



POLICY COMMITTEE

Wednesday February 10, 2016
Education Centre, Level 3, Room 308

AGENDA

1:00 p.m.

1. Call to Order
2. Approval of the Agenda

ENGAGEMENT:

3. Political Activity in Schools during Elections – draft policy for consultation
4. Naming of Schools – draft for consultation

FINANCE & ADMINISTRATION:

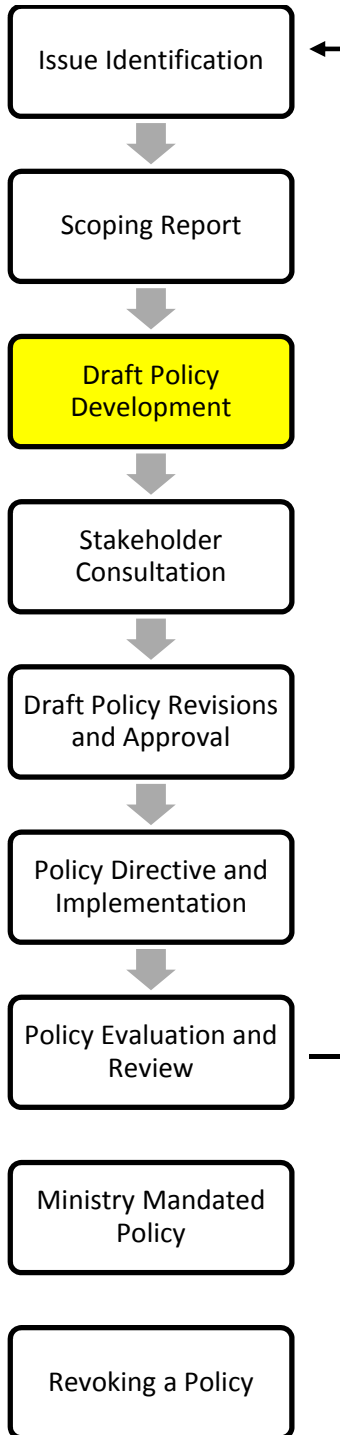
5. Use of Board Facilities – scoping report
6. Procurement – policy review

7. Next Policy Meeting: March 9, 2016
8. Adjournment

POLICY COMMITTEE

Title: Political Activity in Schools During Elections

Pillar Policy: Engagement Pillar



Recommended Action:

That the Political Activity in Schools be approved for consultation.

Background:

When Federal, Provincial or Municipal elections occur, the Board receives many questions about what is acceptable in the school and on Board property, as well as, requests from schools to hold all-candidates meeting in the classrooms.

A Scoping Report was presented to Trustees in May 2015 and Trustees asked that an interim directive be created, with a draft policy to come after the Federal election in the fall.

The draft policy came back before the committee in December 2015. Trustees asked for changes to be made to the policy.

Before Trustees today is the draft policy that incorporates the changes requested by Trustees.



Political Activity in Schools During Elections

Date Approved:

Projected Review Date:

PURPOSE:

Hamilton-Wentworth District School Board (HWDSB) is committed to the principles of fairness and non-partisanship during election campaigns.

HWDSB supports the democratic right in our society to participate in debates when there is a pending election. However, it is also essential that the learning environment in schools remain impartial when discussing political topics.

GUIDING PRINCIPLES:

- Students learn about the role local, provincial national and global politics play in everyday life.
- Students have opportunities to gain experience in political affairs through study, discussion debate, curriculum and co-curricular activities in an open, informed and reasoned manner.
- At no time shall political activity interfere with the normal operation of the school.

INTENDED OUTCOMES:

Ensure that schools remain impartial and encourage real-life learning about politics during the campaigning of an election.

RESPONSIBILITY:

Director of Education
Members of Executive Council

TERMINOLOGY:

Bias: An opinion, preference, prejudice, or inclination that limits and individual's or a group's ability to make fair, objective or accurate judgments.

Non-partisanship: Not biased towards any particular political group or individual.

Safe Welcome Program: A Ministry funded program that puts in place access device systems such as locking outside doors, security cameras and buzzers at schools.

ACTION REQUIRED:

Candidates

Once an election is officially under way, candidates are not permitted to make individual presentations to students, school councils or staff members. Candidates, unless they are the current Trustee and acting in that role, may not take part as official platform guests at any school or work function.

Staff

During election campaigns, it is important that all Board staff members be mindful of their responsibility as public employees and refrain from activities or actions that might appear to favour one candidate or party over another.

Students

Student debates and discussion aimed at increasing political awareness are encouraged. At the discretion of the Principal, non-partisan information, such as polling dates and locations, may be posted within the school.

Schools used as polling stations

The *Canada Elections Act*, *Ontario Elections Act* and *Municipal Elections Act* stipulate that it is the Returning Officer/City Clerk who will choose suitable locations for polling stations, which may include schools. Polling stations are usually selected because they are located centrally in ridings/wards and are easy to access for the voting public.

If schools are identified as polling stations for an election, Facility Services will work with the Returning Officer/City Clerk to address the safety of students, staff and the community. This work will also include ensuring the Safe Welcome Program, where applicable, is followed and to find appropriate accessible locations within the school for the polling station.

PROGRESS INDICATORS:

Intended Outcome	Assessment
Ensure that schools remain impartial and encourage real-life learning about politics during the campaigning of an election.	This will be measured through a survey of select schools to capture what activities took place during the election period.

REFERENCES:

Government Documents

Ontario Public School Boards Association (OPSBA)

HWDSB Strategic Directions

Achievement Matters

Engagement Matters

Equity Matters

HWDSB Policies

Engagement Pillar

Student Engagement



Political Activity in Schools During Elections Directive

Directive for Policy X.X Political Activity in Schools

Projected Review Date:

RATIONALE:

Hamilton-Wentworth District School Board (HWDSB) is committed to the principles of fairness and non-partisanship during election campaigns.

HWDSB supports the democratic right in our society to participate in debates when there is a pending election. However, however, it is also essential that the learning environment in schools remain impartial when discussing political topics.

TERMINOLOGY:

Bias: An opinion, preference, prejudice, or inclination that limits an individual's or a group's ability to make fair, objective, or accurate judgments.

Non-Partisan: Not biased towards any particular political group or individual.

Safe Welcome Program: A Ministry funded program that puts in place access device systems such as locking outside doors, security cameras and buzzers at schools.

PROCEDURES:

1.0 Candidates

- 1.1 Current trustees may continue to attend and participate in school or Board functions and events, but shall not campaign or conduct themselves in any way that may be perceived as campaigning.
- 1.2 Political lawn signs and partisan literature are not to be posted on Board property, including bulletin boards. Candidates may not distribute flyers on vehicles parked on school or Board property.
- 1.3 Political candidates may attend school council meetings only as observers, just as with any other member of the public. Candidates cannot make individual presentations to school councils.
- 1.4 School councils are not permitted to endorse a specific trustee candidate or other government level candidate, or to campaign on behalf of a specific candidate. School councils are not to distribute candidate information.

- 1.5 In the event that an all-candidates meeting is requested by students and connected to curriculum, such a meeting is to be for students taking relevant courses. If other students express an interest in participating to their teacher or principal, they will have the opportunity to do so.
- 1.6 When arranging an all-candidates meeting, every effort must be made to ensure all candidates have an opportunity to attend.
 - 1.6.1 At least two weeks advance notice must be given to all candidates.
 - 1.6.2 If candidates are unable to attend, they may have a designate attend on their behalf.
 - 1.6.3 A minimum of two candidates or designates, for the same position, must confirm their attendance at least one week in advance of the meeting in order for the meeting to proceed.
 - 1.6.4 All candidates meetings may be organized by students during the regular school day or by community organizations / school councils after regular school hours with the support of the principal.
 - 1.6.5 An all candidates meeting organized by students or school councils, must ensure that candidates' messaging remains restricted to their party's platform, or personal views, while being respectful of other candidates views or beliefs.
- 1.7 Candidates are not to invite any media to school events.
- 1.8 Candidates, or their staff, are prohibited from taking pictures or recording audio/video when inside the school during an all candidates meeting.
- 1.9 All activities related to capturing student images and identifiable information must be undertaken in accordance with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*.

2.0 Students

- 2.1 While on Board property during school hours, a student may not be actively involved in a candidate's campaign.
- 2.2 Secondary school students may choose to work on political campaigns. Activities related to recognized political organizations, municipal, provincial and federal political activities, except for candidates running for the position of Trustee for the Hamilton-Wentworth District School Board, will count towards community involvement hours. This work must take place outside of the instructional day.

3.0 Staff

- 3.1 Employees must not engage in partisan or campaign activities of any kind while on Board property or during work hours.

- 3.2 Board employees may not wear articles of clothing or other paraphernalia, such as but not limited to, scarves, buttons, caps, pins and signs while on Board property that support or refer to political parties or candidates.
- 3.3 Staff working for or supporting a particular candidate must keep the work outside the realm of the school. No school resources (phone, fax, computer, email, social media and photocopier) can be used for partisan political activity.
- 3.4 Supplying personal information (name, address, phone number, email) of students and parents, including school council members, to any candidates or their staff is strictly prohibited.
- 3.5 No campaign materials shall be given to the students or distributed for students to take home.

4.0 Schools

- 4.1 Schools with social media accounts may follow candidates but must ensure that they follow all candidates involved. 4.2 As per the *Municipal Elections Act*, if a school is selected as a polling station and an agreement between HWDSB and the Returning Officer has been reached, it may not be changed.
- 4.3 Schools that are selected as polling stations should try to use doors that open directly to the outside from the polling station as the main entrance and exit for voters.
- 4.4 Principals should be cognizant that exterior entrances may include walking across uneven terrain, accessibility or distance issues and it may be difficult for some to use these entrances. If this is the case, voters are to use an accessible door.
- 4.5 As part of the Safe Welcome Program, Facility Services will make every effort to ensure elections staff provide two monitors to greet voters and escort them through the school to the polling station, in the event that exterior doors do not enter directly into the polling station.
- 4.6 In the event that election monitors cannot be secured, Principals should ask for community volunteers to be on a roster to admit voters as they arrive. Students are not permitted to do this task.



POLITICAL ACTIVITY IN SCHOOLS DURING ELECTIONS

Policy Committee Consultation Plan

Prepared By: Mark Taylor
 Superintendent Responsible: Peter Sovran
 Department: School Operations & Student Achievement

Policy Statement

Hamilton-Wentworth District School Board (HWDSB) is committed to the principles of fairness and non-partisanship during election campaigns.

HWDSB supports the democratic right in our society to participate in debates when there is a pending election. However, it is also essential that the learning environment in schools remain impartial when discussing political topics.

Communications Strategy

To inform various stakeholders that the 30-day consultation period has begun (February 16 - March 24) and now is their opportunity to provide comments and feedback on the Political Activity in Schools During Elections Policy.

Target Audience

Group Classification
Internal
Trustees
Executive Council
Hamilton-Wentworth Principals Council (HWPC)
HWETL
OSSTF
Student Senate
Special Education Advisory Committee (SEAC)
Parent Involvement Committee (PIC)
Rural Schools Committee
School Councils
Home & School Associations
French Immersion Advisory Committee
External
Ainslie Wood/Westdale Community Association of Resident Homeowners Inc.
Allison Park Community Association
Ancaster Community Council
Beasley Neighbourhood Association
Berrisfield Community Council
Bonnington, Buchanan, Mohawk, Southam

Neighbourhood Association
Canadian Parents for French
Central Neighbourhood Association
City of Hamilton – City Manager’s Office – For HSR
Corktown Neighbourhood Association
Crown Point Community Planning Team
Delta West Community Association
Dundas Community Council
Durand Neighbourhood Association
Eastmount Community Council
Eleanor Community Council
Flamborough Community Council
Fruitland Road Community Association for Safe and Healthy Neighbourhoods
Gilkson Park Community Association
Gourley Park Community Association
Hamilton Beach Community Council
Hamilton East Mountain Community Association
Kirkendall Neighbourhood Association
Landsdale Area Neighbourhood Association
McQuesten Community Planning Team
North Central Community Council
North End Neighbours
Pleasant View Rate Payers Association
Quigley Road Area Planning Team
Red Hill Valley Neighbourhoods Association
Riverdale Planning Team
Robert Land Community Association
Rosedale Community Council
Scenic Woods Neighbourhood Association
School Advocacy Hamilton
South Centre Community Council
South Sherman Community Planning Team
South Stipeley Neighbourhood Association
Spring Valley Community Association
Stinson Community Association
Strathcona Community Council
Templemead Community Council
Waterdown Parents for French Immersion
Waterdown South Residents' Association

Tactics

Group	Activity
Internal & External	Memo/Letter – where applicable Media Release Social Media – Twitter, Facebook School Websites School Newsletter Website

POLICY COMMITTEE

Title: **Naming of Schools**
Pillar Policy: **Engagement**



Recommended Action:

That the Naming of Schools Policy be approved for consultation.

Background:

At the March 30, 2015 Board meeting, it was recommended that the policy committee review the Naming/Renaming a School in Whole or in Part policy in fall 2015.

At that meeting, the following motion was also passed in regards to a letter submitted by the Hamilton Mountain Heritage Society:

“That the correspondence be referred to the Policy Committee for further consideration when reviewing the Naming/Renaming Policy in the fall of 2015”

Committee members, at the September Policy Committee meeting, had asked staff to return and show each scenario the process could start under and the how the process works.

At the October Policy Committee, Trustees asked that staff incorporate the feedback from the discussion and bring each scenario back for further discussion.

Staff brought back the policy at the January policy meeting and has incorporated the changes requested by Trustees in the version before the committee today.



Naming of Schools

Date Approved:

Projected Review Date:

PURPOSE:

Hamilton-Wentworth District School Board (HWDSB) recognizes that naming schools, or sections of the school, provides a unique opportunity to further develop an identity for the Board, its staff, its schools, its students and its school communities.

GUIDING PRINCIPLES:

Names for schools or sections of the school, chosen under this policy will consider the following:

- reflect HWDSB's vision, mission, commitments and community composition
- provide inspiration to students
- have community and district acceptance
- be appropriate for the whole district
- have local community, district, provincial, Canadian or international significance
- address underrepresented groups where possible

INTENDED OUTCOMES:

Through choosing a name for a school or a section of the school, it is expected that the name will have community and district acceptance while being appropriate for the whole district.

RESPONSIBILITY:

Director of Education
Members of Executive Council

TERMINOLOGY:

Closure of one or more schools and consolidation into an existing school: Refers to closing one or more schools as a result of an accommodation decision and moving the students into an already established school.

Closure of two or more schools and consolidation into a new build on an existing or new site: Refers to closing two or more schools as a result of an accommodation decision and building a new school to accommodate all students from the closing schools.

District: The areas across the City of Hamilton where HWDSB schools are located.

New build due to growth: A new school construction to alleviate accommodation pressures in growth areas.

Replacement school built on an existing or new site: Refers to moving students from an existing school into a newly built school.

School in part: Refers to a section of a school, which could involve areas such as, but not limited to, a gymnasium, a hallway, an outdoor space or learning commons (library).

School in whole: Refers to naming/renaming of the entire school.

Underrepresented groups: Considered groups that are typically underrepresented and underserved within Hamilton and whose voices are often not included in planning or heard on issues. This includes, but is not limited to, youths, seniors, people with disabilities, the socio- economic disadvantaged, immigrants and racial or ethnic minorities.

ACTION REQUIRED:

The Naming of Schools process shall begin under the following circumstance:

- A new build due to growth (Appendix A)
- Closure of two or more schools and consolidation into a new build on an existing or new site (Appendix B)
- Board approved motion

The Naming of Schools process may begin under the following circumstances, if the affected schools seek to proceed and approval is received from the Board of Trustees. This is to be determined through discussion with the School Councils and Home and School Associations, where they may exist, of the affected schools:

- Closure of one or more schools and consolidation into an existing school (Appendix C)
- Replacement school built on an existing or new site (Appendix D)

If a Naming of Schools process is initiated, Trustees will consider at the appropriate meeting, a report from the Naming Advisory Committee listing up to three recommended names in alphabetical order and will take one of two actions:

1. Recommend one name to the next regularly scheduled Board Meeting;

OR

2. In the event none of the suggested names are approved, Trustees may refer the report of the naming committee to staff, whereby the Superintendent of Student Achievement as co-chair will reconvene the naming committee to prepare a revised report for the earliest possible appropriate meeting of Trustees.

PROGRESS INDICATORS:

Intended Outcome	Assessment
Has community and district acceptance	Through an analysis of the public consultation survey data and feedback as well as input from the Naming Advisory Committee and Transitions Committee(s) as applicable.

REFERENCES:**Government Documents**

N/A

HWDSB Strategic Directions

Achievement Matters

Engagement Matters

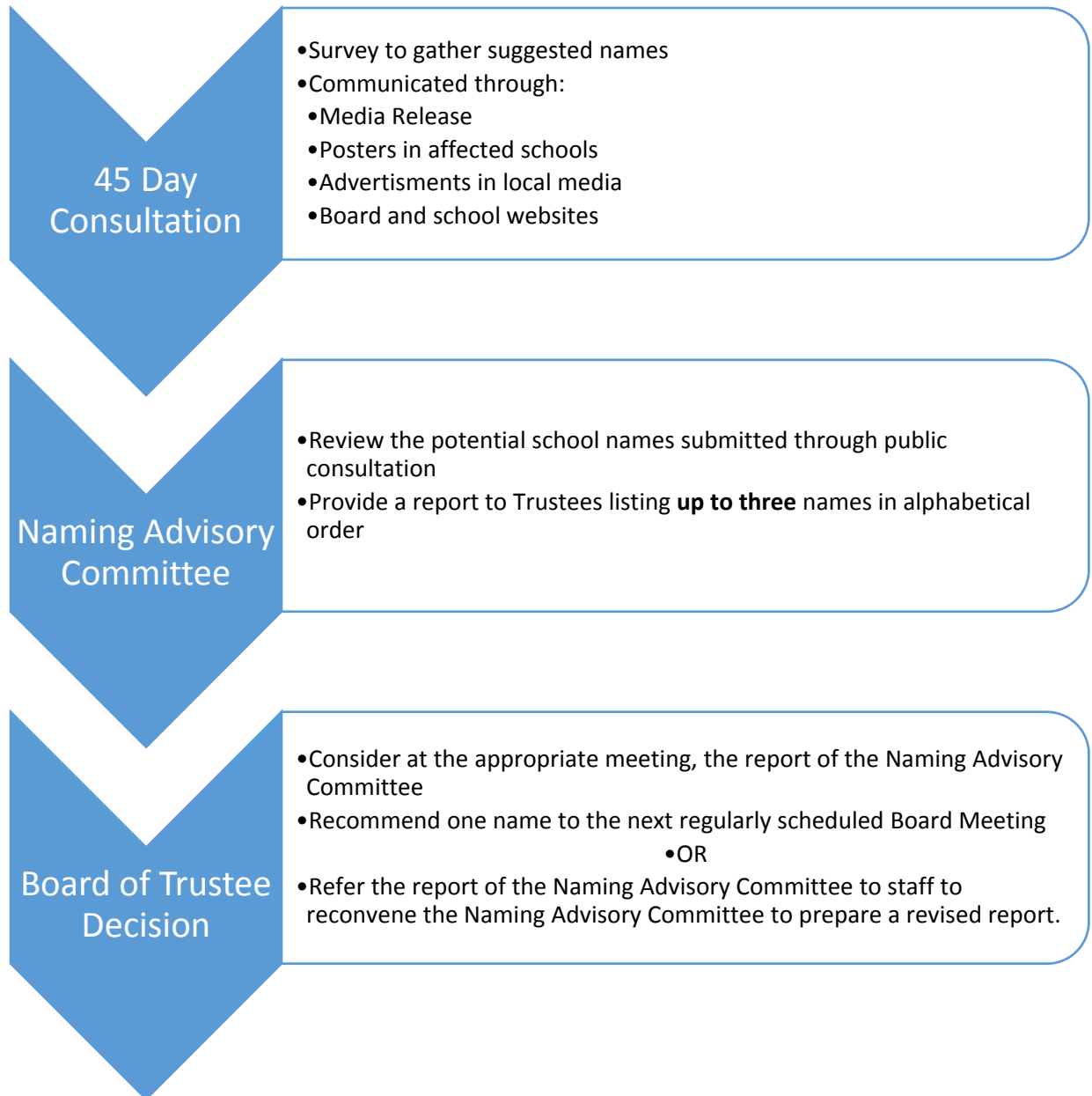
Equity Matters

HWDSB Policies

Engagement Pillar

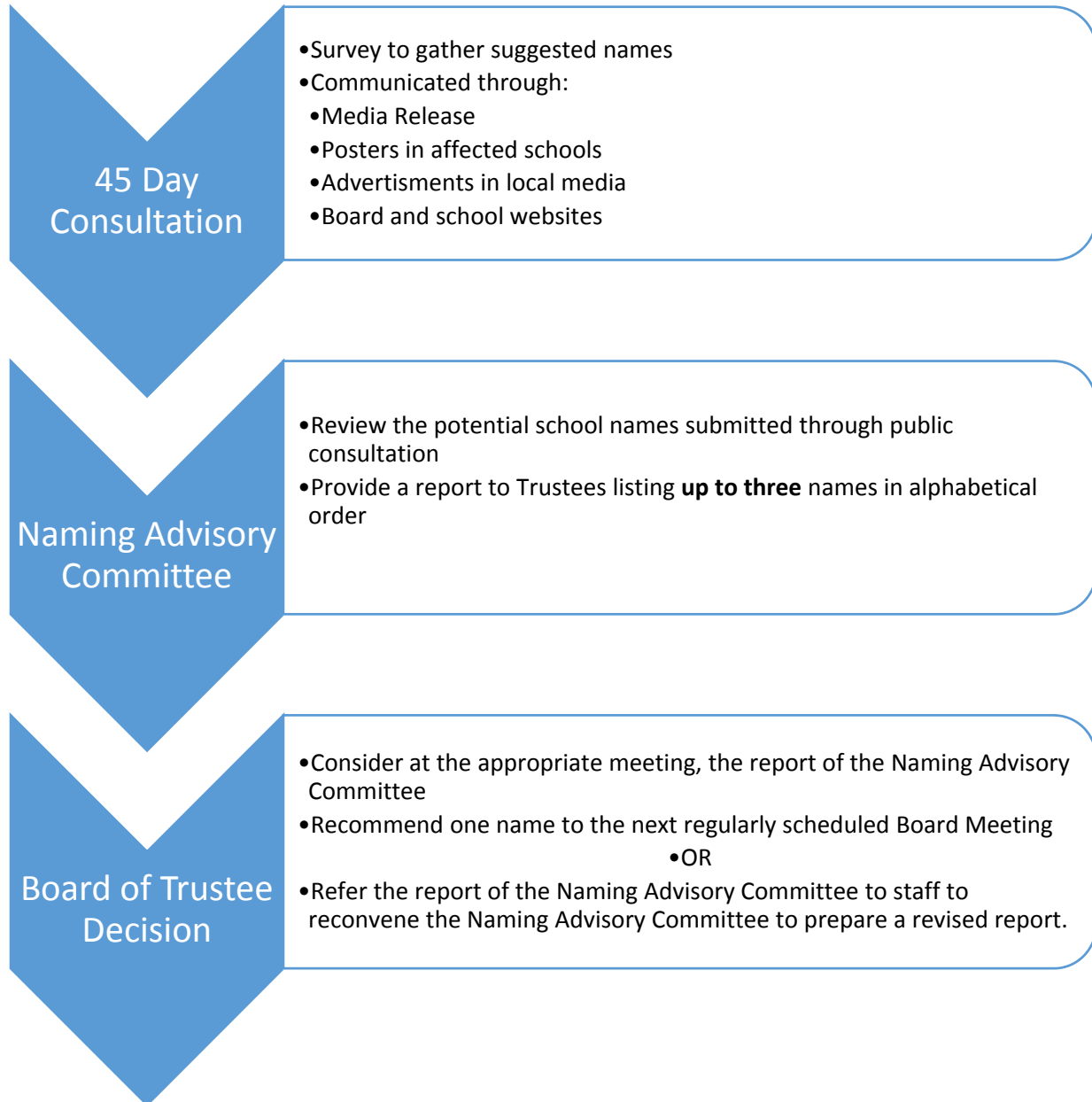
Naming of Schools

Process for a New Build due to Growth



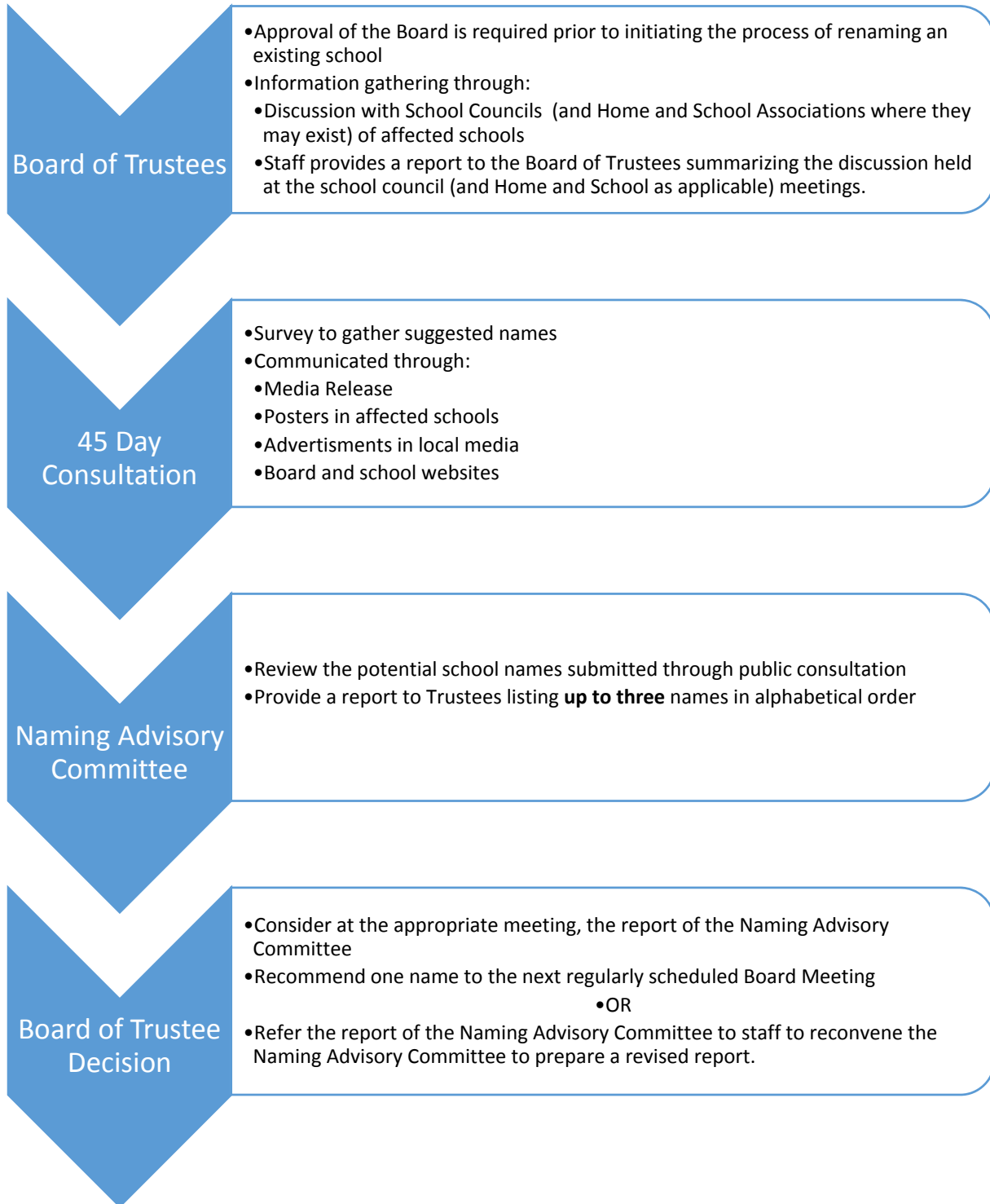
Naming of Schools

Process for Closure of Two or More Schools and Consolidation into a New Build on an Existing or New Site



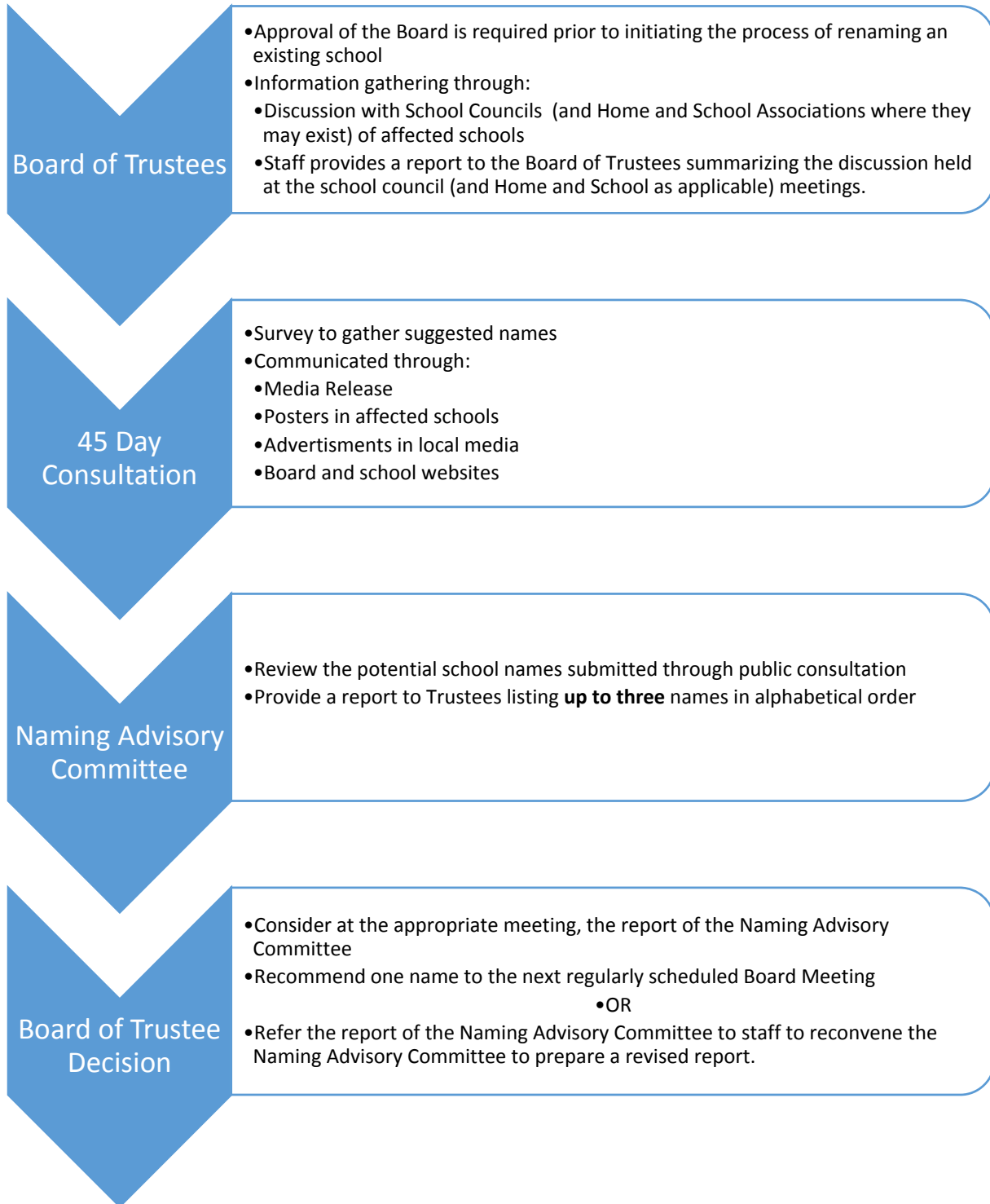
Naming of Schools

Process for Closure of One or More Schools and Consolidation into an Existing School



Naming of Schools

Process for Replacement School Built on an Existing or New Site





Naming of Schools Directive

Directive for Policy X.X Naming of Schools

Projected Review Date:

RATIONALE:

Hamilton-Wentworth District School Board (HWDSB) recognizes that naming schools provides a unique opportunity to further develop an identity for the Board, its schools and its students.

Naming or renaming a section of a school could involve areas such as, but not limited to, a gymnasium, a hallway, an outdoor space, or learning commons (library).

Naming or renaming a section of a school should support the Board's mission, vision and values and meet the best interests of the school's students.

TERMINOLOGY:

Closure of one or more schools and consolidation into an existing school: Refers to closing one or more schools as a result of an accommodation decision and moving the students into an already established school.

Closure of two or more schools and consolidation into a new build on an existing or new site: Refers to closing two or more schools as a result of an accommodation decision and building a new school to accommodate all students from the closing schools

District: The areas across the City of Hamilton where HWDSB schools are located.

New build due to growth: A new school construction to alleviate accommodation pressures in growth areas.

Replacement school built on an existing or new site: Refers to moving students from an existing school into a newly built school.

School in part: Refers to a section of a school, which could involve areas such as, but not limited to, a gymnasium, a hallway, an outdoor space or learning commons (library).

School in whole: Refers to the entire school.

Underrepresented Groups: Considered groups that are typically underrepresented and underserved within Hamilton and whose voices are often not included in planning or heard on issues. This includes, but is not limited to, youths, seniors, people with disabilities, the socio- economic disadvantaged, immigrants and racial or ethnic minorities.

PROCEDURES:

The following procedures apply to either naming/renaming the entire school, or naming/renaming a section of the school.

1.0 New Build due to growth; or Closure of Two or More Schools and Consolidation into a New Build on an Existing or New Site

- 1.1 When a name for a school or a section of the school is required, the Board will solicit suggestions for names from stakeholder groups including, staff, parents, students and community members. The consultation will take place over a 45-day period.
- 1.2 Corporate Communications will issue a media release to all appropriate media outlets to make the community aware that the consultation is taking place. The consultation will also be displayed through:
 - Posters throughout the affected school(s);
 - Advertisements in local newspapers; and
 - The Board's website, where dates of any meetings will be advertised.
- 1.3 E-BEST will receive and collate all names suggested as a result of the consultation process and forward to Corporate Communications.

2.0 Closure of One or More Schools and Consolidation into an Existing School; or Replacement School Built on an Existing or New Site

- 2.1 The naming of the entire school or a part of the school will only begin after discussion with the affected School Councils (and Home and School Association where applicable). This is to determine whether the school community would like to proceed with renaming the school or a part of the school.
- 2.2 The Principal, in discussion with the Chair of School Council (and Home and School Association where applicable), will list this as an agenda item for a future School Council (and Home and School as applicable) meeting and will provide sufficient notice to the school community about when the meeting, with this agenda item, will take place.
- 2.3 The Principal will inform the respective Superintendent of Student Achievement of the School Council's (and where applicable, Home and School Association's) interest to proceed or not with either naming/renaming the school in whole or in part.
- 2.4 The Superintendent of Student Achievement will provide a report to the Board of Trustees, summarizing the discussion held at the School Council (and Home and School Association where applicable) meeting(s), for a final decision to proceed or not.
- 2.4 If it is determined to proceed with either naming/renaming the school in whole or in part, the Board will solicit suggestions for names from stakeholder groups including, staff, parents, students and community members. The consultation will take place over a 45-day period.

- 2.5 Corporate Communications will issue a media release to all appropriate media outlets to make the community aware that the consultation is taking place. The consultation will also be displayed through:
- Posters throughout the affected school(s);
 - Advertisements in local newspapers; and
 - The Board's website, where dates of any meetings will be advertised.
- 2.6 E-BEST will receive and collate all names suggested as a result of the consultation process and forward to Corporate Communications.



Naming Advisory Committee Terms of Reference

Terms of Reference for Policy X.X Naming of Schools

1. Mandate of the Naming Advisory Committee:

- 1.1 The Naming Advisory Committee is to meet and review the potential names submitted through public consultation for either the whole school or a section of the school.
- 1.2 The committee will review the current names of schools in HWDSB.
- 1.3 The committee will receive and review the results of the public consultation.
- 1.4 If the recommendation includes an individual's name, the Superintendent of Student Achievement, in their capacity as committee co-chair, will contact the individual or a representative of the individual whose name is being recommended to ensure their agreement to having his/her name submitted for Board consideration.
- 1.5 The committee will provide a report to the appropriate meeting of Trustees listing **up to three** names for either the whole school and/or a section of the school, in alphabetical order and a summary report from the Evidence-Based Education and Services Team (E-BEST) providing the rationale that reflects the following criteria:
 - reflect HWDSB's vision, mission, commitments and community composition
 - provide inspiration to students
 - have community and district acceptance
 - be appropriate for the whole district
 - have local community, district, provincial, Canadian or international significance
 - address underrepresented groups where possible

2. Membership of the Advisory Committee

- 2.1 The Naming Advisory Committee should consist of the following persons:

Non-voting members

- Two trustees (the ward trustee of the school, who will act as co-chair of the Advisory Committee; and one other trustee)
- Superintendent of Student Achievement who will act as co-chair of the Advisory Committee
- Manager of Corporate Communications or Designate
- Manager of HWDSB Educational Archives & Heritage Centre

Voting members

- Principal(s) of the affected school(s)
- Two School Council representatives from any school in whole or in part affected by a name change or new school construction
- Two Home and School Association representatives, where they may exist.
- Representative from Hamilton Public Library and/or local historical society
- One elementary or secondary teacher (whichever is applicable to the school)
- Two student representatives (grades 7-12)
- Community Representative (neighbourhood association, Business Improvement Area, etc.)

2.2 Adjustments to membership of the Naming Advisory committee may be made at the discretion of administration in order to balance the needs of the community.

3. Operation of the Naming Advisory Committee

- 3.1 Quorum, for the purpose of convening an official meeting, shall be defined as the majority of voting members.
- 3.2 The decision making process will be considered and determined by voting members who are present, using the Guiding Principles of the policy.
- 3.3 Ideally, the committee will use consensus to decide on up to three names that fulfill the policy's Guiding Principles. Majority voting will be used if the committee cannot reach consensus.



Naming of Schools **Policy Committee Consultation Plan**

Prepared By: Mark Taylor
 Superintendent Responsible: Peter Sovran
 Department: School Operations and Student Achievement

Policy Statement

Hamilton-Wentworth District School Board (HWDSB) recognizes that naming schools, or sections of the school, provides a unique opportunity to further develop an identity for the Board, its staff, its schools, its students and its school communities.

Communications Strategy

To inform various stakeholders that the 30-day consultation period has begun (February 22 to March 28) and that this is their opportunity to provide comments and feedback on the Naming of Schools Policy.

Target Audience

Group Classification	
Internal	Contact Information
Trustees	
Executive Council	
Special Education Advisory Committee (SEAC)	
Parent Involvement Committee (PIC)	
Rural Schools Committee	
School Councils	
Home & School Associations	
Student Senate	
French Immersion Advisory Committee	
First Nations, Métis and Inuit Community Advisory Committee (FNMI)	
Student Senate	
External	
Ainslie Wood/Westdale Community Association of Resident Homeowners Inc.	
Allison Park Community Association	
Ancaster Community Council	
Beasley Neighbourhood Association	
Berrisfield Community Council	
Bonnington, Buchanan, Mohawk, Southam Neighbourhood Association	
Canadian Parents for French	
Central Neighbourhood Association	
City of Hamilton – City Manager's Office	

Corktown Neighbourhood Association	
Crown Point Community Planning Team	
Delta West Community Association	
Dundas Community Council	
Durand Neighbourhood Association	
Eastmount Community Council	
Eleanor Community Council	
Flamborough Community Council	
Fruitland Road Community Association for Safe and Healthy Neighbourhoods	
Gilksan Park Community Association	
Gourley Park Community Association	
Hamilton Beach Community Council	
Hamilton East Mountain Community Association	
Kirkendall Neighbourhood Association	
Landsdale Area Neighbourhood Association	
McQuesten Community Planning Team	
North Central Community Council	
North End Neighbours	
Pleasant View Rate Payers Association	
Quigley Road Area Planning Team	
Red Hill Valley Neighbourhoods Association	
Riverdale Planning Team	
Robert Land Community Association	
Rosedale Community Council	
Scenic Woods Neighbourhood Association	
School Advocacy Hamilton	
South Centre Community Council	
South Sherman Community Planning Team	
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Strathcona Community Council	
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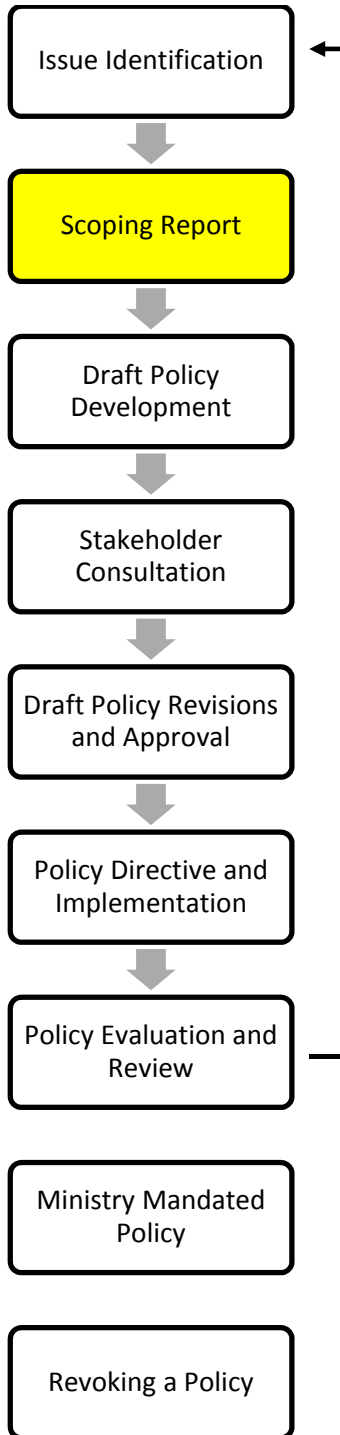
Tactics

Group	Activity
Internal	Memo/Letter – where applicable Media Release Social Media – Twitter, Facebook Website
Group	Activity
External	Letter Media Release Social Media – Twitter, Facebook Website School Newsletter School Websites

POLICY COMMITTEE

Title: **Use of Board Facilities**

Pillar Policy: **Engagement**



Recommended Action:

That Trustees provide comment and direction on the Use of Board Facilities Scoping Report and subsequently recommend for approval.

Background:

The Facility Partnership Guideline was introduced by the Ministry of Education in 2010. The purpose of the guideline is to encourage boards to work with their community partners in order to share facilities to the benefit of boards, students and the community, and to optimize the use of public assets owned by school boards.

At the November Policy meeting, it was discussed to combine the Community Use of Schools Policy with the Community Planning and Facility Partnership policy.

This was again discussed and confirmed at the December Policy meeting.

A draft scoping report was presented to the committee in January. Trustees asked staff to bring back information on:

- The current types of use of facilities (rentals, partnerships, share use of buildings, community use, child care)
- The expectations for cost recovery for each type of use
- What full cost recovery entails and how grants are allocated

Before you today is the revised Scoping Report and staff are present and available to answer questions related to cost recovery and grant allocation.



Use of Board Facilities Scoping Report

Please Note: No Scoping Report is required for Ministry Mandated Policies or changes, unless HWDSB's Policy significantly exceeds the parameters set out by the Ministry.

PART A – RESEARCH

1) Does the proposed policy fall within the mandate of HWDSB?

Yes

2) Is the proposed policy consistent with HWDSB's Mission, Vision, Values and Strategic Directions?

Yes

3) Does a Policy Directive, Administrative Memo or Legislation already exist that addresses the intent of the proposed policy?

Yes

- *Community Use of Board Facilities (currently 2.5)*
- *Facilities Partnerships (currently 2.6)*
 - *Facilities Partnerships Directive (under 2.6)*
 - *Alcoholic Beverages on Board Premises Directive (under 2.1)*
- *Community Engagement (2.1) – currently references community use of schools report card (Ministry of Education) in the progress indicators*

4) Is this Scoping Report a result of a Policy Review?

No – Requested by policy committee when reviewing Community Planning and Facility Partnership draft policy

PART B - RECOMMENDATION

Does the proposed policy have a policy or operational focus?

Policy with operational focus to be referenced in directives

Recommendation to the Board of Trustees is to take the following action:

Revoke the following policies:

- *Community Use of Board Facilities/Properties (2.5)*
- *Facilities Partnerships (2.6)*

Create the following

- *Community Access to HWDSB Facilities*
 - *Community Planning & Facility Partnership Directive (includes leases and facility partnerships)*
 - *Community Use of Schools Directive (includes rentals, reciprocal agreements, formal partnerships, other permit types)*

It is also recommend that the Alcoholic Beverages on Board Premises Directive be imbedded the within the Community Use of Schools Directive.

Rationale for Decision

Through the development of the Community Planning and Facility Partnerships policy, it was determined that, rather than having a Community Planning and Facility Partnerships policy (2.6) and a Community Use of Board Facilities Policy (2.5), there should be one policy that addresses both community use of schools and facility partnerships.

PART C – TYPES OF USE

Current types of Facility use:

Type of Use	Examples	Description
Leases		
a) Childcare Partners	Hillcrest, Ray Lewis, Saltfleet etc. 16 schools have purpose built childcare spaces	Purpose build spaces leased for the provision of childcare services from 0-Junior Kindergarten aged
b) Other Facility Leases	Care Treatment Corrections Programs Genealogical Society Elections Canada (office space not polling stations)	Annual lease for a room (s) within a school or vacant stand-alone facilities
c) Land Leases/Licence Agreements	City of Hamilton – Westmount, Lake Avenue, Sir Alan MacNab 6 land leases/license agreements and 31 agreements for outdoor amenities	Land leased for the purposes of construction of community and recreational facilities
Formal Partnerships	Hughson Street Baptist Church Liteway Community Church	Shared use of space after instructional day with formal agreement of expectations of both parties

Type of Use	Examples	Description
Reciprocal Agreements	City of Hamilton (Sir Winston Churchill, Lake Avenue, Cathy Wever) 7 school facilities included	Reciprocal hours of gym and field use to arena and pool use
Facility Partnerships	No partnerships to date	Ministry initiative to encourage shared facilities with community partners with strict guidelines.
Short Term Permits (Rentals)	<p>School use – sports teams, school planned evening events, international languages hours (CCE), etc...</p> <p>Community use – Community events, after school programs, recreation leagues, before and after child care etc....</p> <p>Total hours of community use in 2014/15 was 413,500</p> <ul style="list-style-type: none"> • Each facility is available for approximately 1800 hours of community use of space • To accommodate 413,500 hours of use, schools are concurrently used by multiple groups in multiple spaces 	<p>Use of schools either before or after the instructional day provided to groups under the <i>following priority access</i></p> <ul style="list-style-type: none"> • HWDSB USE <ul style="list-style-type: none"> • School Use • Community & Continuing Education • Professional Development & Training • Focus on Youth • Not-For-Profit – Youth Serving Community Groups • Not-For-Profit – Youth Serving Sports and Recreation Service Providers • Not-For-Profit Childcare Operations • Other Not-For-Profit or Charitable Groups – local service clubs, community health associations, parent groups, seniors groups etc. • For-Profit
Other Permit Types		
a) Filming	Various schools throughout the city are used for filming (e.g. TV, documentary, motion picture, commercial)	All proceeds from filming go to HWDSB Foundation with a set fee returned to the school used

Type of Use	Examples	Description
b) Field Use	Various school fields not currently covered by Reciprocal Agreement e.g. Soccer Associations	Currently, only permit fee charged. Secondary School field use under review due to secondary school field revitalization strategy (e.g. Sir Allan MacNab)
c) Parking Lots	Various school parking lots are used across the city for festivals or community groups. (e.g. Winona Peach Festival, Ryerson United Church using Adelaide Hoodless)	Currently, only charge permit fee. Use of the parking lot is at no cost.

PART D – DEVELOPMENT OF THE POLICY

Purpose

HWDSB is committed to fostering cooperative and collaborative relationships with the broader community through the use of Ministry funds and on a cost recovery basis, to maximize the use of HWDSB facilities.

Guiding Principles:

- Promote equity of opportunity and access to schools, outside of school hours, for students and the school community.
- Strengthen relationships between HWDSB, community partners and the broader community.
- Ensure that subsidies align with Ministry Funding.
- Strive to offset/reduce operating costs where possible, though the pursuit of new and/or redesigned initiatives

Intended Outcomes

- Create and sustain relationships with the broader community.
- To maximize the use of HWDSB facilities.
- Ensure that Ministry Funding for Community Use of Schools is fully utilized.

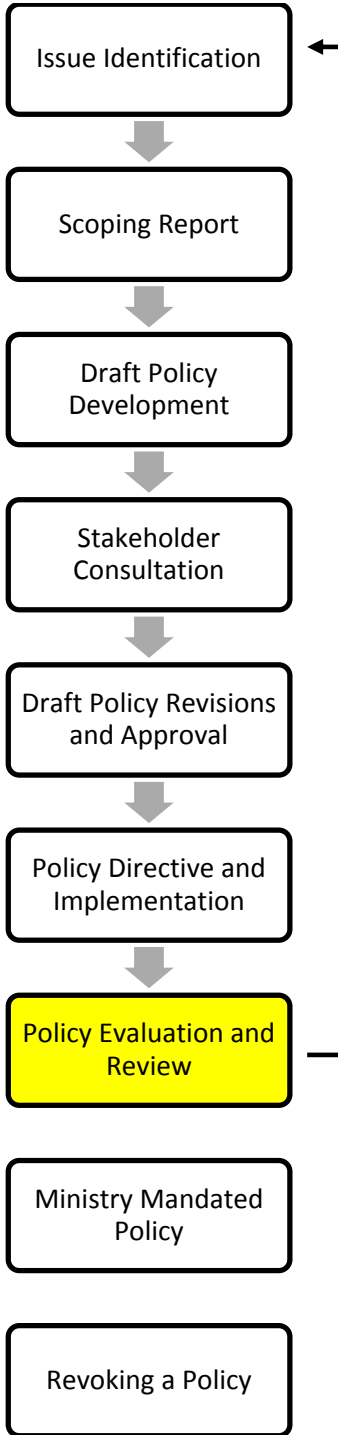
Action Required

Ensure that a set of directives are developed and regularly reviewed and updated in the following specific areas:

- Community Planning & Facility Partnership Directive (includes leases and facility partnerships)
- Community Use of Schools Directive (includes rentals, reciprocal agreements, formal partnerships, other permit types)

Progress Indicators

- Annual survey of the broader community and community partners to assess level of satisfaction with availability, cost as well as general feedback. Evaluated through the amount of hours used within facilities
- Evaluated through the utilization of allocated Ministry funds.

POLICY COMMITTEETitle: **Procurement**Pillar Policy: **Finance and Administration****Recommended Action:**

That the Procurement Policy be recommended for approval.

Background:

This policy is up for its scheduled review.

Minor changes have been made to the policy. Staff will speak to the changes made within the policy.



Procurement

Date Approved:

Projected Review Date:

PURPOSE:

Hamilton-Wentworth District School Board (HWDSB) supports a central Purchasing Department as a means of obtaining maximum value for each dollar spent consistent with the educational goals of the Board and fair business principles. The Board will, where possible, establish standards for goods and services to ensure an acceptable level of quality for the system, promote work performed by qualified tradespeople, and promote efficiencies with respect to cost and service. The Board will maintain a competitive atmosphere between suppliers, ensuring that each is treated fairly, while ensuring appropriate budget controls and finance procedures for audit purposes.

GUIDING PRINCIPLES:

Procurement procedures support the overall goals, priorities, strategic directions and accountability measures established by the Board:

- To procure by purchase or rental, the required quality and quantity of goods and services in an efficient, safe and cost effective manner.
- To encourage open competitive bidding amongst qualified and compliant suppliers, through a fair and transparent process in respect of the acquisition and disposal of goods and services, where practical or legally mandated.
- To consider all costs (including acquisition, operating and disposal costs), in evaluating bid submissions from vendors.
- To not base a decision solely on the lowest bid price.
- To consider other factors, such as but not limited to, supplier qualification and supplier's commitment to fair business practices, where appropriate in evaluating bid submissions.
- To operate a centralized purchasing program for the purchase of goods and services through the Purchasing Department of the Business Services Department.

INTENDED OUTCOMES:

The intended outcomes of the Procurement Policy are to:

- Obtain maximum value for each dollar spent consistent with the educational goals of the Board fair business principles and applicable law.
- Establish standards for goods and services to ensure an acceptable level of quality for the system, to promote work performed by qualified tradespeople and to promote efficiencies with respect to cost and service. From a procurement perspective, services in this context can include operational (snow removal, school cafeteria, waste management, courier, etc.) and professional (architectural, legal, etc.).

- Maintain a competitive atmosphere between suppliers, ensuring that each is treated fairly and ensuring appropriate budget controls and finance procedures are implemented for audit purposes.

RESPONSIBILITY:

Director of Education

Superintendent of Business and Treasurer, and Members of Executive Council

TERMINOLOGY:

Broader Public Sector (BPS) Procurement Directive: The Directive applies to all designated broader public sector organizations as provided for under Section 12 of the *Broader Public Sector Accountability Act 2010*. The purpose of the directive is to ensure that publicly funded goods and services, including construction, consulting services, and information technology are acquired by BPS organizations through a process that is open, fair and transparent; outlines responsibilities of BPS organizations throughout each stage of the procurement process; and ensures that procurement processes are managed consistently throughout the BPS.

Qualified Tradesperson (Tradespeople): A qualified tradesperson is a skilled manual worker with knowledge of a particular trade, who has fulfilled all necessary training and apprenticeship requirements. They also maintain all necessary licenses to perform the trade, as required by law for the particular trade.

ACTION REQUIRED:

Approval Authority

Subject to the Education Act statutes and the Procurement Policy Directive, only the Director of Education or the Superintendent of Business and Treasurer can contractually bind the Board.

Board Approval

Board approval must be obtained prior to issuance of a contract to construct new school facilities.

Communications

It is the responsibility of the principal of a school, or head of the administrative department concerned, to ensure staff is properly informed with respect to current policy and procedures and the need for adherence to Board policy in order to acquire goods and services. The fact that a member of staff was not aware of proper policies and procedures is not considered an appropriate explanation for not adhering to Board policy and procedures.

Competition

While considering the advantages to the employer of maintaining a continuing relationship with a supplier, any arrangements that might, in the long term, prevent the effective operation of fair competition, should be avoided.

The Board will be guided by Section 217 of the *Education Act* regarding the promotion or sale of books, etc., by Board or Ministry employees to the Board. Board staff are guided by the conflict of interest guidelines in the *Education Act* and other statutory acts and regulations.

Compliance with Applicable Law

In order to ensure that all potential suppliers are given a fair opportunity through a fair bidding process, the Board will use its best efforts to only contract with suppliers who have agreed to comply with applicable law. This includes applicable provisions related to employee wages and workplace health and safety. The intent is to avoid contracting with suppliers who may obtain an unfair competitive advantage through non-compliance with applicable laws, regulations and board policies. All procurement documents and contracts entered into by the Board and its suppliers will, where appropriate, specify that suppliers be required to comply with all applicable laws, regulations, rules and policies of any applicable government authority. They will also obtain and maintain all required licenses, permits and other approvals that are required by any applicable regulatory authority and furnish the Board with written evidence thereof, from time to time, upon request by the Board. The Board will use reasonable efforts to monitor and ensure compliance as required hereunder with its contracted suppliers.

Confidentiality

The confidentiality of information received in the course of business must be respected and must not be used for personal gain. Information provided must be true, fair and not designed to mislead. It is considered unethical and damaging to the Board's reputation to allow one supplier's information to pass to another supplier.

Conflict of Interest

A conflict of interest exists where the decisions made and/or actions taken by the employee in the exercise of the employee's duties could be affected by the employee's personal, financial or business interests; or the personal, financial or business interests of relatives, friends or associates of the employee.

An employee who has a connection to, or relationship with, an external organization or business (including a supplier or promoter of products or services to the Board), must avoid any situation in which that connection or relationship may influence or reasonably be perceived to influence the employee in the performance of his or her duties. It is important to avoid not only real conflicts of interests but also being placed in a position that could give the appearance of being harmful to the Board's interest.

Employees of the Board occupy positions of great public trust and they are expected to conduct themselves with personal integrity, ethics, honesty and diligence in the performance of their duties. Employees having purchasing authority must maintain an unimpeachable standard of integrity in all business relationships.

Contracts

Any contract signed by a Board employee, who is not authorized to enter into a contract, will be considered an obligation of the person signing the contract and not an obligation of the Board.

Delegation of Authority

Delegation of authority differs depending on the nature of procurement. See detailed description in Approval Authorities of the Procurement Policy – Policy Directive.

Designated Suppliers

All schools and departments will purchase identified goods and services only from designated suppliers with whom the Board has entered into contracts/agreements resulting from a tender process, with exemptions only as permitted under the "Exemptions" section of the Procurement Policy.

Documentation

All acquisition processes shall be documented by the Purchasing Department, and kept on file in the Purchasing Department.

Environmentally Appropriate

The Purchasing Department, when practically and financially feasible, will consider acquisition of goods and services that will reduce the environmental footprint of the Board.

Ethical Practices

School Board employees will not accept any gratuities, favours, direct or indirect payments that exceed the bounds stated in HWDSB's Employee Expense Policy.

Exemptions

No good or service is exempt from the acquisition processes detailed in the Procurement Policy and Directive.

Prohibitions Regarding Purchasing

No contract or purchase shall be divided to avoid the requirement of the policy and related procedures.

No employee or elected official shall purchase or offer to purchase, on behalf of the Board, any goods or services, except in accordance with these procedures.

No personal purchases shall be made by the Board for elected members, or any appointed member of the Board, or for any Board employees.

No member of the Board of Trustees and no officer or employee of the Board shall become interested (directly or indirectly as a contracting party or partner), in work, the supplies or business in connection with a contract, or in any portion thereof, or of any supplies to be used therein, or in any monies to be derived there from.

Purchasing Card

In support of sound business practices, a procurement card will be issued to authorized Board employees for the acquisition of low volume, non-tendered products/services.

Purchasing Responsibilities

It is the responsibility and authority of the Superintendent of Business and Treasurer to administer the Procurement Policy and Procedure, in conjunction with the Manager, Purchasing Services who is responsible for procuring supply and equipment requirements of the Board, in accordance with the Procurement Policy and Procedure.

Standardization

The Board shall, where possible, establish standards for goods and services to ensure an acceptable level of quality for the system and to promote efficiencies with respect to cost and service.

Unauthorized Purchases

Purchases made in the name of HWDSB without using a Board authorized process are considered an obligation of the person making the purchase and not an obligation of the Board. Such processes are unauthorized and are subject to suspension of purchasing privileges.

PROGRESS INDICATORS:

Successful procurement processes will ensure timely, cost effective, transparent acquisition of goods and services that aligns with the educational goals of the Board and fair business principles.

Intended Outcome	Assessment
Obtain maximum value for each dollar spent consistent with the educational goals of the Board fair business principles and applicable law.	Exhibit the prudent and transparent use of the Board's financial resources and report this through the annual Audit Committee report to Board.
Establish standards for goods and services to ensure an acceptable level of quality for the system, to promote work performed by qualified tradespeople and to promote efficiencies with respect to cost and service.	Demonstrate appropriate application of Procurement Policy, Directive and compliance to mandated Ministry legislation in the annual Audit Committee report to Board.
Maintain a competitive atmosphere between suppliers, ensuring that each is treated fairly and ensuring appropriate budget controls and finance procedures are implemented for audit purposes.	Show that procurement processes are managed consistently and are applicable to appropriate budget in the annual Audit Committee report to Board.

REFERENCES:

Government Documents

Broader Public Sector Accountability Act 2010
Education Act

HWDSB Strategic Directions

Achievement Matters
Engagement Matters
Equity Matters

HWDSB Policies

Purchasing Card Administrative Memo #B-3
School Generated Funds Administrative Memo #B-2
Environment Policy
Nutrition Policy
Employee Expense Policy



Procurement Directive

Directive for Policy X.X Procurement

Projected Review Date:

RATIONALE:

Hamilton-Wentworth District School Board (HWDSB) supports a central Purchasing Department as a means of obtaining maximum value for each dollar spent consistent with the educational goals of the Board and fair business principles. The Board will, where possible, establish standards for goods and services to ensure an acceptable level of quality for the system, promote work performed by qualified tradespeople, and promote efficiencies with respect to cost and service. The Board will maintain a competitive atmosphere between suppliers, ensuring that each is treated fairly and ensure appropriate budget controls, and finance procedures for audit purposes.

The Procurement Directive addresses the Procedures that staff will implement when procuring goods and services.

TERMINOLOGY:

Broader Public Sector Procurement Directive: Applies to all designated BPS organizations as provided for under Section 12 of the *Broader Public Sector Accountability Act 2010*. The purpose of the directive is to ensure that publicly funded goods and services, including construction, consulting services, and information technology are acquired through a process that is open, fair and transparent; outlines responsibilities of BPS organizations throughout each stage of the procurement process; and ensures consistent management of procurement processes.

Emergency: defined as circumstances or situations, which may result in the shutdown of a school, have potential health or safety concerns, could result in undue financial loss, or to prevent serious delays or further damage.

PROCEDURES:

1.0 Advertising

- 1.1 All tenders and RFPs valued at over \$100,000 will be advertised electronically. Additional advertising in other media will be at the discretion of the Manager, Purchasing Services. Any advertising for tenders and RFPs below this value will be at the discretion of the Manager, Purchasing Services.

2.0 Approval Authorities

- 2.1 BPS organizations must seek the necessary approval authority for all procurement initiatives prior to commencement of any procurement initiative. Approvals for procurement initiatives are made in accordance with the organization's delegated purchasing authority levels summarized as follows:

Nature of Procurement	Approving Authority	Authorization Limit (Estimated Value of Procurement)
<i>Chart of Accounts (school/department accounts)</i>	Principal or Manager	up to \$10,000
	Superintendent	over \$10,000
<i>New School Construction</i>	Superintendent of Business and Treasurer or Director	Regardless of cost
<i>Capital Projects and all Change Orders</i>	Manager, Capital Projects	up to \$500,000
	Senior Facilities Officer	up to \$1,000,000
	Superintendent of Business and Treasurer	over \$1,000,000
<i>New School Accounts (FF&E)</i>	Principal, Opening School	up to \$10,000
	Superintendent	over \$10,000
<i>Service Agreements</i>	Principal or Manager	up to \$10,000
	Superintendent	up to \$50,000 (3 written quotes)
	Superintendent of Business and Treasurer or Director	over \$50,000 (tender process)
<i>Engagement of Consultants (refer to Admin. Memo)</i>	Principal or Manager	up to \$10,000
	Superintendent	up to \$50,000 (3 written quotes)
	Superintendent of Business and Treasurer or Director	over \$50,000 (tender process)
<i>Leases</i>	Superintendent of Business and Treasurer or Director	Regardless of cost
<i>Property Acquisitions</i>	Superintendent of Business and Treasurer or Director	Regardless of cost
<i>Capital Purchases</i>	Principal or Manager	up to \$10,000
	Superintendent	up to \$50,000 (3 written quotes)
	Superintendent of Business and Treasurer or Director	over \$50,000 (tender process)

3.0 Awarding a Contract

- 3.1 In awarding a contract, consideration will be given to the supplier's ability to perform the work.
- 3.2 Other criteria that may be considered include: past performance, references, price, operating costs, disposal costs, environmental factors, safety record, access to qualified tradespeople (either as employees or subcontractors), and other criteria, as required.
- 3.3 When locality is part of the evaluation matrix, it shall be considered to a maximum weighting as defined by the *Broader Public Sector Supply Chain Guidelines*.
- 3.4 The lowest, or any, prices will not necessarily be accepted.

- 3.5 Where the lowest tendered bid that meets the required specifications is not recommended, the Manager, Purchasing Services will notify the Superintendent of Business and Treasurer of the reason for rejection of the lowest bid.

4.0 Bidder's Recourse

- 4.1 By contacting the Board's Manager, Purchasing Services or designate, unsuccessful bidders will have an opportunity for a debriefing session.
- 4.2 This request must be received within the timeline identified per the *Broader Public Sector Supply Chain Guidelines*.
- 4.3 The debriefing will provide a bidder with a critical review of the unsuccessful proposal/tender, and of what, in the opinion of the Board, were its particular strengths and weaknesses.

5.0 Claims or Possible Claims

- 5.1 HWDSB will preclude a vendor bidding if the vendor has made a formal demand or otherwise put the Board on notice of a pending action or is involved in any actual litigation proceedings (excepting only construction lien demands, notices or proceedings) by or against or otherwise involving the Board.
- 5.2 Once approved, the Manager, Purchasing Services will oversee the tender process, subject to the request for proposal.

6.0 Consulting Services

- 6.1 Refer to Administrative Memo Procurement of Consulting Services.

7.0 Co-operative Purchasing

- 7.1 The Board may enter into co-operative purchasing agreements with other public bodies providing their purchasing policy adheres to the accepted public purchasing practices.
- 7.2 In such cases, the Board may accept pricing obtained by other public bodies and will not be required to solicit independent pricing quotations or tenders.

8.0 Disclosure of Price

- 8.1 All vendors submitting bids, and any interested persons, shall be freely admitted to any public tender opening.
- 8.2 The name of a successful bidder and the accepted price is public knowledge. Once the award is made and a purchase order issued, the Board will make every effort to make this information available.

9.0 Disposal of Surplus

- 9.1 Refer to Administrative Memo #SO-60 – Disposal of Surplus and Obsolete Assets.

10.0 Emergency Purchasing

- 10.1 The Board has the authority to obtain goods and services in the most expedient manner, regardless of the amount, in the case of emergency.
- 10.2 When an emergency situation exists, completion of “Request for Single/Sole Source Purchase” must be completed in full and submitted with relevant documentation to Purchasing Services per the *Broader Public Sector Supply Chain Guidelines*.

11.0 Monitoring Use of Qualified Tradespeople

- 11.1 Where a contract is awarded to a contractor and access to and the use of qualified tradespeople was a criterion considered by the Board in evaluating bids, the Board’s Project Supervisor will utilize reasonable efforts to ensure that qualified tradespeople are, in fact, performing work for which the Board stipulated use of qualified tradespeople was required.

12.0 Occupational Health and Safety Act

- 12.1 Suppliers and/or contractors must comply with the *Occupational Health and Safety Act* and its regulations.
- 12.2 All employees and sub-contractors will have received health and safety training appropriate to their trade and will be able to provide proof.

13.0 Petty Cash

- 13.1 Not intended to circumvent Board procedure.

14.0 Pilot Programs

- 14.1 If a department/school wishes to participate in a pilot/demonstration program to test certain products in specific Administrative environments, the following must take place:
- Standard agreement to be formalized by the originator to include terms of agreement (list of products, title risk, termination, etc.) and duly authorized by the Appropriate Superintendent.
 - All administrative pilots should incorporate (if feasible), a minimum of three vendors for comparison purposes.

15.0 Purchasing Card

- 15.1 Refer to Administrative Memo #B-3.

16.0 Records

- 16.1 The Purchasing Department will retain records as follows:

Purchase Orders	- 7 years (6 years plus current)
Tenders/Quotations	- 7 years (6 years plus current)
Vendor Files	- at Purchasing Department discretion

17.0 Registry of Suppliers

- 17.1 The Purchasing and Facilities Departments shall each maintain a registry of suppliers of materials and services required by their departments.
- 17.2 A supplier may apply at any time to be added to the registry.
- 17.3 All suppliers will be subject to the supplier application procedures of the Board prior to being included on the registry.

18.0 Request for Tender/Request for Proposal Process

- 18.1 To ensure the Board takes advantage of any potential savings from the competitive process, promotes fairness in the selection process, and helps safeguard the Board's interest, the Purchasing Department (under the direction of the Manager, Purchasing Services or designate) is responsible for the tendering process.
- 18.2 The Purchasing Department will distribute the bid document, receive bids, record bid information and forward all relevant information to the requisitioner. All tenders and proposals will remain sealed until the specified closing time.
- 18.3 All tenders/RFPs submitted must identify and comply with all specifications and be submitted within the time specified in the tender document. It is the bidder's responsibility to ensure that the tender is received before the deadline. Tenders submitted by facsimile will not be accepted. Late tenders will be returned unopened to the bidder.
- 18.4 Tenders must be legible, written in ink or typed, and must not be qualified by any statement that conflicts with the terms and conditions of the tender call. All tenders should be double-checked for accuracy and must be signed by an authorized representative. Submissions must be complete and include delivery dates and schedules as required in the terms and conditions.
- 18.5 Where practical, tenders will be opened in public by the Manager, Purchasing Services or designate, shortly after the closing time specified. If a tender is not opened in public, a summary of tender results will be made available. The lowest tender will not necessarily be accepted. The Board reserves the right to reject any or all bids submitted. The Board reserves the right to pre-qualify bidders.
- 18.6 Bidders who do not meet the mandatory bid requirements shall be disqualified. Bids that are unsigned, improperly signed, conditional, illegible or obscure shall be regarded as disqualified and the bidder shall be notified.
- 18.7 In evaluating submissions, criteria used to decide which submission will be selected from the competitive process may include price, quality, quantity, transition costs, delivery, servicing, environmental considerations, capacity of the supplier to meet requirements of procurement, experience, financial capacity of the supplier, qualifications of staff, apprenticeship opportunities, and general compliance with health and safety standards.

19.0 Requisition Process and Limits

19.1 Except as may otherwise be required, pursuant to the *Broader Public Sector Procurement Directive* and subject to obtaining necessary approval authority in accordance with section 1.1 above, the Purchasing Department shall procure goods and services in accordance with the following guidelines:

Estimated Total Dollar Value of Procurement	Manner of Procurement	Commentary
More than \$100,000.00	Tender	Where estimated total value of goods or services exceeds \$100,000.00, the Manager of Purchasing Services shall issue a Purchase Order, subject to the Purchasing Department completing a tender process. Any invoices received without issue of a Purchase Order may not be paid and considered an obligation of the requestor.
\$5,001.00 up to, and including, \$100,000.00	Three Written Quotes	Where estimated total value of goods or services is between \$5,001.00 and \$100,000.00, the Manager of Purchasing Services or designate, in consultation with the initiating Superintendent, Principal or Manager, shall obtain at least three (3) written quotes and issue a purchase order. If the authorized originator has previously acquired quotes, the quotes must be forwarded to the Purchasing Department for review and approval prior to the issuance of a Purchase Order. Any invoices received without issue of a Purchase Order may not be paid and considered an obligation of the requestor.
\$1,001.00 and up to (and including) \$5,000.00	Three Verbal Quotes	Where estimated total value of goods or services is between \$1,001.00 and \$5,000.00 (providing the item is a non-tendered product or service), three verbal quotes should be obtained and kept on file (for future reference if required), and a purchase order will be issued by the Purchasing Department after receipt of a requisition from the authorized originator. All capital purchases over \$1,001.00 (equipment, furniture, A/V equipment, computers, etc.), must be purchased with the issuance of a purchase order. This is due to the Ministry's reporting requirement of Tangible Capital Asset Acquisition. Any invoices received without issue of a Purchase Order may not be paid and considered an obligation of the requestor.

Estimated Total Dollar Value of Procurement	Manner of Procurement	Commentary
\$351.00 and up to (and including) \$1,000.00	Discretionary: Purchase Requisition, Purchasing Card	Where estimated total value of goods or services is between \$351.00 and \$1000.00, (providing the item is a non-tendered product or service), it will remain at the discretion of the authorized originator and a purchase requisition may be issued. Requisitions for tendered products or services that exceed \$1,000.00 may be exempt from the issue of a Purchase Order. If the Requisitioning Process and Limits are circumvented, Purchasing reserves the right to refuse the invoice from the supplier or return received invoice to the requisitioner for correct processing through the Financial Information System.
Zero (\$0) and up to (and including) \$350.00	Discretionary: Purchasing Card, Petty Cash	Where it is estimated that goods and services will cost (in total value) up to \$350.00, it should be processed directly through petty cash, following the petty cash procedure or using a purchase card. A purchase order will not be issued.

20.0 School Generated Funds

20.1 Refer to Administrative Memo #B-2.

21.0 Single Source

21.1 Single and sole sourcing shall be used in narrowly defined circumstances, as identified in the *Broader Public Sector Supply Chain Guidelines*.

21.2 Completion of "Request for Single/Sole Source Purchase" must be completed in full and submitted with relevant documentation to Purchasing Services per the *Broader Public Sector Supply Chain Guidelines*.

22.0 Specifications

22.1 Specifications for required goods and services must be brief but detailed and include all necessary information to correctly identify the product required, or to describe the function or service required. As much detail as possible must be submitted by the department requesting the item. It is desirable that specifications be close to standard products to avoid paying a premium for a special item.

22.2 Unless requesting a brand name without exception, two or more acceptable brand names, if possible, should be detailed. Any alternates submitted on a tender/proposal/quote must be adequately appraised to be certain that they are the equivalent to the brands specified.

- 22.3 Standard specifications are available from various industry and user sources. In the final analysis, it is the responsibility of the user to provide the Purchasing Department with sufficient detail for the preparation of the specifications.
- 22.4 The Purchasing Department reserves the right to issue an order to the supplier of their choice, provided any detailed specifications are honoured.

23.0 Workplace Hazardous Materials Information System (W.H.M.I.S.)

- 23.1 In accordance with the Workplace Hazardous Materials Information Systems' requirements, suppliers must submit current Material Safety Data Sheets (MSDS) for all "controlled" products.
- 23.2 "Controlled" products must bear an appropriate W.H.M.I.S. label on each container. Refer to WHMIS regulations for specific wording and requirements.

24.0 Workplace Safety and Insurance Board (WSIB)

- 24.1 Suppliers and/or contractors shall comply and shall ensure that they and all sub-contractors (where applicable) are in compliance with the *Workplace Safety and Insurance Board Act* requirements.
- 24.2 Contractors shall be held responsible for any sub-contractors where such are permissible by the Board. Refer to WSIB Policy and Procedure for specific wording and requirements.

25.0 Accessibility for Ontarians with Disabilities Act ("AODA")

- 25.1 In accordance with Section 5 of the AODA, *Integrated Accessibility Standards Regulation* ("IASR"), the Board is committed to incorporating accessibility criteria or features when procuring or acquiring goods, services or facilities, except where it is not practicable to do so and all procurement activities of the Board shall be conducted in compliance with this section.
- 25.2 Where applicable, procurement documents will specify the desired accessibility criteria to be met and provide guidelines for the evaluation of proposals in respect of the appropriate criteria.
- 25.3 Where it is impractical for the Board to incorporate accessibility criteria or features when procuring or acquiring specific goods, services or facilities, a written explanation shall be prepared and retained on file containing reasonable details regarding the impracticality. The written explanation shall be made available, upon request in accordance with the IASR.
- 25.4 To determine barriers (if any), a product, service or facility might present for people with different types of disabilities, the following principles of accessibility should be considered:
- Accessible: Can a person with a disability use the good, service or facility at all?
 - Equitable: Can someone with a disability use the good, service or facility as quickly and easily as a person without a disability?

- Adaptable: Can a user configure the good, service or facility to meet their specific needs and preferences and will it work with common assistive technologies?

25.5 The following are some accessibility criteria to consider when procuring different types of goods or services, in addition to other relevant criteria that may apply in the circumstances:

Types of Purchases	Criteria to Consider
Goods	<ul style="list-style-type: none"> • Can the item(s) be used by an individual: <ul style="list-style-type: none"> ○ in a seated position; ○ using one hand, with limited upper body strength, or limited fine motor skills; ○ with vision loss or low vision; or ○ with hearing loss? • Does the product meet ergonomic standards and can it be customized to meet a variety of needs? • Are support materials, such as manuals, training or service calls, available in accessible formats at no additional charge?
Services	<ul style="list-style-type: none"> • Does the firm provide accessible customer service, as required under the Customer Services Standard? • Can the service provider accommodate the needs of people of all abilities? For example, if you are hiring someone to conduct research, do their surveys and interviews accommodate people with different types of disabilities? • Will the company use accessible signage, audio and/or print materials? For example, if you are hiring an event coordinator, will they use high contrast signage for the event?
Facilities	<ul style="list-style-type: none"> • Can someone using a mobility aid, like a wheelchair or walker, get around the facility? • Are signs placed at an accessible height? • Does the facility have emergency procedures to assist people with disabilities?

25.6 Suppliers must be capable to recommend and deliver, as appropriate for each deliverable, accessible and inclusive goods, services and facilities consistent with the *Accessibility for Ontarians with Disabilities Act, 2005 (AODA)* and its regulations in order to achieve accessibility for Ontarians with disabilities. Suppliers will be required to comply with the Board's accessibility standards, policies, practices and procedures, which may be in effect during the term of their agreement and which apply to the deliverables to be provided by the supplier.