense reimbursement for the threshold amounts stipulated in the approval tables. Fund Managers are also accountable to stay within their approved and allocated budgets.

4. SUPERINTENDENT

The term "Superintendent" for the purposes of the authority levels outlined in this document includes Director of Education, Associate Director, Chief Financial Officer & Treasurer of the Board, Supervisory Officers, Assistant Superintendents, Coordinating or Senior Managers, and the Chief Information Officer.

5. TAXES

All dollar amounts within the AAS are exclusive of taxes (i.e. taxes are not included).

6. CURRENCY IS CANADIAN DOLLARS

Transactions in other currency than Canadian must be converted and follow the Canadian Dollar thresholds.

APPROVAL AUTHORITY SCHEDULE TABLES

TABLE 1 - CHEQUES SIGNING, PAYMENT REGISTER AND SUMMARY, ON-LINE BANKING

Action/Process	Level	# of Signatures Required	Type	Authority (Minimum Requirement)
Cheque Signing	< \$25,000 or Exceptions (>= \$25,000 as outlined in Chart A)	2	Electronic Signatures	1. Director of Education & Secretary of the Board ; and 2. Chief Financial Officer & Treasurer of the Board
	>= \$25,000	2	Manual Signatures	Any two of Primary Signers or one Primary Signer and one Secondary signer . Primary Signers: <ul style="list-style-type: none"> Director of Education & Secretary of the Board Associate Director Chief Financial Officer & Treasurer of the Board Secondary Signers: <ul style="list-style-type: none"> Manager – Accounting & Financial Services Manager – Budget Associate Director, Strategic Leadership Coordinating Manager, Budget and Audit Services
	Registered Charity	4 2	Manual Signatures	Any two of Primary Signers or one Primary Signer and one Secondary signer . Any one of: Primary Signers: <ul style="list-style-type: none"> Director of Education & Secretary of the Board Associate Director Chief Financial Officer & Treasurer of the Board Secondary Signers: <ul style="list-style-type: none"> Manager – Accounting & Financial Services Manager – Budget Associate Director, Strategic Leadership Coordinating Manager, Budget and Audit Services
	School Generated Funds “SGF” (Policy #803 and SGF Procedures)	2	Manual Signatures	1. Principal and Any one of: <ul style="list-style-type: none"> 1. Vice Principal 2. Senior Secretary 3. School Bursar
On-line Banking Transfers between YCDSB bank accounts	< \$5,000	1	On-line approval through Financial Institution	Any one of: <ul style="list-style-type: none"> 1. Manager – Accounting Payroll and Benefits & Financial Services; or 2. Manager – Budget Manager Purchasing Services 3. Chief Financial Officer & Treasurer of the Board
	>= \$5,000	2	On-line approval through Financial	Any two of: <ul style="list-style-type: none"> 1. Manager – Accounting Payroll and Benefits & Financial Services; or 2. Manager – Budget Manager Purchasing Services

			Institution	Services 3. Chief Financial Officer & Treasurer of the Board
On-line Banking Wire Transfer	> \$0	2	On-line approval through Financial Institution	Any two of: 1. Manager – Accounting Payroll and Benefits and Financial Services; or 2. Manager – Budget Manager Purchasing Services 3. Chief Financial Officer & Treasurer of the Board (Note: all wire transfers are to be pre-authorized based on cheque signing authorities noted above.)
Employee expense reimbursement register via payroll (EFT and Cheques)	> \$0	2 3	Manual Signatures	1. Controller Accounting Services Specialist 2. Manager – Accounting Payroll & Benefits and Financial Services 3. Chief Financial Officer & Treasurer of the Board
Payment summary and Register	< \$25,000 or Exceptions (>= \$25,000 as outlined in Chart A)	2	Manual Signatures	Any two of: 1. Controller Accounting Services Specialist 2. Manager – Accounting Payroll and Benefits & Financial Services 3. Chief Financial Officer & Treasurer of the Board
	>= \$25,000	4	Manual Signatures	1. Controller Accounting Specialist 2. Manager – Accounting Payroll and Benefits & Financial Services 3. Chief Financial Officer & Treasurer of the Board 4. Director of Education & Secretary of the Board

APPROVAL AUTHORITY SCHEDULE TABLES (CONTINUED)

TABLE 2 – PURCHASING MECHANISM

Department	Expense Type	Level	Purchasing Mechanism
All Departments except Plant (see below)	All	> \$500	Purchase Requisition (Note 1)
Plant Department	All	<= \$10,000	Work-Order (Note 2) or Purchase Requisition
		> \$10,000	Purchase Requisition

Note 1 – Except where PCard use is appropriate, per limits and procedures in Purchasing Card Procedure.

Note 2 – Work orders are created within the Plant Department's work order system, are issued for Plant maintenance expenditures and follow the processes outlined by the Plant Department. Work orders shall only be created for buying goods or services from an existing Vendor of Record or Time & Material contracts with total purchase value not exceeding \$10,000. Any orders related to architect or consulting services shall use the Purchase Requisition process.

APPROVAL AUTHORITY SCHEDULE TABLES (CONTINUED)

TABLE 3 – APPROVAL OF PURCHASE REQUISITIONS, PURCHASE ORDERS (“PO”) AND RELATED INVOICES

Action/Process	Level	# of Signatures Required	Type	Authority (Minimum Requirement)
Purchase Requisition	< \$2,500 (line item)	1	On-line Approval	1. Fund Manager
	>= \$2,500 (line item)	2	On-line approval	1. Fund Manager; 2. Superintendent
Purchase Order	< \$25,000	1	On-line approval	1. Purchasing Specialist
	>= \$25,000 and < \$100 75,000	2	On-line approval	1. Purchasing Specialist; and 2. Manager, Purchasing Services
	>= \$100 75,000	3	On-line approval	1. Purchasing Specialist; 2. Manager, Purchasing Services; and 3. Chief Financial Officer & Treasurer of the Board
Purchase Order and Related Invoice differences	Line item <10% and <\$100	n/a	Manual Signature	At discretion of Accounts Payable.
	Line item > 10% or \$100 and Extras <\$5,000	2	Manual Signatures	1. Fund Manager (exceptions: books, US Vendors, catalogue items from school specific vendors, tax issues, discounts, unplanned delivery charges); and 2. Purchasing Specialist
	Extras >=\$5,000 & < \$25,000	3	Manual Signatures	1. Fund Manager; 2. Superintendent; and 3. Purchasing Specialist
	Extras >=\$25,000	4	Manual Signatures	1. Fund Manager; 2. Superintendent; 3. Purchasing Specialist and Any one of: 1. Director of Education & Secretary of the Board or 2. Chief Financial Officer & Treasurer of the Board;

APPROVAL AUTHORITY SCHEDULE TABLES (CONTINUED)

TABLE 4 - REQUEST FOR PAYMENT TRANSACTIONS WITHOUT A PURCHASE ORDER

Action/Process	Level	# of Signatures Required	Type	Authority (Minimum Requirement)
Payment Request via invoices or, cheque requisition - Admin # 1 Excluding: Payment Request for Recognition/Acknowledgement using Board/School Funds per Policy#801 (see below)	< \$5,000	1	Manual Signature	1. Fund Manager
	>= \$5,000 & < \$10,000	2	Manual Signatures	1. Fund Manager; and 2. Superintendent or Manager of Plant Units (for Plant Work Order Payment requests only)
	>= \$10,000 & < \$75,000	2	Manual Signatures	1. Fund Manager; and 2. Superintendent
	>= \$75,000	3	Manual Signatures	1. Fund Manager; 2. Superintendent; and 3. Chief Financial Officer & Treasurer of the Board
	Exceptions for Recurring Monthly Payments as listed in Chart A.	See Chart A	Manual Signature or On-line approval	As per Chart A
Payment Request for Recognition/Acknowledgement using Board/School Funds per Policy #801	<= \$100	1	Manual Signatures	1. Fund Manager
	> \$100	2	Manual Signatures	1. Fund Manager; and Any one of: 1. Director of Education & Secretary of the Board or 2. Chief Financial Officer & Treasurer of the Board

APPROVAL AUTHORITY SCHEDULE TABLES (CONTINUED)

TABLE 5 - EMPLOYEE EXPENSE REIMBURSEMENTS AND PURCHASING CARD (PCARD) PURCHASES

Action/ Process	Level	# of Approvals Required	Type	Authority (Minimum Requirement)
Employee Expense Reimburse ments (Note 1 and 2) and PCard purchases	Chair and Vice-Chair of the Board	1	On-Line or Manual Signature	1. Chief Financial Officer & Treasurer of the Board
	Director of Education & Secretary of the Board	2	On-Line or Manual Signature	1. Chair of the Board, and 2. Vice-Chair of the Board
	Trustee	1	On-Line or Manual Signature	1. Director of Education & Secretary of the Board
	Elementary School Employee* (excluding Custodian and Vice-Principal and Principal)	4	On-Line or Manual Signature	1. Principal
	Elementary and Secondary School Employee *(excluding Custodian and Principal) and Elementary Vice-Principal	1 2	On-Line or Manual Signature	Expense Reimbursements: 1. Principal, and 2. Superintendent or Assistant Superintendent
	Elementary and Secondary School Employee *(excluding Custodian and Principal) and Elementary Vice-Principal	1	On-Line or Manual Signature	PCard purchases: 1. Principal
	Principal	1	On-Line or Manual Signature	Travel/Expense Reimbursements: 1. Superintendent
				PCard purchases: Superintendent reviews purchasing card monthly transaction log for Principal expenditures. approves monthly overview report for
	Custodian	1	On-Line or Manual Signature	Travel/Expense Reimbursements: 1. Area Facility Coordinators PCard purchases: Approved by the Manager of Facilities Services by periodic overview report
	Student Services and Curriculum, Program & Instructional Services	1	On-Line or Manual Signature	1. Superintendent 2. Note: Principal/Supervisor approves first if required by the Superintendent.
	All Other CEC	1	On-Line or Manual Signature	1. Reporting Fund Manager (Note 1)

* Itinerant teachers' travel will be reimbursed as per collective agreement.

Note 1- Mileage reimbursements are processed through the Travel Reimbursement **Input** Program ("TRIP") and approvals are done through workflow on-line unless otherwise noted in this table and Note 2.

Note 2 – Exception - for claims less than \$100 the Manager - Accounting ~~Payroll and Benefits~~ **& Financial Services** can approve the claim without the approval of the claimant's manager.

APPROVAL AUTHORITY SCHEDULE (CONTINUED)
TABLE 6 - FORMAL PROCUREMENT, CONTRACTS AND OTHER

Action/Process	Level	Authority (Minimum Requirement)
Bid Requirements for Goods, Non-Consulting Services & Construction (Note 1)	>= \$10,000 and <\$50,000	Minimum 3 formal bid responses to be received. Exception must be approved by Manager, Purchasing Services.
	>= \$50,000 and < \$100,000	Minimum three (3) formal bid responses to be received. Exception or non-competitive procurement must be approved by Chief Financial Officer & Treasurer of the Board.
	>= \$100,000	Minimum three (3) formal bid responses to be received. Exception or non- competitive procurement must be approved by Board Motion before award. Must also adhere to competitive bid requirements of the BPS Procurement Directive (i.e. open competitive and electronic Tendering system).
Bid Requirements for Consulting Services (Competitive)	<\$50,000	Minimum three (3) formal bid responses to be received.- Exception must be approved by Manager, Purchasing Services
	>= \$50,000 and < \$100,000	Minimum three (3) formal bid responses to be received. Exception must be approved by Chief Financial Officer & Treasurer of the Board.
	>= \$100,000	Minimum three (3) formal bid responses to be received. Exception must be approved by Board Motion before award. Must also adhere to competitive bid requirements of the BPS Procurement Directive (i.e. open competitive and electronic tendering system).
Pre-approval – Authority to Proceed with Purchase of Goods and Services	>= \$25,000	1. Director of Education & Secretary of the Board or 2. Chief Financial Officer and Treasurer of the Board, or 3. As per Board Motion
Authority to award Bids and sign contracts resulting from normal procurement and bidding processes as described within the PRG	< \$100,000 <\$75,000	1. Manager, Purchasing Services
	>= \$100,000 >=\$75,000	1. Manager, Purchasing Services; and 2. Chief Financial Officer & Treasurer of the Board

Non-Competitive Procurement for Consulting Services	For bids >\$50,000 and <\$100,000	Accommodations & Business Affairs Committee
	< \$100,000 or AIT- CFTA and CETA Exemption Based Only (Note 2)	One of: 1. Director of Education & Secretary of the Board or 2. Chief Financial Officer & Treasurer of the Board
	All Others	Board Motion
Issuance of new Purchasing card	> \$0	As per Purchasing Card Procedures Guide (Spending authority as stipulated in the Purchasing Card Procedures Guide)
Signing Contracts (excluding employment contracts and contracts resulting from normal procurement and bidding processes as described within the PRG)	<= 1-year term and <\$25,000	Fund Manager (subject to limits of available budgets and within any applicable fund raising criteria)
	<= 1-year term and >=\$25,000	1. Fund Manager; and 2. Superintendent Coordinating Manager, Budget and Audit Services (subject to limits of available budgets, within any applicable fundraising criteria, and are considered part of annual routine school or department activities).
	> 1 year term	Signature required on contract: Minimum of one- One of: 1. Director of Education & Secretary of the Board or Associate Director 2. Chief Financial Officer & Treasurer of the Board or 3. as directed by legal counsel, and reported to the Board
Termination of a vendor during contract term	>\$0	Board Motion
Extension of contract beyond option years	>\$0	Board Motion
International Student Recruitment Services Agreement	> 1 year term	Director of Education & Secretary of the Board
Revenue generating contract (e.g. community partnership arrangements, childcare lease agreements, green energy initiatives)	>\$0	Superintendent responsible for the areas

Note 1 – For School Enhancement Projects, follow 'School Enhancement' Procedures

Note 2– Canada Free Trade Agreement (CFTA)/Comprehensive Economic Trade Agreement (CETA)

APPROVAL AUTHORITY SCHEDULE (CONTINUED)

TABLE 7 – CAPITAL PROJECTS (NOTE 1)

(a) Annual School Renewal Projects

Action/Process	Level	Authority (Minimum Requirement)
Annual Capital Plan / The committee of capital program stakeholders	All	1. Superintendent of Facilities Services and Plant, and 2. Director of Education & Secretary of the Board, or 3. Chief Financial Officer & Treasurer of the Board
Pre-approval- Authority to proceed when Bids exceed the approved budget in Annual Capital Plan but can be accommodated through the existing capital budgets	< \$25,000 < \$50,000	Superintendent of Facilities Services and Plant
	>= \$25,000 >= \$50,000	1. Director of Education & Secretary of the Board or 2. Chief Financial Officer and Treasurer of the Board, or 3. As per Board Motion
Portable purchases or leases or moves or demolition and port-a-pak moves	> \$0	Approval to proceed: 1. Coordinating Manager of Planning & Operations; and 2. Superintendent of Facilities Services and Plant Associate Director, Strategic Leadership
Change Orders	< \$25,000	1. Superintendent of Facilities Services and Plant.
	>= \$25,000	1. Superintendent of Facilities Services and Plant, and 2. Chief Financial Officer & Treasurer of the Board or 3. Director of Education & Secretary of the Board.

(b) New Construction Projects or Major Additions

Action/Process	Level	Authority (Minimum Requirement)
Site purchase	> \$0	Board Motion
Tenders for Capital Projects for new Construction (includes additions and port-a-pak purchases)	All new construction projects or major additions	Proceed to tender: Ministry Approval Award of tender: Board Motion
	Change Orders < \$50,000 < \$25,000	1. Superintendent of Facilities Services and Plant.
	Change Orders >= \$50,000 >= \$25,000	1. Superintendent of Facilities Services and Plant, and Any one of: 2. Director of Education & Secretary of the Board or 3. Chief Financial Officer & Treasurer of the Board
Construction Status Updates	Change Orders >= \$50,000 >= \$25,000	Construction status updates including Change Orders to be reported to Corporate Services Committee

Note 1: Subject to Ministry procedures and thresholds in effect

EXCEPTIONS TO APPROVAL AUTHORITY SCHEDULE LEVELS AND SCOPE

CHART A: INVOICE/PAYMENTS AND DELEGATION DURING ABSENCES (A1)

This chart outlines exceptions to manual signatures >\$25,000, payment request approvals and payments.

Designated Managers (or Superintendents) the following positions have authority to approve invoices/payment requisitions/payments for values higher than normal authority levels for the specified invoice/requisition types/payments. These invoices/payments either result from contracts or bids awarded through processes compliant within the authorities of the AAS or specific business processes:

	Invoice/Payment Type
Manager, Accounting, Payroll and Benefits & Financial Services	<ul style="list-style-type: none"> • Commissions to schools • Schools/School Council HST Rebates • Purchase order line item value variance < \$100 • Education Development Charges • In-house catering services CEC Food Catering • Payroll remittances for statutory and employee contractual commitments: <ul style="list-style-type: none"> ○ employee deductions including and not limited to statutory payroll deductions, Pension contributions, employee share of benefit premiums, union dues ○ employer payroll related remittances to the appropriate authorities including benefit premium obligations to third parties • Payroll advices and T4 production invoices
Human Resources Chief Information Office	<ul style="list-style-type: none"> • Damages or settlement
Information Systems Senior Manager, Information System	<ul style="list-style-type: none"> • Converged Internet Protocol (IP) product invoices • Photocopier charges • Recurring Telecom Services (Local access and long distance and VOIP)
Planning & Operations Coordinating Manager of Plant & Accommodation	<ul style="list-style-type: none"> • Transportation operator and YRDSB invoices • Property licenses, leases and rentals • Postage deposits for postage machine, couriers
Facilities Services & Plant Senior Manager, Environmental Services	<ul style="list-style-type: none"> • Petro Canada Gas Card accounts • Energy billings – Gas & electricity market purchases & Delivery • Waste/Disposal/Removal Services • Utilities: Hydro, Water, Sewer, Gas (including invoices covering market purchases and services)
Plant Controllers, Facilities Controllers , and Facilities Controllers Coordinators	Work Order invoices and Pcard purchases only when all items on a statement are for work order invoices <\$1,000

CHART B (A2) - DELEGATION DURING ABSENCES

A person may delegate their authority due to vacations, temporary leave of absences, etc. This delegation must be in writing **with a copy to their Manager/Superintendent**, and must identify the reason for the delegation of authority, the length of time that the delegation remains in effect and any exceptions to the authority delegated.

Delegator: The employee who has authority to take action on behalf of the Board who transfers ("delegates") his/her authority to another employee ("Delegate").

Delegate: The employee who is officially transferred the authority to act on behalf of the delegator.

It is the responsibility of the Delegator to maintain proper control and management of his/her area; the Delegator remains accountable for all actions taken by the Delegate. The Delegator shall take into account and maintain appropriate internal controls including segregation of duties and monitoring the effectiveness of the controls established.

The delegation must not exceed three (3) months.

Delegations are assigned as follows:

- ~~To ensure proper segregation of duties, the staff member who creates the requisition should not release the requisition. Where a Manager~~ **Assigned signatories must designate their responsibility to an alternate individual in their absence except for employee reimbursements processed through the Boards travel reimbursement program ('TRIP') which is delegated through the online module.**
- Where a Manager/Principal/Superintendent is unable to release a Requisition, this responsibility is delegated to Purchasing Specialist who has the authority to override the normal authorization system for release of Requisitions and Purchase Orders. Formal **written** authorization is required from an appropriate approver prior to the release of the requisition or Purchase Order. Paperwork will be kept on file for audit purposes.**

~~Designate is not authorized to approve in excess of the level of thresholds assigned to the individuals they are approving for.~~

~~Delegations are assigned as follows:~~

~~A. During the months September to June:~~

- ~~Assigned signatories must designate, via the 'Delegation of Authority' form, assigning responsibility to an alternate individual in their absence (except for employee reimbursements processed through the Boards travel reimbursement program ('TRIP')).~~
- ~~Delegations must be approved by the Chief Financial Officer and Treasurer of the Board.~~
- ~~Delegation of employee expense reimbursements processed through the Boards reimbursement application are assigned within the Boards reimbursement application.~~

~~B. During the months of July and August:~~

- ~~Schedules are prepared summarizing the delegation of authorities and approvals. Manual signatures may be replaced by electronic signatures with the approval of the Chief Financial Officer & Treasurer of the Board or Coordinating Manager, Budget and Audit Services or Manager, Accounting, Payroll & Benefits.~~
- ~~In September, a list of cheques >\$25,000 issued without manual signatures is prepared for approval by the Chief Financial Officer & Treasurer of the Board and Director of Education.~~

CHART C B: PURCHASING EXCLUSIONS

(C1 B4) PURCHASE REQUISITIONS AND PURCHASE ORDERS

The following vendor types or groups do not require the use of purchase requisitions/purchase orders. Approval will follow the Approval Authority Schedule Requests for Payment (Without a Purchase Order). **Additionally, subscription renewals, services under a contract (e.g. telecommunication, payroll production runs, audit fees, actuarial fees, banking fees, Purchasing Card payments) will also not require the use of purchase requisitions/purchase orders.**

VENDOR GROUPS

Debenture Payments (DEB), Employee Payments (EMP), One Time Vendors (ONE), Payroll Vendors (PR), Payments to Schools (SCH), Rental/Lease Vendors (RENT), Transportation Vendors (TRAN), Trustees (TRUS), Utility Vendors (UTIL).

~~VENDOR TYPES~~

~~Subscription renewals, services under a contract (e.g. telecommunication, payroll production runs, audit fees, actuarial fees, banking fees, Purchasing Card payments).~~

(C2 B2) FROM PURCHASING SERVICES SCOPE

Purchasing Services unit shall be responsible for the purchase of goods or services by competitive bid, EXCEPT for the following, which shall be the responsibility of the respective Superintendent, Principal or Manager requiring the good or service. These purchases are subject to the requirements and approvals as set out in the PRG.

Goods or Services	Responsibility (including contract signing)
Architect services	Coordinating Manager
Capital projects e.g. construction of schools	Coordinating Manager
Building Automation System related maintenance and upgrades	Superintendent of Facilities Services and Plant
Debentures	Chief Financial Officer & Treasurer of the Board
Emergency goods or services purchases (Note 1)	Respective Approvers
Fundraising vendors	Respective Approvers
Imprest purchases, Employee Expense Reimbursements, and Purchasing Card transactions	Respective Approvers
Site purchases	Coordinating Manager
Non-Board Funds transactions (school purchases)	Respective Approvers
Student daily excursions, field trips, and travel (Note 2)	Respective Approvers
Student Photography and Yearbooks (Note 2)	Respective Approvers
School food programs	Respective Approvers
Annual software maintenance fees resulting from an RFP process or an existing program	Respective Approvers
Text Books	Per Provincial direction or Respective Approvers

Note 1: Failure to plan and allow sufficient time for a competitive process does not constitute as an emergency or an unforeseeable situation of urgency.

Note 2: Must use the Board's approved pre-qualified vendors

CHART D G: REGIONAL INTERNAL AUDIT TEAM (RIAT)

For the initial establishment of external Pre-Qualified Audit Firms and Hourly Rates

Action/Process	Level	Authority (Minimum Requirement)
Authority to proceed with Pre-Qualification process	>\$0	<ol style="list-style-type: none"> 1. Senior Manager of RIAT 2. Authorized Representative(s) of three RIAT Board(s) other than Host Board 3. Host Board RIAT Coordinator
Bid Requirements for Pre-Qualification to select Audit Firms	>\$0 and <\$100,000	Minimum three (3) submissions to be received. Exception or non-competitive procurement must be approved by TA RIA CSC*
	>=\$100,000	Open competitive process to inform the marketplace of the procurement opportunity and adhere to the BPS Procurement Directive. Minimum three (3) submissions to be received. Exception or non-competitive procurement must be approved by TA RIA CSC* before award.

For Purchase of Services (from Pre-Qualified Audit Firm list)

Action/Process	Level	Authority (Minimum Requirement)
Authority to proceed with Purchase of Services from Pre-Qualified Audit Firms and establishment of Bid Committee	>=\$50,000	<ol style="list-style-type: none"> 1. Senior Manager of RIAT 2. Authorized Representative(s) of applicable RIAT Board(s)
Bid Requirements for Co-Sourcing and Special Engagements from Pre-Qualified Audit Firms	<\$50,000	At discretion of Senior Manager, RIAT. Must adhere to rotational basis and receive confirmation of pricing in writing.
	>=\$50,000 and <\$100,000	Pre-Qualified Audit Firms invited to bid shall be done on a rotational basis. Minimum three (3) Request for Proposal submissions to be received. Exception or non-competitive procurement must be approved by TA RIA CSC*.
	>=\$100,000	All Pre-Qualified Audit Firms to be invited to bid. Minimum three (3) Request for Proposal submissions to be received. Exception or non-competitive procurement must be approved by TA RIA CSC* before award.

Definitions:

RIAT Boards: Dufferin Peel Catholic District School Board/Peel District School Board/Toronto Catholic District School Board/Toronto District School Board/York Catholic District School Board/York Region District School Board.

*** TA RIA CSC:** Toronto and Area Regional Internal Audit Coordinating Services Council which has representatives from each of the RIAT Boards.