



REGULAR BOARD MEETING AGENDA
Tuesday, September 24, 2024
EDUCATION CENTRE
Closed 5:30 P.M. - Public 7:00 P.M.

PUBLIC

A. PROCEDURAL ITEMS

- I. Roll call
- II. Land Acknowledgement: Read by: Marie Murphy Foran
- III. Approval of Agenda
- IV. Conflict of Interest

V. Education Topic and/or Delegation

	Superintendent
1. Overview of Summer Learning Programs Guests: Staff and Students	Supts.

VI. System Information

	Superintendent
1. Enrolment Update	F.P.
2. Overview of Summer Learning Symposium/ Summer Session	Supts.
3. Discussion of New Policies 6.50 (Communication with Parents) and 6.51 (Guest [Third Party] Speakers and Presentations in Schools)	L.R.
4. Discussion of Revisions to Policy 2.06 (Board of Trustees Code of Conduct)	J.S./L.R.
5. Distribution of Policies: 4.07 (Employee Ethics Policy), 6.21 (Loss or Damage of Personal Effects), 6.23 (Equipment: Personal Use & Donations), 6.32 (Purchasing), 6.46 (Advertising)	J.S.M. / F.P.

VII. Minutes from Previous Meetings

Minutes to be Approved by the Board:

1. Regular Board Meeting Minutes from 2024 06 11

Minutes to be Received by the Board:

1. SEAC Meeting Minutes from 2024 05 28
2. SEAC Meeting Minutes from 2024 06 18

VIII. Committee Reports

- ☐ Student Trustees
- ☐ OPSBA
- ☐ Parent Involvement Committee (PIC)
- ☐ Committee Chairs



REGULAR BOARD MEETING AGENDA
Tuesday, September 24, 2024
EDUCATION CENTRE
Closed 5:30 P.M. - Public 7:00 P.M.

PUBLIC

B. ACTION ITEMS	
	Superintendent
1. Approval of 2024 -2025 OPSBA Membership Fees	J.S.M.
2. Approval of Policies: 2.06 (Board of Trustees Code of Conduct), 6.50 (Communication with Parents) and 6.51 (Guest [Third Party] Speakers and Presentations in Schools)	J.S./L.R.
3. Approval to Attend OPSBA Northern Regional Conference	J.S.M.
C. INFORMATION ITEMS	
1. Celebrating 25 Years of Service – October 8, 2024	Chair Sarlo
FUTURE MEETINGS AND LOCATIONS	
2024 10 08 4:00 pm - Celebration of 25 Years of Service - The Grand Gardens 7:00 pm - Committee of the Whole Meeting - H.E. Crowder Board Room	



Section 6: OPERATIONS

Policy 6.50: Communication with Parents/Guardians

Supporting Policies:

Policy 6.51: Guest (Third Party) Speakers and Presentations in ADSB Schools

Supporting Procedures

Supporting Protocols and Guidelines

Supporting Templates and Forms

Other Resources

PPM 170: School Board Communication with Parents

Approved by Board Resolution #

POLICY STATEMENT

Board and school personnel share in the responsibility to make parents/guardians of students enrolled in the Algoma District School Board aware of information available to them to support their active involvement in their child's education, and how to access it. Such information is to be shared, minimally, upon registration of a new pupil and at the start of each school year, via means such as school and/or Board websites, newsletters, agendas, notices, electronic messaging systems or handbooks.

School administrators shall monitor and ensure that regular communication between teachers and parents/guardians is occurring to support students' academic achievement and well-being, and that school-level communications keep parents/guardians informed about school activities, expectations and functions, including opportunities for parents/guardians to actively engage in their child's education.

Section 6: OPERATIONS**Policy 6.51: Guest (Third-Party) Speakers and Presentations in Schools****Supporting Policies:**

6.14: Political Campaigning in Schools

6.50: Communication with Parents and Guardians

Supporting Procedures**Supporting Protocols and Guidelines**

Decision-Making Guidelines for Guest Speakers and Presentations

Supporting Templates and Forms

Notification of Guest Speaker/Presentation Form

Other Resources

PPM 170: School Board Communication with Parents

Approved by Board Resolution #

POLICY STATEMENT:

The Algoma District School Board supports the utilization of guest speakers or external groups in schools to support curriculum and/or Board strategic priorities. Prior to any external group engaging with students, staff will utilize the *Decision-Making Guidelines for Guest Speakers and Presentations* to determine if a potential guest speaker or external group and the content they plan to share are appropriate for their students.

If a speaker/presentation is deemed appropriate by staff, the following requirements shall be followed by Algoma District School Board personnel, to ensure parents and guardians are aware of what information they can expect from their school whenever guest speakers or other external groups are invited into their children's school:

- i) Schools will provide specific information to parents and guardians whenever external speakers or groups are invited to speak to K-12 students at school-based events, at least 14 calendar days* in advance of the date the presentations are to take place.

This requirement applies to a school event that takes place during the school day:

- i) Involving a third-party speaker or group (e.g., guest speakers, live performances);
- ii) Organized by a school, a department, a teacher or other staff member, school council, or a student group; and,
- iii) this involves all students in a school, or students in multiple classes.



To ensure that parents and guardians are adequately informed of the content of these presentations in a timely manner, information related to external guest speakers and presentations in a school must be provided at least 14 calendar days* in advance of the planned event, through existing communication tools supported by the school board or school, including:

- i) Date and time of the activity;
- ii) Name(s) of the guest speaker(s) and the organization they represent, if any;
- iii) Title and location of the activity, together with the names of the presenters or performers;
- iv) Topic or focus of the activity;
- v) Connections to the curriculum and/or the purpose of the activity; and
- vi) Details of any handout materials, give-aways, or literature to be provided. **

School and board personnel shall complete the “**ADSB Notification of Guest Speaker/Presentation Form**” to notify/advise parents, each time an event is planned.

* If, at any time, there is a change to a planned event or if arrangements at the school level do not allow for 14 calendar days’ notice (i.e., change in speakers, limited planning time), the school will be required to provide this information to parents and guardians as soon as final arrangements are confirmed.

** If there is concern that posting certain information outlined above (i.e., date and time of activity) would pose a safety risk to students and/or staff, the school administrator will immediately inform the appropriate Superintendent and a decision will be made about what information may be excluded and/or shared.

The completion of the form **is not required** for presentations by community members who are essential to deliver effective and appropriate education programs, however some notification to families is expected. The following speakers are considered essential for the purpose of this policy:

- i) School Health Managers and Nurses from Public Health Units;
- ii) Fire Services and Police Services personnel;
- iii) Indigenous Elders and Knowledge Keepers;
- iv) Personnel from community agencies that the school principal determines essential in the delivery of curriculum expectations (ie. presentations on mental health and/or well-being, personal safety, healthy relationships).

The Director or designate will make this policy publicly available on the board’s website.

Section 2: Bylaws – Trustees - Committees

Policy 2.06: Board of Trustees Code of Conduct

Supporting Policies:

Supporting Procedures:

Supporting Protocols and Guidelines:

Supporting Templates and Forms:

Other Resources:

Approved by Board Resolution #066-2017 06 20
Reviewed by Board Resolution #049-2019 05 07

Contents

1	PURPOSE	2
	Mission:	2
	Vision:	2
2	APPLICATION	2
3	CODE OF CONDUCT	2
3.1	Integrity and Dignity of Office	2
3.2	Avoidance of personal advantage and conflict of interest.....	3
3.3	Compliance with Legislation.....	3
3.4	Civil Behaviour.....	3
3.5	Respect for Confidentiality	3
3.6	Upholding decisions.....	4
4	ENFORCEMENT OF CODE OF CONDUCT	4
4.1	Identifying a Breach of the Code	4
4.2	Chair/Presiding Officer	5
4.3	Informal Complaint Procedure.....	5
4.4	Formal Complaint Procedure	6



4.5	Refusal to Conduct Formal Inquiry	6
4.6	Steps of Formal Inquiry	7
4.7	Suspension of Formal Inquiry	7
4.8	Decision	7
4.9	Sanctions	8
4.10	Reconsideration	9
5	ACKNOWLEDGEMENT AND UNDERTAKING	10

1 PURPOSE

A Trustee position is an elected position, which carries with it the understanding that the electorate will decide at election time its support for the effectiveness of a Trustee. At the same time, it is important to recognize the public trust and responsibility the collective body carries and that this trust and responsibility is honoured through determining and enforcing norms of acceptable behaviour.

A code of conduct policy contributes to confidence in public education and respect for the integrity of Trustees in the community. It deals with acceptable and respectful behaviours.

The code of conduct is aligned with the Mission and Vision of the Algoma District School Board which states:

Mission:

We build confident learners, caring citizens.

Vision:

Learners in the Algoma District School Board engage in innovative experiences that maximize achievement, build confidence and develop responsible citizens.

2 APPLICATION

This Code of Conduct and the Enforcement Procedures apply to all Trustees of the Board, including the Chair of the Board.

3 CODE OF CONDUCT

3.1 Integrity and Dignity of Office

Trustees of the Board shall discharge their duties loyally, faithfully, impartially and in a manner that will inspire public confidence in the abilities and integrity of the Board.

Trustees of the Board shall recognize that the expenditure of school board funds is a public trust and endeavour to see that the funds are expended efficiently, in the best interests of the students.

Trustees, as leaders of the Board, must uphold the dignity of the office and conduct themselves in a professional manner, especially when attending Board events, or while on Board property.



Trustees shall ensure that their comments are issue-based and not personal, demeaning or disparaging with regard to Board staff or fellow Board members.

Trustees shall endeavour to participate in trustee development opportunities to enhance their ability to fulfill their obligations.

3.2 Avoidance of personal advantage and conflict of interest

No Trustee shall accept a gift from any person or entity that has dealings with the Board if a reasonable person might conclude that the gift could influence the Trustee when performing his or her duties to the Board. However, this does not, for example, preclude a Trustee from accepting a free ticket or admission to a charitable event or professional development event.

A Trustee shall not use his or her office to advance the Trustee's interests or the interests of any family member or person or organization with whom or with which the Trustee is related or associated.

No Trustee shall use his or her office to obtain employment with the Board for the Trustee or a family member.

3.3 Compliance with Legislation

A Trustee of the Board shall discharge his or her duties in accordance with the Education Act and any regulations, directives or guidelines thereunder and comply with the Municipal Freedom of Information and Protection of Privacy Act, and any other relevant legislation.

Every Trustee of the Board shall uphold the letter and spirit of this Code of Conduct.

Every Trustee shall respect and understand the roles and duties of the individual Trustees, Board of Trustees, the Director of Education and the Chair of the Board.

3.4 Civil Behaviour

No Trustee shall engage in conduct during meetings of the Board or committees of the Board, and at all other times that would discredit or compromise the integrity of the Board.

A Trustee of the Board shall not advance allegations of misconduct and/or a breach of this Code of Conduct that are trivial, frivolous, vexatious, made in bad faith or vindictive in nature against another Trustee of the Board.

When expressing individual views, Trustees shall respect the differing points of view of other Trustees on the Board, staff, students and the public.

Trustees shall at all times act with decorum and shall be respectful of other Trustees of the Board, staff, students and the public.

All Trustees of the Board shall endeavour to work with other Trustees of the Board and staff of the Board in a spirit of respect, openness, courtesy, and co-operation.

3.5 Respect for Confidentiality

Every Trustee shall keep confidential any information disclosed or discussed at a meeting of the Board or committee of the Board, or part of a meeting of the Board or committee of the Board, that was closed to the public, and keep confidential the substance of deliberations of a meeting closed to the public, unless required to divulge such information by law or authorized by the Board to do so.



No Trustee shall use confidential information for either personal gain or to the detriment of the Board.

Trustees shall not divulge confidential information, including personal information about an identifiable individual or information subject to solicitor-client privilege that a Trustee becomes aware of because of his or her position, except when required by law or authorized by the Board to do so.

3.6 Upholding decisions

All Trustees of the Board shall accept that authority rests with the Board, and that a Trustee has no individual authority other than that delegated by the Board.

Each Trustee shall uphold the implementation of any Board resolution after it is passed by the Board. A proper motion for reconsideration or rescission, if permitted by the Board's Rules of Order, can be brought by a Trustee.

A Trustee should be able to explain the rationale for a resolution passed by the Board. A Trustee may respectfully state his or her position on a resolution provided it does not in any way undermine the implementation of the resolution.

Each Trustee shall comply with Board policies, procedures, By-Laws, and Rules of Order.

The Chair of the Board is the spokesperson to the public on behalf of the Board, unless otherwise determined by the Board. No other Trustee shall speak on behalf of the Board unless expressly authorized by the Chair of the Board or Board to do so. When individual Trustees express their opinions in public, they must make it clear that they are not speaking on behalf of the Board.

4 ENFORCEMENT OF CODE OF CONDUCT

4.1 Identifying a Breach of the Code

A Trustee who has reasonable grounds to believe that a Trustee of the Board has breached the Board's Code of Conduct may bring the alleged breach to the attention of the Board. This is done through the Chair of the Board.

Any allegation of a breach of the Code must be brought to the attention of the Chair of the Board no later than six (6) weeks after the breach comes to the knowledge of the Trustee reporting the breach. Notwithstanding the foregoing, in no circumstance shall an inquiry into a breach of the Code be undertaken after the expiration of six (6) months from the time the contravention is alleged to have occurred.

Any allegation of a breach of the Code of Conduct shall be investigated following the Informal or Formal Complaint Procedures below, as the case may be.

It is expected that whenever possible, allegations of a breach of the Code of Conduct by a Trustee shall be investigated following the Informal Complaint Procedure. It is recognized that from time to time a contravention of the Code may occur that is trivial, or committed through inadvertence, or an error of judgment made in good faith. In the spirit of collegiality and the best interests of the Board, the first purpose of alerting a Trustee to a breach of the Code is to assist the Trustee in understanding his/her obligations under the Code. Only serious and/or reoccurring breaches of the Code by a Trustee should be investigated following the Formal Complaint Procedure.



4.2 Chair/Presiding Officer

The Code of Conduct applies equally to the Chair of the Board. In the case of an allegation of a breach of the Code by the Chair, wherever a process requires action by the Chair, it shall be modified to read the Vice-Chair of the Board.

Each year two alternate Trustees shall be chosen by the Board to be used when the circumstance warrants that one or both Trustees are needed in place of the Chair and/or Vice-Chair of the Board to carry out any of the duties required under this Code of Conduct and Enforcement. In no circumstance, shall the Trustee who brought the complaint of a breach of the Code of Conduct be involved in conducting any Formal Inquiry into the complaint.

Nothing in this Code prevents the Chair or Presiding Officer of any meeting of the Board or committee of the Board from exercising their power pursuant to s. 207(3) of the Education Act to expel or exclude from any meeting any person who has been guilty of improper conduct at the meeting. For greater certainty, this may be done at the sole discretion of the Chair or Presiding Officer, as the case may be, and without the necessity of a complaint or conducting an inquiry before an expulsion or exclusion from a meeting. The rationale for this provision is that a Chair or Presiding Officer must have the ability to control a meeting. Any Trustee who does not abide by a reasonable expulsion or exclusion from a meeting is deemed to have breached this Code.

The Chair of the Board or Presiding Officer of any meeting of the Board or committee of the Board shall exercise their powers in a fair and impartial manner having due regard for every Trustee's opinion or views.

The Chair of the Board or Presiding Officer shall follow the special rules of order of the Board and/or the adopted Rules of Order and meeting procedures contained in any Policy or By-Law of the Board. A breach of a rule of order should be dealt with at the meeting in question by a Trustee rising to a point of order or appealing a ruling of the Chair in accordance with any applicable rule of order. Once such a motion is dealt with by the Board of Trustees, all Trustees shall abide by that decision and no further action shall be undertaken pursuant to the Enforcement of the Code of Conduct, except for persistent improper use of the applicable rules of order by the Chair or Presiding Officer.

4.3 Informal Complaint Procedure

The Chair of the Board, on his/her own initiative, or at the request of a Trustee of the Board (without the necessity of providing a formal written complaint) who alleges a breach of the Code has occurred, may meet informally with a Trustee of the Board who is alleged to have breached the Code, to discuss the breach. The purpose of the meeting is to bring the allegation of the breach to the attention of the Trustee and to discuss remedial measures to correct the offending behaviour. The Informal Complaint Procedure is conducted in private.

The remedial measures may include, for example, a warning, an apology, and/or the requirement of the Trustee to engage in the successful completion of professional development training such as that offered by the Ontario Education Services Corporation Professional Development Program for School Board Trustees. If the Chair of the Board and the Trustee alleged to have breached this Code cannot agree on a remedy, then a formal



complaint may be brought against the Trustee alleged to have breached this Code and that complaint will be dealt with in accordance with the Formal Complaint Procedure below.

4.4 Formal Complaint Procedure

A Trustee who has reasonable grounds to believe that another Trustee of the Board has breached the Board's Code of Conduct may bring the breach to the attention of the Board by first providing to the Chair of the Board, a written, signed complaint setting out the following:

- i. the name of the Trustee who is alleged to have breached the Code;
- ii. the alleged breach or breaches of the Code;
- iii. information as to when the breach came to the Trustee's attention;
- iv. the grounds for the belief by the Trustee that a breach of the Code has occurred; and
- v. the names and contact information of any witnesses to the breach or any other persons who have relevant information regarding the alleged breach. Except as provided below, if a written complaint is filed with the Chair of the Board then a formal inquiry shall be undertaken, unless the complainant subsequently withdraws the complaint or agrees that the complaint may be dealt with in accordance with the Informal Complaint Procedure.

In an election year for Trustees, a code of conduct complaint respecting a Trustee who is seeking re-election shall not be brought during the period commencing two months prior to election day and ending after the first Board meeting after the new term of office of the Board commences. If the Trustee accused of a breach of the Code is not re-elected, no inquiry into the alleged breach of the Code by that Trustee shall be undertaken. The limitation period for bringing a complaint shall be extended as necessary.

The Chair of the Board shall provide to all Trustees of the Board a confidential copy of the complaint within ten (10) days of receiving it. The complaint, any response to the complaint and the investigation of the complaint shall be confidential until it is before the Board of Trustees for a decision as to whether or not the Trustee has breached this Code.

4.5 Refusal to Conduct Formal Inquiry

If the Chair and Vice-Chair of the Board are of the opinion that the complaint is out of time, trivial, frivolous, vexatious or not made in good faith, or that there are no grounds or insufficient grounds for a formal inquiry, a confidential report shall be provided stating the reasons for their opinion and a recommendation to the Board of Trustees that a formal inquiry not be conducted. The Board of Trustees shall decide whether or not to accept the recommendation not to proceed with a formal inquiry. If the Chair and Vice-Chair of the Board cannot agree on the above then an outside consultant shall be retained by the Board to provide the Board of Trustees with an opinion as to whether or not the complaint meets the criteria above. The Board of Trustees will determine whether or not a formal inquiry will be conducted. The Trustee who is alleged to have breached the Code of Conduct shall not vote on a resolution to determine whether or not a formal inquiry will be conducted. The Trustee who brought the complaint to the attention of the Board may vote on the resolution.

If an allegation of a breach of the Code of Conduct on its face is with respect to the noncompliance with a more specific Board Policy with a separate complaint procedure, the allegation shall be processed under that procedure.



4.6 Steps of Formal Inquiry

If a formal inquiry of an allegation of a breach of the Code of Conduct is undertaken, it shall be done by an outside consultant chosen by the Chair and Vice-Chair. Regardless of who undertakes the formal inquiry the following steps shall be followed.

The Statutory Powers Procedure Act does not apply to anything done regarding the Enforcement of this Code of Conduct. No formal trial-type hearing will be conducted.

Procedural fairness shall govern the formal inquiry. The formal inquiry will be conducted in private.

The formal inquiry may involve both written and oral statements by any witnesses, the Trustee bringing the complaint and the Trustee who is alleged to have breached the Code of Conduct.

The Trustee who is alleged to have breached the Code of Conduct shall have an opportunity to respond to the allegations both in a private meeting with the person(s) undertaking the formal inquiry and in writing.

It is expected that the formal inquiry will be conducted within a reasonable period of time which will depend on the circumstances of the case. The Trustee who is alleged to have breached the Code of Conduct shall provide a written response to the allegations within 10 days of receiving the written allegation, or such extended period of the time as the outside consultant deems appropriate in the circumstance.

If the Trustee who is alleged to have breached the Code of Conduct refuses to participate in the formal inquiry, the formal inquiry will continue in his/her absence.

The final report shall outline the finding of facts and contain a recommendation or opinion as to whether the Code of Conduct has been breached, if requested by the Board of Trustees.

4.7 Suspension of Formal Inquiry

If the investigators, when conducting the formal inquiry, discover that the subject-matter of the formal inquiry is being investigated by police, that a charge has been laid, or is being dealt with in accordance with a procedure established under another Act, the formal inquiry shall be suspended until the police investigation, charge or matter under another Act has been finally disposed of. This shall be reported to the rest of the Board of Trustees.

4.8 Decision

The final report shall be delivered to the Board of Trustees, and a decision by the Board of Trustees as to whether or not the Code of Conduct has been breached and the sanction, if any, for the breach shall be made as soon as practical after receipt of the final report by the Board.

Trustees shall consider only the findings in the final report when voting on the decision and sanction. No Trustee shall undertake their own investigation of the matter.

If the Board of Trustees determine that there has been no breach of the Code of Conduct or that a contravention occurred, although the Trustee took all reasonable measures to prevent it, or that a contravention occurred that was trivial, or committed through inadvertence, or an error of judgment made in good faith, no sanction shall be imposed.



The determination of a breach of the Code of Conduct and the imposition of a sanction with respect to a complaint investigated in accordance with the Formal Complaint Procedure must be done by resolution of the Board at a meeting of the Board, and the vote on the resolution shall be open to the public. The resolutions shall be recorded in the minutes of the meeting. The reasons for the decision shall be recorded in the minutes of the meeting. Both resolutions shall be decided by a vote of at least 2/3 of the Trustees of the Board present and voting.

Despite s. 207 (1) of the Education Act, the part of the meeting of the Board during which a breach or alleged breach of the Board's Code of Conduct is considered may be closed to the public when the breach or alleged breach involves any of the matters described in clauses 207(2) (a) to (e) being:

- 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.

The Trustee who is alleged to have breached the Code of Conduct shall not vote on a resolution to determine whether or not there is a breach or the imposition of a sanction. The Trustee who brought the complaint to the attention of the Board may vote on those resolutions.

The Trustee who is alleged to have breached the Code of Conduct may be present during the deliberations regarding the above but shall not participate in the deliberations, and shall not be required to answer any questions at that meeting.

The Trustee who is alleged to have breached the Code of Conduct shall not in any way, after the final report is completed, influence the vote on the decision of breach or sanction, except as permitted below after these decisions have been made.

4.9 Sanctions

When discussing First Nation Issues, due consideration shall be given to the First Nation Trustee who has been sanctioned by the board.

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

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

The Board shall not impose a sanction which is more onerous than the above but may impose one that is less onerous such as a warning or a requirement that the Trustee



successfully complete specified professional development courses at the expense of the Board. The Board has no power to declare the Trustee's seat vacant.

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

The imposition of a sanction barring a Trustee from attending all or part of a meeting of the Board shall be deemed to be authorization for the Trustee to be absent from the meeting and therefore, not in violation of the Education Act regarding absences from meetings.

4.10 Reconsideration

If the Board determines that a Trustee has breached the Board's Code of Conduct the Board shall:

- a) give the Trustee written notice of the determination, the reasons for the decision and any sanction imposed by the Board;
- b) the notice shall inform the Trustee that he or she may make written submissions to the Board in respect of the determination or sanction by the date specified in the notice that is at least fourteen (14) days after the notice is received by the Trustee; and
- c) consider any submissions made by the Trustee and shall confirm or revoke the determination or sanction within 14 days after the submissions are received.

If the Board revokes a determination, any sanction imposed by the Board is revoked.

If the Board confirms a determination, the Board shall, within the fourteen (14) days above, confirm, vary or revoke the sanction.

If a sanction is varied or revoked, the variation or revocation shall be deemed to be effective as of the date the original determination was made. The Board decisions to confirm or revoke a determination or confirm, vary or revoke a sanction shall be done by resolution at a meeting of the Board and the vote on the resolution shall be open to the public. Both resolutions shall be decided by a vote of at least 2/3 of the Trustees present and voting. The resolutions shall be recorded in the minutes of the meeting together with the reasons for confirming or revoking a determination. The Board shall provide to the Trustee alleged to have breached the Code of Conduct written notice of the decision to confirm or revoke the determination together with reasons for the decision and written notice of any decision to confirm, vary or revoke a sanction. The Trustee alleged to have breached the Code of Conduct shall not vote on those resolutions. The Trustee who brought the complaint may vote.

The Trustee who is alleged to have breached the Code of Conduct may be present during the deliberations regarding the above but may not participate in the deliberations and shall not be required to answer any questions at that meeting.

If appropriate, the original sanction may be stayed pending the reconsideration by the Board of the determination or sanction.



5 ACKNOWLEDGEMENT AND UNDERTAKING

I confirm that I have read, understand and agree to abide by the Board's Code of Conduct and the Enforcement Procedures.

Date:	
Signature:	
Please Print Name:	

CURRENT

Section 2: Bylaws – Trustees - Committees

Policy 2.06: Board of Trustees Code of Conduct

Supporting Policies:

Supporting Procedures:

Supporting Protocols and Guidelines:

Supporting Templates and Forms:

Other Resources:

Approved by Board Resolution #066-2017 06 20

Reviewed by Board Resolution #049-2019 05 07

Contents

1	PURPOSE	2
	Mission:	2
	Vision:	2
2	APPLICATION	2
3	CODE OF CONDUCT	2
3.1	Integrity and Dignity of Office	2
3.2	Avoidance of personal advantage and conflict of interest.....	3
3.3	Compliance with Legislation.....	3
3.4	Civil Behaviour.....	4
3.5	Respect for Confidentiality	4
3.6	Upholding decisions.....	4
4	ENFORCEMENT OF CODE OF CONDUCT	5
4.1	Identifying a Breach of the Code	5
4.2	Chair/Presiding Officer	5
4.3	Informal Complaint Procedure.....	6
4.4	Formal Complaint Procedure	6



4.5	Refusal to Conduct Formal Inquiry	7
4.6	Steps of Formal Inquiry	7
4.7	Suspension of Formal Inquiry	8
4.8	Decision	8
4.9	Sanctions	9
4.10	Reconsideration	9
5	ACKNOWLEDGEMENT AND UNDERTAKING	10

1 PURPOSE

A Trustee position is an elected position, which carries with it the understanding that the electorate will decide at election time its support for the effectiveness of a Trustee. At the same time, it is important to recognize the public trust and responsibility the collective body carries and that this trust and responsibility is honoured through determining and enforcing norms of acceptable behaviour.

A code of conduct policy contributes to confidence in public education and respect for the integrity of Trustees in the community. It deals with acceptable and respectful behaviours.

The code of conduct is aligned with the Mission and Vision of the Algoma District School Board which states:

Mission:

We build confident learners, caring citizens.

Vision:

Learners in the Algoma District School Board engage in innovative experiences that maximize achievement, build confidence and develop responsible citizens.

2 APPLICATION

This Code of Conduct and the Enforcement Procedures apply to all Trustees of the Board, including the Chair of the Board.

3 CODE OF CONDUCT

3.1 Integrity and Dignity of Office

Trustees of the Board shall discharge their duties loyally, faithfully, impartially and in a manner that will inspire public confidence in the abilities and integrity of the Board.

When acting or holding themselves out as Trustee of the Board, Trustees shall conduct themselves in a manner that would not discredit or compromise the integrity of the Board.

When acting or holding themselves out as a Trustee, the Trustee shall treat persons equally without discrimination based on a person's race, ancestry, place of origin, colour, ethnic



origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability.

Trustees of the Board shall recognize that the expenditure of school board funds is a public trust and endeavour to see that the funds are expended efficiently, in the best interests of the students.

Trustees, as leaders of the Board, must uphold the dignity of the office and conduct themselves in a professional manner, especially when attending Board events, or while on Board property.

Trustees shall ensure that their comments are issue-based and not personal, demeaning or disparaging with regard to Board staff or fellow Board members.

Trustees shall endeavour to participate in trustee development opportunities to enhance their ability to fulfill their obligations.

3.2 Avoidance of personal advantage and conflict of interest

No Trustee shall accept a gift from any person, group or entity that has dealings with the Board if a reasonable person might conclude that the gift could influence the Trustee when performing his or her duties to the Board, unless:

- a) the gift is of nominal value,
- b) the gift is given as an expression of courtesy or hospitality, and
- c) accepting the gift is reasonable under the circumstances.

However, this does not, for example, preclude a Trustee from accepting a free ticket or admission to a charitable event or professional development event.

A Trustee shall not use his or her office to advance the Trustee's interests or the interests of any family member or person or organization with whom or with which the Trustee is related or associated.

No Trustee shall use his or her office to obtain employment with the Board for the Trustee or a family member.

No Trustee shall use or permit the use of board resources for any purposes other than the business of the Board.

3.3 Compliance with Legislation

A Trustee of the Board shall discharge his or her duties in accordance with the *Education Act* and any regulations, directives or guidelines thereunder and comply with the *Municipal Freedom of Information and Protection of Privacy Act*, and any other relevant legislation.

Every Trustee of the Board shall comply with this Code of Conduct and uphold the spirit of the Code.

Every Trustee shall respect and understand the roles and duties of the individual Trustees, Board of Trustees, the Director of Education and the Chair of the Board.



3.4 Civil Behaviour

No Trustee shall engage in conduct during meetings of the Board or committees of the Board, and at all other times that would discredit or compromise the integrity of the Board.

A Trustee of the Board shall not advance allegations of misconduct and/or a breach of this Code of Conduct that are trivial, frivolous, vexatious, made in bad faith or vindictive in nature against another Trustee of the Board.

When expressing individual views, Trustees shall respect the differing points of view of other Trustees on the Board, staff, students and the public.

Trustees shall at all times act with decorum and shall be respectful of other Trustees of the Board, staff, students and the public.

All Trustees of the Board shall endeavour to work with other Trustees of the Board and staff of the Board in a spirit of respect, openness, courtesy, and co-operation.

3.5 Respect for Confidentiality

No Trustee shall disclose confidential information obtained or made available to them in their role as a Trustee except as authorized by law or the Board (i.e., personal information about an identifiable individual or information subject to solicitor-client privilege that a Trustee becomes aware of because of his or her position, except when required by law or authorized by the Board to do so).

Every Trustee shall keep confidential any information disclosed or discussed at a meeting of the Board or committee of the Board, or part of a meeting of the Board or committee of the Board, that was closed to the public, and keep confidential the substance of deliberations of a meeting closed to the public, unless required to divulge such information by law or authorized by the Board to do so.

No Trustee shall use confidential information, including confidential information obtained by them or made available to them in their role as a Trustee for the purpose of personal gain or for the gain of the Trustee's parent, spouse or child and shall not use such confidential information in a manner that would be detrimental to the interest of the Board. (Parent, spouse and child have the same meaning as in Section 1 of the *Municipal Conflict of Interest Act*.)

3.6 Upholding decisions

All Trustees of the Board shall accept that authority rests with the Board, and that a Trustee has no individual authority other than that delegated by the Board.

Each Trustee shall uphold the implementation of any Board resolution after it is passed by the Board. A proper motion for reconsideration or rescission, if permitted by the Board's Rules of Order, can be brought by a Trustee.



A Trustee should be able to explain the rationale for a resolution passed by the Board. A Trustee may respectfully state his or her position on a resolution provided it does not in any way undermine the implementation of the resolution.

Each Trustee shall comply with Board policies, procedures, by-laws, and rules of order.

The Chair of the Board is the spokesperson to the public on behalf of the Board, unless otherwise determined by the Board. No other Trustee shall act as spokesperson to the public on behalf of the Board unless authorized by the Board. When individual Trustees express their opinions in public, they must make it clear that they are not speaking on behalf of the Board.

4 ENFORCEMENT OF CODE OF CONDUCT

4.1 *Identifying a Breach of the Code*

A Trustee who has reasonable grounds to believe that a Trustee of the Board has breached the Board's Code of Conduct may bring the alleged breach to the attention of the Board. This is done through the Chair of the Board.

Any allegation of a breach of the Code must be brought to the attention of the Chair of the Board no later than six (6) weeks after the breach comes to the knowledge of the Trustee reporting the breach. Notwithstanding the foregoing, in no circumstance shall an inquiry into a breach of the Code be undertaken after the expiration of six (6) months from the time the contravention is alleged to have occurred.

Any allegation of a breach of the Code of Conduct shall be investigated following the Informal or Formal Complaint Procedures below, as the case may be.

It is expected that whenever possible, allegations of a breach of the Code of Conduct by a Trustee shall be investigated following the Informal Complaint Procedure. It is recognized that from time to time a contravention of the Code may occur that is trivial, or committed through inadvertence, or an error of judgment made in good faith. In the spirit of collegiality and the best interests of the Board, the first purpose of alerting a Trustee to a breach of the Code is to assist the Trustee in understanding his/her obligations under the Code. Only serious and/or reoccurring breaches of the Code by a Trustee should be investigated following the Formal Complaint Procedure.

4.2 *Chair/Presiding Officer*

The Code of Conduct applies equally to the Chair of the Board. In the case of an allegation of a breach of the Code by the Chair, wherever a process requires action by the Chair, it shall be modified to read the Vice-Chair of the Board.

Each year two alternate Trustees shall be chosen by the Board to be used when the circumstance warrants that one or both Trustees are needed in place of the Chair and/or Vice-Chair of the Board to carry out any of the duties required under this Code of Conduct and Enforcement. In no circumstance, shall the Trustee who brought the complaint of a breach of the Code of Conduct be involved in conducting any Formal Inquiry into the complaint.

Nothing in this Code prevents the Chair or Presiding Officer of any meeting of the Board or committee of the Board from exercising their power pursuant to s. 207(3) of the Education



Act to expel or exclude from any meeting any person who has been guilty of improper conduct at the meeting. For greater certainty, this may be done at the sole discretion of the Chair or Presiding Officer, as the case may be, and without the necessity of a complaint or conducting an inquiry before an expulsion or exclusion from a meeting. The rationale for this provision is that a Chair or Presiding Officer must have the ability to control a meeting. Any Trustee who does not abide by a reasonable expulsion or exclusion from a meeting is deemed to have breached this Code.

The Chair of the Board or Presiding Officer of any meeting of the Board or committee of the Board shall exercise their powers in a fair and impartial manner having due regard for every Trustee's opinion or views.

The Chair of the Board or Presiding Officer shall follow the special rules of order of the Board and/or the adopted Rules of Order and meeting procedures contained in any Policy or By-Law of the Board. A breach of a rule of order should be dealt with at the meeting in question by a Trustee rising to a point of order or appealing a ruling of the Chair in accordance with any applicable rule of order. Once such a motion is dealt with by the Board of Trustees, all Trustees shall abide by that decision and no further action shall be undertaken pursuant to the Enforcement of the Code of Conduct, except for persistent improper use of the applicable rules of order by the Chair or Presiding Officer.

4.3 Informal Complaint Procedure

The Chair of the Board, on his/her own initiative, or at the request of a Trustee of the Board (without the necessity of providing a formal written complaint) who alleges a breach of the Code has occurred, may meet informally with a Trustee of the Board who is alleged to have breached the Code, to discuss the breach. The purpose of the meeting is to bring the allegation of the breach to the attention of the Trustee and to discuss remedial measures to correct the offending behaviour. The Informal Complaint Procedure is conducted in private.

The remedial measures may include, for example, a warning, an apology, and/or the requirement of the Trustee to engage in the successful completion of professional development training such as that offered by the Ontario Education Services Corporation Professional Development Program for School Board Trustees. If the Chair of the Board and the Trustee alleged to have breached this Code cannot agree on a remedy, then a formal complaint may be brought against the Trustee alleged to have breached this Code and that complaint will be dealt with in accordance with the Formal Complaint Procedure below.

4.4 Formal Complaint Procedure

A Trustee who has reasonable grounds to believe that another Trustee of the Board has breached the Board's Code of Conduct may bring the breach to the attention of the Board by first providing to the Chair of the Board, a written, signed complaint setting out the following:

- i. the name of the Trustee who is alleged to have breached the Code;
- ii. the alleged breach or breaches of the Code;
- iii. information as to when the breach came to the Trustee's attention;
- iv. the grounds for the belief by the Trustee that a breach of the Code has occurred; and
- v. the names and contact information of any witnesses to the breach or any other persons who have relevant information regarding the alleged breach. Except as



provided below, if a written complaint is filed with the Chair of the Board then a formal inquiry shall be undertaken, unless the complainant subsequently withdraws the complaint or agrees that the complaint may be dealt with in accordance with the Informal Complaint Procedure.

In an election year for Trustees, a code of conduct complaint respecting a Trustee who is seeking re-election shall not be brought during the period commencing two months prior to election day and ending after the first Board meeting after the new term of office of the Board commences. If the Trustee accused of a breach of the Code is not re-elected, no inquiry into the alleged breach of the Code by that Trustee shall be undertaken. The limitation period for bringing a complaint shall be extended as necessary.

The Chair of the Board shall provide to all Trustees of the Board a confidential copy of the complaint within ten (10) days of receiving it. The complaint, any response to the complaint and the investigation of the complaint shall be confidential until it is before the Board of Trustees for a decision as to whether or not the Trustee has breached this Code.

4.5 Refusal to Conduct Formal Inquiry

If the Chair and Vice-Chair of the Board are of the opinion that the complaint is out of time, trivial, frivolous, vexatious or not made in good faith, or that there are no grounds or insufficient grounds for a formal inquiry, a confidential report shall be provided stating the reasons for their opinion and a recommendation to the Board of Trustees that a formal inquiry not be conducted. The Board of Trustees shall decide whether or not to accept the recommendation not to proceed with a formal inquiry. If the Chair and Vice-Chair of the Board cannot agree on the above then an outside consultant shall be retained by the Board to provide the Board of Trustees with an opinion as to whether or not the complaint meets the criteria above. The Board of Trustees will determine whether or not a formal inquiry will be conducted. The Trustee who is alleged to have breached the Code of Conduct shall not vote on a resolution to determine whether or not a formal inquiry will be conducted. The Trustee who brought the complaint to the attention of the Board may vote on the resolution.

If an allegation of a breach of the Code of Conduct on its face is with respect to the noncompliance with a more specific Board Policy with a separate complaint procedure, the allegation shall be processed under that procedure.

4.6 Steps of Formal Inquiry

If a formal inquiry of an allegation of a breach of the Code of Conduct is undertaken, it shall be done by an outside consultant chosen by the Chair and Vice-Chair. Regardless of who undertakes the formal inquiry the following steps shall be followed.

The Statutory Powers Procedure Act does not apply to anything done regarding the Enforcement of this Code of Conduct. No formal trial-type hearing will be conducted.

Procedural fairness shall govern the formal inquiry. The formal inquiry will be conducted in private.

The formal inquiry may involve both written and oral statements by any witnesses, the Trustee bringing the complaint and the Trustee who is alleged to have breached the Code of Conduct.



The Trustee who is alleged to have breached the Code of Conduct shall have an opportunity to respond to the allegations both in a private meeting with the person(s) undertaking the formal inquiry and in writing.

It is expected that the formal inquiry will be conducted within a reasonable period of time which will depend on the circumstances of the case. The Trustee who is alleged to have breached the Code of Conduct shall provide a written response to the allegations within 10 days of receiving the written allegation, or such extended period of the time as the outside consultant deems appropriate in the circumstance.

If the Trustee who is alleged to have breached the Code of Conduct refuses to participate in the formal inquiry, the formal inquiry will continue in his/her absence.

The final report shall outline the finding of facts and contain a recommendation or opinion as to whether the Code of Conduct has been breached, if requested by the Board of Trustees.

4.7 Suspension of Formal Inquiry

If the investigators, when conducting the formal inquiry, discover that the subject-matter of the formal inquiry is being investigated by police, that a charge has been laid, or is being dealt with in accordance with a procedure established under another Act, the formal inquiry shall be suspended until the police investigation, charge or matter under another Act has been finally disposed of. This shall be reported to the rest of the Board of Trustees.

4.8 Decision

The final report shall be delivered to the Board of Trustees, and a decision by the Board of Trustees as to whether or not the Code of Conduct has been breached and the sanction, if any, for the breach shall be made as soon as practical after receipt of the final report by the Board.

Trustees shall consider only the findings in the final report when voting on the decision and sanction. No Trustee shall undertake their own investigation of the matter.

If the Board of Trustees determine that there has been no breach of the Code of Conduct or that a contravention occurred, although the Trustee took all reasonable measures to prevent it, or that a contravention occurred that was trivial, or committed through inadvertence, or an error of judgment made in good faith, no sanction shall be imposed.

The determination of a breach of the Code of Conduct and the imposition of a sanction with respect to a complaint investigated in accordance with the Formal Complaint Procedure must be done by resolution of the Board at a meeting of the Board, and the vote on the resolution shall be open to the public. The resolutions shall be recorded in the minutes of the meeting. The reasons for the decision shall be recorded in the minutes of the meeting. Both resolutions shall be decided by a vote of at least 2/3 of the Trustees of the Board present and voting.

Despite s. 207 (1) of the Education Act, the part of the meeting of the Board during which a breach or alleged breach of the Board's Code of Conduct is considered may be closed to the public when the breach or alleged breach involves any of the matters described in clauses 207(2) (a) to (e) being:

- 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.

The Trustee who is alleged to have breached the Code of Conduct shall not vote on a resolution to determine whether or not there is a breach or the imposition of a sanction. The Trustee who brought the complaint to the attention of the Board may vote on those resolutions.

The Trustee who is alleged to have breached the Code of Conduct may be present during the deliberations regarding the above but shall not participate in the deliberations, and shall not be required to answer any questions at that meeting.

The Trustee who is alleged to have breached the Code of Conduct shall not in any way, after the final report is completed, influence the vote on the decision of breach or sanction, except as permitted below after these decisions have been made.

4.9 Sanctions

When discussing First Nation Issues, due consideration shall be given to the First Nation Trustee who has been sanctioned by the board.

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

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

The Board shall not impose a sanction which is more onerous than the above but may impose one that is less onerous such as a warning or a requirement that the Trustee successfully complete specified professional development courses at the expense of the Board. The Board has no power to declare the Trustee's seat vacant.

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

The imposition of a sanction barring a Trustee from attending all or part of a meeting of the Board shall be deemed to be authorization for the Trustee to be absent from the meeting and therefore, not in violation of the Education Act regarding absences from meetings.

4.10 Reconsideration

If the Board determines that a Trustee has breached the Board's Code of Conduct the Board shall:



- a) give the Trustee written notice of the determination, the reasons for the decision and any sanction imposed by the Board;
- b) the notice shall inform the Trustee that he or she may make written submissions to the Board in respect of the determination or sanction by the date specified in the notice that is at least fourteen (14) days after the notice is received by the Trustee; and
- c) consider any submissions made by the Trustee and shall confirm or revoke the determination or sanction within 14 days after the submissions are received.

If the Board revokes a determination, any sanction imposed by the Board is revoked.

If the Board confirms a determination, the Board shall, within the fourteen (14) days above, confirm, vary or revoke the sanction.

If a sanction is varied or revoked, the variation or revocation shall be deemed to be effective as of the date the original determination was made. The Board decisions to confirm or revoke a determination or confirm, vary or revoke a sanction shall be done by resolution at a meeting of the Board and the vote on the resolution shall be open to the public. Both resolutions shall be decided by a vote of at least 2/3 of the Trustees present and voting. The resolutions shall be recorded in the minutes of the meeting together with the reasons for confirming or revoking a determination. The Board shall provide to the Trustee alleged to have breached the Code of Conduct written notice of the decision to confirm or revoke the determination together with reasons for the decision and written notice of any decision to confirm, vary or revoke a sanction. The Trustee alleged to have breached the Code of Conduct shall not vote on those resolutions. The Trustee who brought the complaint may vote.

The Trustee who is alleged to have breached the Code of Conduct may be present during the deliberations regarding the above but may not participate in the deliberations and shall not be required to answer any questions at that meeting.

If appropriate, the original sanction may be stayed pending the reconsideration by the Board of the determination or sanction.

5 ACKNOWLEDGEMENT AND UNDERTAKING

I confirm that I have read, understand and agree to abide by the Board's Code of Conduct and the Enforcement Procedures.

Date:	
Signature:	
Please Print Name:	

Section 4: Human Resources Management

Policy 4.07: Employee Ethics

Supporting Policies:

[6.02 Child Abuse \(Maltreatment\) Reporting Policy](#)
[6.16.01 Privacy and Information Management](#)
[6.27.01 Workplace Violence Policy](#)
[6.27.02 Workplace Harassment Policy](#)
[6.36 Equity and Inclusive Education](#)
[6.42 Use of Information and Technologies and Resources](#)
[6.49 Board Code of Conduct](#)
[6.49.01 Safe Schools Policy](#)
[6.49.02 Progressive Discipline Policy Including Suspension and Expulsion](#)
[6.49.03 Bullying Prevention and Intervention](#)
[6.53 Accessibility Standards](#)

Supporting Procedures:

[Employee Ethics Procedures](#)

Supporting Protocols and Guidelines:

Supporting Templates and Forms:

Other Resources:

Education Act and Regulations
Teaching Profession Act
Municipal Freedom of Information Protection of Privacy Act
Accessibility Standards Act
Ontario Human Rights Code
Personal Health Information Protection Act (PHIPA)
Ontario Student Record (OSR) Guideline
Personal Information and Protection of Electronic Documents Act (PIPEDA)
Provincial and Federal Laws

Approved by Board Resolution #136-2015 02 24

Revised by Board Resolution # 106-2019 11 26

1 POLICY

The Algoma District School Board is committed to holding all employees to high ethical standards, ethical attitudes and conduct that reflect a clear sense of their responsibility to perform their duties in the best interests of students, staff and the organization. By adhering to a Code of Ethics, employees will demonstrate leadership, accountability and transparency, and will merit the trust of students, parents, members of the educational community and the general public.



2 ADMINISTRATIVE DETAIL

1. This policy applies to all employees of the Algoma District School Board;
2. It is the responsibility of all employees to adhere to this Code of Ethics and to act at all times in good faith, and in the best interests of the organization;
3. Employees who are members of professional organizations are responsible for adhering to the ethical standards of their organizations in addition to this policy;
4. It is the responsibility of all Senior Administrators, Principals, Supervisors and Managers to ensure that all employees, including new employees, are made aware of this policy and procedures;
5. Violations of this policy may result in disciplinary action, up to and including dismissal.

CURRENT

Section 4: Human Resources Management

Policy 4.07: Employee Ethics

Supporting Policies:

[6.02 Child Abuse \(Maltreatment\) Reporting Policy](#)
[6.16.01 Privacy and Information Management](#)
[6.27.01 Workplace Violence Policy](#)
[6.27.02 Workplace Harassment Policy](#)
[6.32 Purchasing Policy](#)
[6.36 Equity and Inclusive Education](#)
[6.42 Use of Information and Technologies and Resources](#)
[6.49 Board Code of Conduct](#)
[6.49.01 Safe Schools Policy](#)
[6.49.02 Progressive Discipline Policy Including Suspension and Expulsion](#)
[6.49.03 Bullying Prevention and Intervention](#)
[6.53 Accessibility Standards](#)

Supporting Procedures:

[Employee Ethics Procedures](#)

Supporting Protocols and Guidelines:

Supporting Templates and Forms:

Other Resources:

Education Act and Regulations
Teaching Profession Act
Municipal Freedom of Information Protection of Privacy Act
Accessibility Standards Act
Ontario Human Rights Code
Personal Health Information Protection Act (PHIPA)
Ontario Student Record (OSR) Guideline
Personal Information and Protection of Electronic Documents Act (PIPEDA)
Provincial and Federal Laws

Approved by Board Resolution #136-2015 02 24

Revised by Board Resolution # 106-2019 11 26

Revised by Board Resolution # ???-2024 09 24

1 POLICY

The Algoma District School Board is committed to holding all employees to high ethical standards, ethical attitudes and conduct that reflect a clear sense of their responsibility to perform their duties in the best interests of students, staff and the organization. By adhering to a Code of Ethics, employees will demonstrate leadership, accountability and transparency, and will merit the trust of students, parents, members of the educational community and the general public.



2 ADMINISTRATIVE DETAIL

1. This policy applies to all employees of the Algoma District School Board;
2. It is the responsibility of all employees to adhere to this Code of Ethics and to act at all times in good faith, and in the best interests of the organization;
3. Employees who are members of professional organizations are responsible for adhering to the ethical standards of their organizations in addition to this policy;
4. Current employees will review this policy and its accompanying procedure, on a yearly basis and will be required to indicate this through a declaration of review through the employee portal;
5. Upon hiring, new employees will be provided with and will review this policy and the accompanying procedure; ~~It is the responsibility of all Senior Administrators, Principals, Supervisors and Managers to ensure that all employees, including new employees, are made aware of this policy and procedures;~~
6. Violations of this policy may result in disciplinary action, up to and including dismissal.

Section 6B: Operations - Workplace

Policy 6.21: Loss or Damage of Personal Effects

Supporting Policies:

Supporting Procedures:

Supporting Protocols and Guidelines:

Supporting Templates and Forms:

Other Resources:

*Approved by Board Resolution #154-1998 06 23
Reviewed by Resolution #021-2015 01 27
Approved by Board Resolution #110 – 2019 11 26*

The Board shall not be responsible for the loss or damage to personal effects of students, staff, visitors, or volunteers, including personal vehicles.



Section 6B: Operations - Workplace

Policy 6.23: Equipment - Personal Use and Donations

Supporting Policies:

Supporting Procedures:

Supporting Protocols and Guidelines:

Supporting Templates and Forms:

Other Resources:

*Approved by Board Resolution #154 -1998 06 23
Amended by Board Resolution #038 -2015 02 24
Approved by Board Resolution #111 – 2019 11 26*

1 POLICY

Board equipment (such as vehicles, televisions, computers, photocopiers, gym equipment, athletic equipment, shop equipment, tables and/or chairs, power mowers, snow blowers, ladders, tools, etc.) shall not be rented, loaned or otherwise used by outside organizations/individuals; and shall not be used for personal purposes by staff.

Notwithstanding above, under special circumstances, permission may be granted for the use of board equipment by outside organizations/individuals. Approval will be required by the Director or designate.

Instructional equipment (computers, musical instruments, vehicles, etc.) that is donated to a school is deemed property of the Board.

Section 6B: Operations - Workplace

Policy 6.32: Purchasing

Supporting Policies:

[4.07 Employee Ethics](#)

[6.49 Board Code of Conduct](#)

Supporting Procedures:

Supporting Protocols and Guidelines:

Supporting Templates and Forms:

Other Resources:

Ontario Broader Public Sector (BPS) Procurement Directive

Approved by Board Resolution #154-1998 06 23

Amended by Board Resolution #077-2016 06 14

Revised by Board Resolution #045-2022 05 17

Contents

1	Purpose	3
2	Principles	3
3	Administrative Detail	3
4	Segregation of Duties	4
5	Purchasing Code of Ethics	4
6	Conflict of Interest	4
7	Buy Canadian Policy	5
8	Employee Purchasing	5
9	Unauthorized Purchases	5
10	Criteria for Dollar Limits on Purchases related to Quotations, Tenders and Proposals	5
11	Criteria for Dollar Limits on Purchases of Consulting Services	6
12	Definitions	7
12.1	Purchase	7
12.2	Purchase Order	7



12.3	Request for Quotation (RFQ)	7
12.4	Request for Tender (RFT)	7
12.5	Request for Proposal (RFP)	7
12.6	Sole Source	7
12.7	Single Source	7
12.8	Document Retention	8
13	Exemptions	8
13.1	Negotiation:.....	8
14	Signing Authorities for the Purchase of Goods/Services	9
15	Standing Orders	9
16	Board Approval Requirements	9
17	Co-operative Purchasing	10
18	Environmental Consideration.....	10
19	Industry Safety Standards	10
20	Capital Projects	10
20.1	Change Orders for Capital Projects	10
Appendix 1		11
1	Purchasing Code of Ethics	11
1.1	Goal:	11
1.2	Personal Integrity and Professionalism	11
1.3	Accountability and Transparency	11
1.4	Compliance and Continuous Improvement	11
Appendix 2		12
1	Debarment Policy.....	12
1.1	Goal:	12
1.2	Disqualification of Bidders or Suppliers	12



1 Purpose

It is the intent of the Algoma District School Board to acquire goods and services at an acceptable level of quality and in an efficient and timely fashion in order to support the educational goals of the system, while dealing with all vendors in a fair, equitable, consistent and transparent manner. The Board will utilize professional and ethical purchasing practices and procedures to obtain maximum value for funds expended in the support of its students and schools.

2 Principles

Procedures shall be developed that will:

1. ensure that good standards are maintained in the purchase of all goods and services;
2. consider not only the price of goods or services but also quality, delivery, service, warranty, and reliability of the vendor;
3. ensure economical and efficient expenditure of tax dollars by purchasing goods and services on a competitive basis at the lowest cost consistent with the quality required;
4. provide a level of service to ensure goods and services are obtained within the time frame requirements of the Board's schools and departments;
5. avoid duplication, waste, and obsolescence through standardization where applicable with respect to all purchases;
6. monitor purchases and maintain consistency;
7. provide controls that will ensure purchasing policies and procedures are followed by all personnel;
8. adhere to appropriate Federal and Provincial legislation, regulations, standards and guidelines, including Ontario Broader Public Sector (BPS) Procurement Directive

3 Administrative Detail

1. The Superintendent of Business shall have the overall responsibility of establishing and maintaining this policy.
2. It is the responsibility of the Manager of Finance / Supervisor of Purchasing & Accounts Payable, under the authority of the Superintendent of Business, to implement and administer this policy, and establish appropriate purchasing guidelines and procedures consistent with this policy.
3. It is the responsibility of each Senior Administrator, Principal, Department Manager and Supervisor to ensure that his/her staff are appropriately informed and comply with the Board's purchasing policy and related purchasing guidelines, directives and procedures.
4. This policy applies to all personnel involved in the procurement of goods and services on behalf of the Board.
5. This policy applies for all supplies and services purchased from school generated or donated funds.
6. This policy applies for all supplies and services purchased using a corporate credit card.



4 Segregation of Duties

Effective control includes both the delegation of authority and segregation of duties across functions and individuals. Segregation of duties increases accountability for the key stages of the procurement process.

Illustrated below are key functional roles and responsibilities in the purchasing process that require segregated approvals. At least three of the five procurement functions (Requisitioning, Requisition Approval, Issue of purchase orders / contracts, Receiving and Payment) will be segregated.

Function	Responsibility	Accountable Party
Requisitioning	Authorize the purchasing department to place an order.	Requisitioner
Requisition Approval	Authorize that funds are available to cover the cost of the requested order, and approve order of the requested items.	Budget holder
Purchase Order	Authorize release of the order to the vendor under agreed terms.	Purchasing
Receiving	Authorize that the order was physically received, correct and complete.	Requisitioner
Payment	Authorize release of payment to the vendor.	Accounts Payable

5 Purchasing Code of Ethics

The Board expects that all procurement decisions are guided by honesty, integrity, professionalism, and responsible management. All individuals involved in purchasing or other supply chain-related activities must comply with the Board's Purchasing Code of Ethics and the laws of Canada and Ontario.

Refer to [Appendix # 1](#) for the Purchasing Code of Ethics.

6 Conflict of Interest

1. In procurement activities with suppliers seeking to do business with the Board, staff are responsible for using good judgement and to avoid situations which may present a conflict of interest.
2. No employee of the Algoma District School Board shall knowingly purchase, on behalf of the Board, any goods or services from a supplier that is owned or operated by an employee of the Board, or by a relative of an employee of the Board (including parent, child, spouse, partner, sibling, in-law), without the prior approval of the Administrative Council. Such supplier, or employee, could be perceived to have a direct influence on the use of a particular good or service by the Board.



3. A conflict of interest exists where the decisions made and/or the actions taken in the exercise of duties by a Board employee, Trustee, member of a statutory committee or council of the Board, including School Council members, could be, or could be perceived to be, affected by the personal, financial or business interests of that person or that person's family or business associates.
4. In procurement activities with suppliers, staff must declare a conflict of interest if the circumstances could give, or be perceived to give a supplier an unfair advantage.
5. School Council members are governed by their individual School Council's Conflict of Interest By-laws (as required by Ontario Regulation 612/00).

7 Buy Canadian Policy

All factors being equal and as far as practical from the standpoint of quality, service and price, preference shall be given to Made in Canada products. In addition, if all factors such as quality, service and price are equal, the Board will endeavor to purchase goods and services from the supplier who maintains a business office or manufacturing facility within the Board's jurisdiction.

8 Employee Purchasing

The Purchasing Department is not permitted to purchase items for the personal use of employees, members of the Board, or others (except by resolution of the Board), nor shall its influence be used to obtain preferential treatment for those listed above.

9 Unauthorized Purchases

Purchases made in the name of the Algoma District School Board without proper authorization shall be considered an obligation of the person making the purchase and not an obligation of the Board.

10 Criteria for Dollar Limits on Purchases related to Quotations, Tenders and Proposals

The following dollar limits indicate the competitive purchasing process to be followed by all staff when acquiring supplies and services.

\$0 - \$5000	No Quote required but may choose to do so. May use catalogue prices.
\$5000 - \$10,000	Informal verbal or written quotation from 1 or more suppliers by telephone, fax, email. Quote(s) must be documented and retained on file.
\$10,000 - \$100,000	Minimum of 3 written quotes on supplier's letterhead or through a Request for Quotation (RFQ) process conducted by school/department, or by purchasing, or in consultation with purchasing. If deemed to be a sole/single source initiative, written explanation supporting the sole/single source procurement is submitted to the Executive Superintendent of Business & Operations for review and approval.
Over \$100,000	Request for Tender (RFT) or Request for Proposal (RFP). Issued to invited vendor list and/or advertised on Board website, daily



	newspaper, or other appropriate location. Vendor responses are sealed. RFT's and RFP's over \$100,000 are to be advertised or posted on a nationally accessible electronic tendering website. If deemed to be a sole/single source initiative, written explanation supporting the sole/single source procurement is submitted to the Executive Superintendent of Business & Operations for review and approval.
--	---

For purchases where the total value of the order(s) is over \$10,000 and less than \$100,000, the purchasing department may be contacted to assist with obtaining respective quotations. The purchasing department, in conjunction with the authorized person responsible for the purchase, shall determine the successful supplier. The three written quotations obtained are to be uploaded electronically to the purchase requisition and retained with the Purchase Order.

The Board reserves the right to accept or reject any or all bids, quotations, tenders and proposals, in whole or in part, submitted by suppliers in accordance with the terms and conditions of the bid and the Board's policies and procedures, and the lowest or any bid will not necessarily be accepted.

11 Criteria for Dollar Limits on Purchases of Consulting Services

The following dollar limits indicate the competitive purchasing process to be followed by all staff when acquiring consulting services.

\$0 – \$50,000	Minimum of 3 written quotes on supplier's letterhead or through a Request for Quotation (RFQ) process conducted by school/department, or by purchasing, or in consultation with purchasing. If deemed to be a sole/single source initiative, written explanation supporting the sole/single source procurement is submitted to the Executive Superintendent of Business & Operations for review and approval.
Over \$50,000	Request for Tender (RFT) or Request for Proposal (RFP). Issued to invited vendor list and/or advertised on Board Website, daily newspaper, or other appropriate location. Vendor responses are sealed. RFT's and RFP's over \$100,000 are to be advertised or posted on a nationally accessible electronic tendering website. If deemed to be a sole/single source initiative, written explanation supporting the sole/single procurement is submitted to the Executive Superintendent of Business & Operations for review and approval.
\$0 - \$1,000,000	Non-Competitive (exemption-based only) Requires Approval of the Director of Education
\$1,000,000 or more	Non-Competitive (exemption-based only) Requires Approval of Trustees



12 Definitions

12.1 Purchase

The act of acquiring goods and/or services of any legal or equitable interest, right or title in goods and/or services or the making of any contract or offer for goods and services and includes the lease of goods and/or services; and “purchased, purchasing, acquisition, procurement, procure, and buy,” shall have similar meanings.

12.2 Purchase Order

A legal document which is ADSB's commitment to the vendor for the purchase of goods and/or services at an agreed upon product or service specifications, price, terms, conditions and delivery date. It is also the vendor's authority to ship and charge for the goods and/or services specified on the order.

12.3 Request for Quotation (RFQ)

A request for prices on specific goods or services from invited vendors which are submitted verbally, in writing, or transmitted by facsimile or email as specified in the RFQ. The award is generally made based on the lowest price that meets the specified requested product or service.

12.4 Request for Tender (RFT)

A document used to invite supplier responses to supply goods or services based on defined performance and product specifications, defined terms and conditions, and stated delivery requirements.

12.5 Request for Proposal (RFP)

A document used to invite responses from suppliers to propose solutions for the supply and delivery of complex products or services, or to provide alternative options or solutions. It requires proponents to apply their best judgement and knowledge in order to fulfill the RFP requirements. The RFP process uses predefined evaluation criteria in which price is not the only factor, and which may be subject to further negotiation prior to final award.

12.6 Sole Source

Sole Source refers to the use of a non-competitive procurement process to acquire goods or services where there is only one available supplier for the source of the goods or service. If deemed to be a sole/single source initiative, written explanation supporting the sole/single source procurement is submitted to the Executive Superintendent of Business & Operations for review and approval.

12.7 Single Source

Single Source refers to a non-competitive method of procurement of goods and services from a supplier in situations where there is or may be another supplier or suppliers capable of delivering these goods or services. If deemed to be a sole/single source initiative, written explanation supporting the sole/single source procurement is submitted to the Executive Superintendent of Business & Operations for review and approval.



12.8 Document Retention

Procurement documents and other pertinent information must be retained for seven years. Information provided by suppliers is to be considered confidential and commercially sensitive. Use and distribution of the information provided is to be restricted to those involved in the procurement process and must be kept in a secure location such as a locked file cabinet, when not in use, during and after the procurement process.

13 Exemptions

Competitive bidding requirements may be waived for the following purchases:

- a) Library books, textbooks and publications.
- b) Goods or services available only from a sole source which means that there is only one known source of supply for the goods or services.
- c) Where an expenditure is mandated by a municipality or other body (e.g., building permit, utilities).
- d) In cases where the Ministry of Education or other entity provides special grant funding for specific projects, and where grant money must be spent within a timeline that does not allow for the normal process to occur.
- e) Due to market conditions, goods or services are in short supply.
- f) The Board may participate in cooperative purchasing groups such as the Ontario Educational Cooperative Marketplace (OECM), Ministry of Government and Consumer Services (MGCS) VOR's, or contracts competitively established by other school boards, colleges, universities, or government agencies when it is in the best interests of the Board through cost savings or efficiencies.
- g) In case of emergencies, the Director of Education or designate has the authority to obtain goods and/or services in the most expedient manner possible regardless of the amount. When an emergency exists, the Director of Education or designate will inform the chair of the Board regarding the action taken. Emergencies are defined as circumstances or situations beyond the Board's control which have the potential of affecting the health or safety of students or personnel, or will result in undue financial loss.

13.1 Negotiation:

In addition to the above exemptions, purchase by negotiation may be used with the approval of the Director of Education if any of the following conditions exist:

- a) Two or more identical low bids have been received.
- b) All bids fail to comply with the specifications, Tender/RFP terms and conditions.
- c) The extension or revision of an existing contract would prove more cost effective or beneficial to the Board.
- d) A sole source situation exists where there is only one known source of supply for the goods or services.
- e) When only one bid is received through the tendering process.
- f) Purchase of an item where compatibility with an existing product, service or program is an overriding consideration.



14 Signing Authorities for the Purchase of Goods/Services

Superintendents, school administrators and managers are responsible for their budgets. They can make purchases of goods or services on behalf of the Board in accordance with the purchasing policies of the Board within their approved budgets and subject to the following limits:

Director of Education and Executive Superintendent of Business & Operations	Over \$50,000
Superintendents of Education	Up to \$50,000
Managers	Up to \$25,000
Principals	Up to \$10,000
Other Staff as delegated by the primary budget holder	Up to \$5,000

Procedures associated with these levels are established through the Purchasing department.

Multi-year contracts – any contracts extending over a one year period will require Executive Superintendent of Business & Operations approval regardless of the value of the contract.

If an individual department has a unique structure, the Executive Superintendent of Business & Operations must approve the signing authority that is being requested outside of the above mentioned staff. In addition, contracts or purchases shall not be divided to avoid the requirements of the purchasing policy.

15 Standing Orders

The purpose of the standing order is to reduce the cost of issuing and handling small dollar value purchase orders which are issued to one or more defined vendors who supply a variety of products or services. Terms and conditions between the requester (The Board) and the vendor may be established in advance by the Purchasing department. Authorized end-users contact the vendor to initiate a request for goods or services. This eliminates the need to physically generate a separate purchase order for each request. The responsibility for the appropriate use of the standing order is assigned to the staff responsible for the budget of their respective school/department.

16 Board Approval Requirements

1. All contracts involving the acquisition or disposition of real property of the Board.
2. All contracts with a term exceeding one year with a cumulative value exceeding \$350,000.
3. All contracts with a value of \$350,000 or greater.
4. All capital projects.



17 Co-operative Purchasing

The Board encourages co-operative purchasing with other Boards and broader public sector agencies which would result in competitive procurement by the Cooperative that Broader Public Sector Organizations could tap into, without utilizing its own Purchasing resources. Examples of such Cooperatives are the Ontario Educational Collaborative Marketplace (OECM) and Ontario Ministry of Government and Consumer Services (MGCS).

18 Environmental Consideration

Where appropriate, purchasing staff and end user departments will strive to source, promote and support environmentally friendly products and services.

19 Industry Safety Standards

All goods and services purchased by the Board must comply with current Federal, Provincial and Municipal legislation, regulations and standards, and all Board requirements related to health and safety.

20 Capital Projects

Public tenders or requests for proposals shall be called for construction contracts of new schools, additions, and major renovations.

20.1 Change Orders for Capital Projects

Prior to work being performed, the Manager of Plant will budget each project and provide documentation to the Executive Superintendent of Business & Operations. After the tendering/RFP process, the project budgets will be updated and submitted to the Executive Superintendent of Business & Operations for comparison. If for any reason a project cost is increased, a detailed summary will be provided by the Manager of Plant to the Executive Superintendent of Business & Operations.



Appendix 1

1 Purchasing Code of Ethics

1.1 Goal:

The purpose of the Purchasing Code of Ethics is to provide all employees and trustees with a framework to guide them in the conduct of their responsibilities to ensure an ethical, professional and accountable supply chain. All Board employees involved in any aspect of purchasing or other supply chain related activities must comply with the following Code of Ethics based on the Ontario Broader Public Sector (BPS) Procurement Directive and Supply Chain Code of Ethics:

1.2 Personal Integrity and Professionalism

All individuals involved with purchasing or other supply chain-related activities must act, and be seen to act, with integrity and professionalism. Honesty, care and due diligence must be integral to all supply chain activities within and between BPS organizations, suppliers and other stakeholders.

Respect must be demonstrated for each other and for the environment. Confidential information must be safeguarded. All participants must not engage in any activity that may create, or appear to create, a conflict of interest, such as accepting gifts or favours, providing preferential treatment, or publicly endorsing suppliers or products.

1.3 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 public sector resources are used in a responsible, efficient and effective manner.

1.4 Compliance and Continuous Improvement

All individuals involved in purchasing or other supply chain-related activities must comply with this Code of Ethics and the laws of Canada and Ontario. All 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.



Appendix 2

1 Debarment Policy

1.1 Goal:

The purpose of the Debarment Policy is to ensure the quality, efficiency and effectiveness of service and product delivery and to maximize savings for taxpayer. Bidders and Suppliers which have demonstrated the inability to deliver quality services and products in an efficient and effective manner or who have engaged in conduct and behaviour which is adverse to the interests of the Algoma District School Board ("the Board"), will be barred from providing service and products to the Board in accordance with the provisions of this Policy.

1.2 Disqualification of Bidders or Suppliers

1. For the purposes of this Policy, Bidder and Supplier shall be deemed to include any related entity and any partner, principal, director or officer of such Bidder or Supplier as well as any other legal entity with one or more of the same partner(s), principal(s), director(s) or officer(s).
2. A Bidder or Supplier may be excluded from eligibility to submit Bids or quotes or a submitted Bid or quote may be summarily rejected and returned to a Bidder or Supplier where the Supervisor of Facility Renewal and Capital Planning, Executive Superintendent of Business and Operations and the Manager of Plant agree, in their absolute sole discretion, that one of the following circumstances has occurred:
 - a. the Bidder or Supplier is or has been involved in Litigation or pending/threatened Litigation with the Board, its elected officials, officers or employees;
 - b. the Bidder or Supplier has failed to pay an amount owed to the Board when due and owing;
 - c. there is documented evidence of poor or substantial performance, non-performance or default by the Bidder or Supplier in respect to any Contract with the Board, either as a Supplier, Consultant, Contractor or Subcontractor;
 - d. the Bidder, Supplier or its personnel have demonstrated abusive behaviour or threatening conduct towards Board employees, their agents or representatives;
 - e. the Bidder or Supplier or its principal(s) has/have been convicted of a criminal offence including but not limited to fraud or theft;
 - f. the Bidder or Supplier has been convicted of any quasi-criminal offence pursuant to applicable legislation or regulations including, but not limited to, the Occupational Health and Safety Act, as amended, where the circumstances of that conviction demonstrate a disregard on the part of the Bidder or Supplier for the health and safety of its workers, Board Employees or the general public;
 - g. the Bidder or Supplier is bankrupt or insolvent;
 - h. the Bidder or Supplier has made a false declaration(s); or,



- i. the Bidder or Supplier has committed professional misconduct or acts or omissions that adversely reflect on the commercial integrity of the Bidder or Supplier.
3. In arriving at a determination for the disqualification of a Bidder or Supplier pursuant to this Section, the Supervisor of Facility Renewal and Capital Planning, Executive Superintendent of Business and Operations and the Manager of Plant, will consider whether the circumstances are likely to affect the Bidder or Supplier's ability to work with the Board, its consultants and representatives, and whether the Board's experience with the Bidder or Supplier indicates that the Board is likely to incur increased staff time and legal costs in the administration of any dealings with the Bidder or Supplier.
4. Based on the severity of the events leading to the disqualification, the Supervisor of Facility Renewal and Capital Planning, Executive Superintendent of Business and Operations and the Manager of Plant, shall establish the duration of the period during which the disqualification shall be effective. ADSB will advise the Bidder or Supplier, in writing, of the debarment.
5. All Bidders and Suppliers shall comply with the provisions of the Purchasing Policy 6.32 and the provisions of the Broader Public Sector Procurement Directive as issued by the Ministry of Finance.

SECTION 6: OPERATIONS

Policy 6.32: Purchasing

Supporting Policies

[4.07 Employee Ethics](#)

[6.49 Board Code of Conduct](#)

Supporting Procedures

Supporting Protocols and Guidelines

Supporting Templates and Forms

[ADSB Conflict of Interest Declaration Form](#)

Other Resources

[Ontario Broader Public Sector \(BPS\) Procurement Directive](#)

Approved by Board Resolution #154-1998 06 23

Amended by Board Resolution #077-2016 06 14

Revised by Board Resolution #045-2022 05 17

1.0 Purpose

The Algoma District School Board **seeks** to acquire goods and services at an acceptable level of quality and in an efficient and timely fashion in order to support the educational goals of the system, while dealing with all vendors in a fair, equitable, consistent and transparent manner. The Board will utilize professional and ethical purchasing practices and procedures to obtain maximum value for funds expended in support of its students, **staff** and schools.

2.0 Principles

Procedures shall be developed that will:

- 2.1** ensure that good standards are maintained in the purchase of all goods and services;
- 2.2** consider not only the price of goods or services but also quality, delivery, service, warranty, and reliability of the vendor;
- 2.3** ensure economical and efficient expenditure of tax dollars by purchasing goods and services on a competitive basis at the lowest cost consistent with the quality required;
- 2.4** provide a level of service to ensure goods and services are obtained within the time frame requirements of the Board's schools and departments;

- 2.5 avoid duplication, waste, and obsolescence through standardization, where applicable, with respect to all purchases;
- 2.6 monitor purchases and maintain consistency;
- 2.7 provide controls that will ensure purchasing policies and procedures are followed by all personnel;
- 2.8 adhere to appropriate Federal and Provincial legislation, regulations, standards and guidelines, including **Ontario Broader Public Sector (BPS) Procurement Directive**.

3.0 Administrative Detail

- 3.1 The **Designated Superintendent** shall have the overall responsibility of establishing and maintaining this policy.
- 3.2 It is the responsibility of the Manager of Finance / Supervisor of Purchasing & Accounts Payable, under the authority of the **Designated Superintendent**, to implement and administer this policy, and establish appropriate purchasing guidelines and procedures consistent with this policy.
- 3.3 It is the responsibility of each Senior Administrator, Principal, Department Manager and Supervisor to ensure that his/her staff are appropriately informed and comply with the Board's purchasing policy and related purchasing guidelines, directives and procedures.
- 3.4 This policy applies to all personnel involved in the procurement of goods and services on behalf of the Board.
- 3.5 This policy applies to all supplies and services purchased from school generated or donated funds.
- 3.6 This policy applies to all supplies and services purchased using a corporate credit card.

4.0 Segregation of Duties

Effective control includes both the delegation of authority and segregation of duties across functions and individuals. Segregation of duties increases accountability for the key stages of the procurement process.

Illustrated below are key functional roles and responsibilities in the purchasing process that require segregated approvals. At least three of the five procurement functions (Requisitioning, Requisition Approval, Issue of purchase orders / contracts, Receiving and Payment) will be segregated.

Function	Responsibility	Accountable Party
Requisitioning	Authorize the purchasing department to place an order.	Requisitioner
Requisition Approval	Authorize that funds are available to cover the cost of the requested order, and approve order of the requested items.	Budget holder
Purchase Order	Authorize release of the order to the vendor under agreed terms.	Purchasing
Receiving	Authorize that the order was physically received, correct and complete.	Requisitioner
Payment	Authorize release of payment to the vendor.	Accounts Payable

5.0 Purchasing Code of Ethics

The Board expects that all procurement decisions are guided by honesty, integrity, professionalism, and responsible management. All individuals involved in purchasing or other supply chain-related activities must comply with the Board's Purchasing Code of Ethics and the laws of Canada and Ontario.

Refer to Appendix # 1 for the Purchasing Code of Ethics.

6.0 Conflict of Interest

- 6.1 Algoma District School Board employees, Trustees, members of statutory communities or Council of the Board, are entrusted with the protection of the public interest while providing service within the Board's learning environment. In view of the importance of this trust, it is essential that Board employees maintain the highest standards of honesty, integrity, impartiality and conduct and do not place themselves in a perceived or real conflict of interest.
- 6.2 A conflict of interest may exist where the decisions made and/or the actions taken in the exercise of duties by a Board employee, Trustee, member of a statutory committee or council of the Board, including School Council members, could be, or could be perceived to be, affected by the personal, financial or business interests of that person or that person's family or business associates.
- 6.3 The individuals mentioned in 6.2 above are responsible to disclose a possible (real or perceived) conflict of interest to their immediate supervisor for determination. The Supervisor shall reach out to the Director or Designate for guidance if required. (See form/appendix 3 attached).
- 6.4 Individuals from 6.2 who have direct or indirect personal or financial interest in any decision to be taken by the Board, or where that decision affects direct relatives, spouses or direct relatives of persons living in the same household, shall not participate in the decision without first declaring their interest to their immediate supervisor who shall decide whether continuing participation is permissible.
- 6.5 Individuals from 6.2 shall not sell to the Board or to a school, either directly or through the use of school funds, any goods or services without declaring their interest and removing themselves from the decision-making process. Employees shall ensure that their immediate families (spouse, parent, sibling, or children), comply with this clause.
- 6.6 In procurement activities with suppliers seeking to do business with the Board, staff are responsible for using good judgement and to avoid situations which may present a conflict of interest.
- 6.7 No employee of the Algoma District School Board shall knowingly purchase, on behalf of the Board, any goods or services from a supplier that is owned or operated by an employee of the Board, or by a relative of an employee of the Board (including parent, child, spouse, partner, sibling, in-law), without the prior approval of the their Supervisor who shall, if required, seek guidance from the Director or Designate. Such supplier, or employee, could be perceived to have a direct influence on the use of a particular good or service by the Board.

- 6.8** In procurement activities with suppliers, staff must declare a conflict of interest if the circumstances could give, or be perceived to give a supplier an unfair advantage.
- 6.9** School Council members are governed by their individual School Council's Conflict of Interest By-laws (as required by [Ontario Regulation 612/00](#)).

7.0 Disclosure of Conflict of Interest

Board employees have a duty to report actual or perceived Conflicts of Interest, including nepotism (see attached Appendix 3). All facts concerning a conflict-of-interest situation must be filed in a disclosure statement to the individual's immediate supervisor and be brought forward to the Director of Education or Designate to evaluate the concern and determine an appropriate action plan.

8.0 Buy Canadian Policy

All factors being equal and as far as practical from the standpoint of quality, service and price, preference shall be given to Made in Canada products. In addition, if all factors such as quality, service and price are equal, the Board will endeavor to purchase goods and services from the supplier who maintains a business office or manufacturing facility within the Board's jurisdiction.

9.0 Employee Purchasing

The Purchasing Department is not permitted to purchase items for the personal use of employees, members of the Board, or others (except by resolution of the Board), nor shall its influence be used to obtain preferential treatment for those listed above.

10.0 Unauthorized Purchases

Purchases made in the name of the Algoma District School Board without proper authorization shall be considered an obligation of the person making the purchase and not an obligation of the Board.

11.0 Criteria for Dollar Limits on Purchases related to Quotations, Tenders and Proposals

The following dollar limits indicate the competitive purchasing process to be followed by all staff when acquiring supplies and services .	
\$0 - \$5000	No Quote required but may choose to do so. May use catalogue prices.
\$5000 - \$10,000	Informal verbal or written quotation from 1 or more suppliers by telephone, fax, email. Quote(s) must be documented and retained on file.
\$10,000 - \$100,000	Minimum of 3 written quotes on supplier's letterhead or through a Request for Quotation (RFQ) process conducted by school/department, or by Purchasing Department , or in consultation with purchasing Department . If deemed to be a sole/single source initiative, written explanation supporting the sole/single source procurement is submitted to the Designated Superintendent for review and approval.
Over \$100,000	Request for Tender (RFT) or Request for Proposal (RFP). Issued to invited vendor list and/or advertised on Board website, daily newspaper, or other appropriate location. Vendor responses are sealed. RFT's and RFP's over \$100,000 are to be advertised or posted on a nationally accessible electronic tendering website. If deemed to be a sole/single source initiative, written explanation supporting the sole/single source procurement is submitted to the Designated Superintendent for review and approval.

For purchases where the total value of the order(s) is over \$10,000 and less than \$100,000, the **Purchasing Department** may be contacted to assist with obtaining respective quotations. The **Purchasing Department**, in conjunction with the authorized person responsible for the purchase, shall determine the successful supplier. The three written quotations obtained are to be uploaded electronically to the purchase requisition and retained with the Purchase Order.

The Board reserves the right to accept or reject any or all bids, quotations, tenders and proposals, in whole or in part, submitted by suppliers in accordance with the terms and conditions of the bid and the Board's policies and procedures, and the lowest or any bid will not necessarily be accepted.

Criteria for Dollar Limits on Purchases of Consulting Services

The following dollar limits indicate the competitive purchasing process to be followed by all staff when acquiring consulting services.	
\$0 – \$50,000	Minimum of 3 written quotes on supplier's letterhead or through a Request for Quotation (RFQ) process conducted by school/department, or by Purchasing Department , or in consultation with Purchasing Department . If deemed to be a sole/single source initiative, written explanation supporting the sole/single source procurement is submitted to the Designated Superintendent for review and approval.
Over \$50,000	Request for Tender (RFT) or Request for Proposal (RFP). Issued to invited vendor list and/or advertised on Board Website, daily newspaper, or other appropriate location. Vendor responses are sealed. RFT's and RFP's over \$100,000 are to be advertised or posted on a nationally accessible electronic tendering website. If deemed to be a sole/single source initiative, written explanation supporting the sole/single source procurement is submitted to the Designated Superintendent for review and approval.
\$0 - \$1,000,000	Non-Competitive (exemption-based only) Requires Approval of the Director of Education
\$1,000,000 or more	Non-Competitive (exemption-based only) Requires Approval of Trustees

12.0 Definitions

Purchase - The act of acquiring goods and/or services of any legal or equitable interest, right or title in goods and/or services or the making of any contract or offer for goods and services and includes the lease of goods and/or services; and “purchased, purchasing, acquisition, procurement, procure, and buy,” shall have similar meanings.

Purchase Order - A legal document which is ADSB's commitment to the vendor for the purchase of goods and/or services at an agreed upon product or service specifications, price, terms, conditions and delivery date. It is also the vendor's authority to ship and charge for the goods and/or services specified on the order.

Request for Quotation (RFQ) – A request for prices on specific goods or services from invited vendors which are submitted verbally, in writing, or transmitted by facsimile or email as specified in the RFQ. The award is generally made based on the lowest price that meets the specified requested product or service.

Request for Tender (RFT) - A document used to invite supplier responses to supply goods or services based on defined performance and product specifications, defined terms and conditions, and stated delivery requirements.

Request for Proposal (RFP) - A document used to invite responses from suppliers to propose solutions for the supply and delivery of complex products or services, or to provide alternative options or solutions. It requires proponents to apply their best judgement and knowledge in order to fulfill the RFP requirements. The RFP process uses predefined evaluation criteria in

which price is not the only factor, and which may be subject to further negotiation prior to final award.

Sole Source

Sole Source refers to the use of a non-competitive procurement process to acquire goods or services where there is only one available supplier for the source of the goods or service. If deemed to be a sole/single source initiative, written explanation supporting the sole/single source procurement is submitted to the **Designated Superintendent** for review and approval.

Single Source

Single Source refers to a non-competitive method of procurement of goods and services from a supplier in situations where there is or may be another supplier or suppliers capable of delivering these goods or services. If deemed to be a sole/single source initiative, written explanation supporting the sole/single source procurement is submitted to the **Designated Superintendent** for review and approval.

Document Retention

Procurement documents and other pertinent information must be retained for seven years. Information provided by suppliers is to be considered confidential and commercially sensitive. Use and distribution of the information provided is to be restricted to those involved in the procurement process and must be kept in a secure location such as a locked file cabinet, when not in use, during and after the procurement process.

13.0 Exemptions

Competitive bidding requirements may be waived for the following purchases:

- a. Library books, textbooks and publications.
- b. Goods or services available only from a sole source which means that there is only one known source of supply for the goods or services.
- c. Where an expenditure is mandated by a municipality or other body(e.g., building permit, utilities).
- d. In cases where the Ministry of Education or other entity provides special grant funding for specific projects, and where grant money must be spent within a timeline that does not allow for the normal process to occur or **the Ministry provides a list of acceptable products/vendors.**
- e. Due to market conditions, goods or services are in short supply.
- f. The Board may participate in cooperative purchasing groups such as the Ontario Educational Cooperative Marketplace (OECM), Ministry of Government and Consumer Services (MGCS) VOR's, or contracts competitively established by other school boards, colleges, universities, or government agencies when it is in the best interests of the Board through cost savings or efficiencies.
- g. In case of emergencies, the Director of Education or designate has the authority to obtain goods and/or services in the most expedient manner possible regardless of the amount. When an emergency exists, the Director of Education or designate will inform the chair of the Board regarding the action taken. Emergencies are defined as circumstances or situations beyond the Board's control which have the potential of affecting the health or safety of students or personnel, or will result in undue financial loss.



Negotiation:

In addition to the above exemptions, purchase by negotiation may be used with the approval of the Director of Education if any of the following conditions exist:

- a. Two or more identical low bids have been received.
- b. All bids fail to comply with the specifications, Tender/RFP terms and conditions.
- c. The extension or revision of an existing contract would prove more cost effective or beneficial to the Board.
- d. A sole source situation exists where there is only one known source of supply for the goods or services.
- e. When only one bid is received through the tendering process.
- f. Purchase of an item where compatibility with an existing product, service or program is an overriding consideration.

14.0 Signing Authorities for the Purchase of Goods/Services

Superintendents, school administrators and managers are responsible for their budgets. They can make purchases of goods or services on behalf of the Board in accordance with the purchasing policies of the Board within their approved budgets and subject to the following limits:

Director of Education and Associate Director	Over \$50,000
Superintendents of Education	Up to \$50,000
Managers	Up to \$25,000
Principals	Up to \$10,000
Other staff as delegated by the primary budget holder	Up to \$5,000

Procedures associated with these levels are established through the Purchasing department.

Multi-year contracts – any contracts extending over a one year period will require approval by the **Designated Superintendent** regardless of the value of the contract.

If an individual department has a unique structure, the **Designated Superintendent** must approve the signing authority that is being requested outside of the above mentioned staff. In addition, contracts or purchases shall not be divided to avoid the requirements of the purchasing policy

15.0 Standing Orders

The purpose of the standing order is to reduce the cost of issuing and handling small dollar value purchase orders which are issued to one or more defined vendors who supply a variety of products or services. Terms and conditions between the requester (The Board) and the vendor may be established in advance by the Purchasing department. Authorized end-users contact the vendor to initiate a request for goods or services. This eliminates the need to physically generate a separate purchase order for each request. The responsibility for the appropriate use of the standing order is assigned to the staff responsible for the budget of their respective school/department.

16.0 Board Approval Requirements

1. All contracts involving the acquisition or disposition of real property of the Board.
2. All contracts with a term exceeding one year with a cumulative value exceeding \$350,000.
3. All contracts with a value of \$350,000 or greater.
4. All capital projects.

17.0 Co-operative Purchasing

The Board encourages co-operative purchasing with other Boards and broader public sector agencies which would result in competitive procurement by the Cooperative, **allowing** Broader Public Sector Organizations **to access** without utilizing **their** own Purchasing resources. Examples of such Cooperatives are the Ontario Educational Collaborative Marketplace (OECM) and Ontario Ministry of Government and Consumer Services (MGCS).

18.0 Environmental Consideration

Where appropriate, purchasing staff and end user departments will strive to source, promote and support environmentally friendly products and services.

19.0 Industry Safety Standards

All goods and services purchased by the Board must comply with current Federal, Provincial and Municipal legislation, regulations and standards, and all Board requirements related to health and safety.

20.0 Capital Projects

Public tenders or requests for proposals shall be called for construction contracts of new schools, additions, and major renovations.

20.1 Change Orders for Capital Projects

Prior to work being performed, the Manager of Plant will budget each project and provide documentation to the **Designated Superintendent**. After the tendering/RFP process, the project budgets will be updated and submitted to the **Designated Superintendent** for comparison. If for any reason a project cost is increased, a detailed summary will be provided by the Manager of Plant to the **Designated Superintendent**.

Appendix 1 to Purchasing Policy 6.32

Purchasing Code of Ethics

Goal:

The purpose of the Purchasing Code of Ethics is to provide all employees and trustees with a framework to guide them in the conduct of their responsibilities to ensure an ethical, professional and accountable supply chain. All Board employees involved in any aspect of purchasing or other supply chain related activities must comply with the following Code of Ethics based on the Ontario Broader Public Sector (BPS) Procurement Directive and Supply Chain Code of Ethics.

I. Personal Integrity and Professionalism

All individuals involved with purchasing or other supply chain-related activities must act, and be seen to act, with integrity and professionalism. Honesty, care and due diligence must be integral to all supply chain activities within and between BPS organizations, suppliers and other stakeholders.

Respect must be demonstrated for each other and for the environment. Confidential information must be safeguarded. All participants must not engage in any activity that may create, or appear to create, a conflict of interest, such as accepting gifts or favours, providing preferential treatment, or publicly endorsing suppliers or products.

II. 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 public sector resources are used in a responsible, efficient and effective manner.

III. Compliance and Continuous Improvement

All individuals involved in purchasing or other supply chain-related activities must comply with this Code of Ethics and the laws of Canada and Ontario. All individuals **are expected to** continuously work to improve supply chain policies and procedures, to improve their supply chain knowledge and skill levels, and to share leading practices.

Appendix 2 to Purchasing Policy 6.32

Debarment Policy

Goal:

The purpose of the Debarment Policy is to ensure the quality, efficiency and effectiveness of service and product delivery and to maximize savings for taxpayers. Bidders and Suppliers which have demonstrated the inability to deliver quality services and products in an efficient and effective manner or who have engaged in conduct and behaviour which is adverse to the interests of the Algoma District School Board (“the Board”), will be barred from providing service and products to the Board in accordance with the provisions of this Policy.

Disqualification of Bidders or Suppliers

- (1) For the purposes of this Policy, Bidder and Supplier shall be deemed to include any related entity and any partner, principal, director or officer of such Bidder or Supplier as well as any other legal entity with one or more of the same partner(s), principal(s), director(s) or officer(s).
- (2) A Bidder or Supplier may be excluded from eligibility to submit Bids or quotes or a submitted Bid or quote may be summarily rejected and returned to a Bidder or Supplier where the Supervisor of Facility Renewal and Capital Planning, **Designated Superintendent** and the Manager of Plant agree, in their absolute sole discretion, that one of the following circumstances has occurred:
 - (a) the Bidder or Supplier is or has been involved in Litigation or pending/threatened Litigation with the Board, its elected officials, officers or employees;
 - (b) the Bidder or Supplier has failed to pay an amount owed to the Board when due and owing;
 - (c) there is documented evidence of poor or substantial performance, non-performance or default by the Bidder or Supplier in respect to any Contract with the Board, either as a Supplier, Consultant, Contractor or Subcontractor;
 - (d) the Bidder, Supplier or its personnel have demonstrated abusive behaviour or threatening conduct towards Board employees, their agents or representatives;

- € the Bidder or Supplier or its principal(s) has/have been convicted of a criminal offence including but not limited to fraud or theft;
- (f) the Bidder or Supplier has been convicted of any quasi-criminal offence pursuant to applicable legislation or regulations including, but not limited to, the *Occupational Health and Safety Act*, as amended, where the circumstances of that conviction demonstrate a disregard on the part of the Bidder or Supplier for the health and safety of its workers, Board Employees or the general public;
- (g) the Bidder or Supplier is bankrupt or insolvent;
- (h) the Bidder or Supplier has made a false declaration(s); or,
- (i) the Bidder or Supplier has committed professional misconduct or acts or omissions that adversely reflect on the commercial integrity of the Bidder or Supplier.

(3) In arriving at a determination for the disqualification of a Bidder or Supplier pursuant to this Section, the Supervisor of Facility Renewal and Capital Planning, **Designated Superintendent** and the Manager of Plant, will consider whether the circumstances are likely to affect the Bidder or Supplier's ability to work with the Board, its consultants and representatives, and whether the Board's experience with the Bidder or Supplier indicates that the Board is likely to incur increased staff time and legal costs in the administration of any dealings with the Bidder or Supplier.

(4) Based on the severity of the events leading to the disqualification, the Supervisor of Facility Renewal and Capital Planning, **Designated Superintendent** and the Manager of Plant, shall establish the duration of the period during which the disqualification shall be effective. ADSB will advise the Bidder or Supplier, in writing, of the debarment.

(5) All Bidders and Suppliers shall comply with the provisions of the Purchasing Policy 6.32 and the provisions of the Broader Public Sector Procurement Directive as issued by the Ministry of Finance.



Algoma District School Board

644 Albert St. East
Sault Ste. Marie
ON P6A 2K7
Telephone: (705) 945-7111
FAX: (705) 942-2540
www.adsb.on.ca

CHAIR
Jennifer Sarlo

DIRECTOR OF EDUCATION
Lucia Reece

Appendix 3

Algoma District School Board Conflict of Interest Declaration Form

Please complete this form if you believe that you may be involved in a conflict-of-interest situation or if you are unsure and seek to disclose a potential or perceived conflict of interest. Please read Algoma District School Board Purchasing Policy 6.32. If you are reporting an immediate superior, skip section 3 and send directly to the Designated Superintendent.

SECTION 1: PERSONAL DETAILS

NAME:

JOB TITLE/ AREA OF RESPONSIBILITY:

SECTION 2: DISCLOSURE DETAILS

The following is a: ☐ Self-declaration ☐ Report about another employee/volunteer

The following actual, potential, or perceived conflict of interest has been identified. Please provide all relevant details. (if more space is required, please attach to this form.)

SECTION 3: TO BE COMPLETED BY THE IMMEDIATE SUPERVISOR AND SUBMITTED TO THE DESIGNATED SUPERINTENDENT

If the situation does constitute a conflict of interest, please ensure that all information surrounding the conflict has been disclosed to the Supervisor or Director of Education or designate.

SUPERVISOR NAME:

SIGNATURE:

DATE:

I have reviewed the declaration and recommend the following action(s) to eliminate/manage the conflict. (If more space is required, please attach a document to this form.)

SECTION 4: EMPLOYEE'S DECLARATION

To the best of my knowledge and belief any actual, potential, or perceived conflicts between my duties as an employee and my private and/ or business interests have been fully disclosed in this form in accordance with the requirements of the Algoma District School Board Purchasing Policy 6.32. I acknowledge, and agree to comply with, any approach to manage an actual, potential, or perceived conflict of interest.

NAME:

SIGNATURE:

DATE:

SECTION 5: DESIGNATED SUPERINTENDENT OR DIRECTOR OF EDUCATION

The actions described in the approach outlined in Section 3 have been put in place to effectively manage any actual, potential, or perceived conflict of interest disclosed in Section 2. The approach outlined in Section 3 ensures the Algoma District School Board's public interests and reputation is adequately protected.

NAME:

SIGNATURE:

DRAFT

Section 6B: Operations - Workplace

Policy 6.46: Advertising

Supporting Policies:

Supporting Procedures:

[Advertising Procedures](#)

Supporting Protocols and Guidelines:

Supporting Templates and Forms:

Other Resources:

Approved by Board Resolution #056 -2007 04 24

Approved by Board Resolution #046 -2015 02 24

Approved by Board Resolution #114 -2019 11 26

1 RATIONALE

As a teaching and learning organization, the Algoma District School Board plays a major role in promoting learning and the economic benefits of education in all communities within the district.

2 POLICY STATEMENT

The Algoma District School Board shall, as part of its communication plan, advertise in a cost-effective manner to promote learning and education and to raise public awareness of education programs, services, issues, events and activities of specific interest or benefit to students and parents. Advertising will present objective, factual and explanatory information based on verifiable facts in an unbiased, fair and equitable manner.

Appropriate approval for all advertising shall be obtained from the respective Superintendent or Director/ Director Designate.



**ALGOMA DISTRICT SCHOOL BOARD
REGULAR BOARD MEETING
MINUTES**

CLOSED SESSION

2024 06 11

5:30 p.m.

H.E. CROWDER BOARD ROOM

The Regular Board Meeting was called to order by Chair Jennifer Sarlo.

- A. (I) Attendance as per attached schedule.

(Resolution #082-2024)

On motion of Trustees Heather Whitley and Sheryl Evans it was approved:

That the Board move into Closed Session at 5:30 p.m.

- (II) **Conflict of interest**

N/A

D.1 Action Items

(Resolution #083-2024)

On motion of Trustees Elaine Johnston and Susan Myers it was approved:

Action Item D.1 was discussed and approved in Closed Session and moved into Open Session and approved in Open Session as item B.7, Resolution #093-2024 06 11.

Updates given:

- E.1 **Negotiations Update**
E.2 **Arbitration and Grievance Update**
E.3 **Personnel/Property/Other Issues**
-

(Resolution #084-2024)

On motion of Trustees Elaine Johnston and Susan Myers it was approved:

That the Board adjourn Closed Session at 6.23 p.m.

Chair



Secretary





ALGOMA DISTRICT SCHOOL BOARD
REGULAR BOARD MEETING – CLOSED SESSION

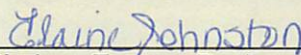
Date of Meeting: **Tuesday, June 11, 2024**

Time of Meeting: **5:30 p.m.**

Location: **EDUCATION CENTRE**

ATTENDANCE

Name	Abs/Pres	Late Arrival	Early Departure	Comments
Trustees				
Nick Apostle	Present			
Greg Bowman	Present			
Sheryl Evans	Present			
Sue Johnson	Present			
Elaine Johnston	Present			
Sara McCleary	Absent			
Marie Murphy-Foran	Present			
Susan Myers	Present			
Jennifer Sarlo	Present			
Debbie Shamas	Present			
Heather Whitley	Present			
Admin. Council				
L. Reece	Present			
J. Santa Maria	Present			
B. Vallee	Present			
J. Maurice	Present			
M. Bell	Present			
F. Palumbo	Present			
B. Servant	Present			
Others				


 Vice Chair or Trustee Designate



**ALGOMA DISTRICT SCHOOL BOARD
REGULAR BOARD MEETING
MINUTES
OPEN SESSION
2024 06 11
7:00 p.m.
H.E. CROWDER BOARD ROOM**

The Regular Board Meeting was called to order by Chair Jennifer Sarlo.

A. (I) Roll Call

Attendance as per attached schedule.

(Resolution #084-2024)

On motion of Trustees Heather Whitley and Elaine Johnston it was approved:

That the Board move into Open Session at 7:05 p.m.

(II) Land Acknowledgement – Read by Trustee Marie Murphy Foran

(III) Approval of Agenda

(Resolution #085-2024)

On motion of Trustees Sheryl Evans and Susan Myers it was approved:

That the Agenda dated 2024 06 11 be approved.

(IV) Conflict of interest

N/A

A. (V) Education Topic and/or Delegation

1. Overview of 2023-2024 International trips
Guests: Principal Vicki Aiudi, Students from Superior Heights C & V S
Helena Schoahs, Anna Towle, Teacher Lori May, Student Liam Perkins
from Korah C &VS

SUPTS.

2. Celebrating Student Voice: ADSB Student Senate and NIYC

J.M.

(VI) System Information

1. Overview of Summer Learning Opportunities

SUPTS.

(Resolution #086-2024)

On motion of Trustees Debbie Shamas and Susan Myers it was approved:

A. (VII) Approval of Minutes from Previous Meetings**Minutes to be Approved by the Board:**

1. Regular Board Meeting Minutes of 2024 05 28.

(VII) Minutes to be Received by the Board.

1. SEAC Meeting Minutes of 2024 04 23.
-

A. Reports from Committee Chairs, OPSBA Items**(VIII) Reports:**

- ☐ Student Trustees
 - ☐ OPSBA
 - ☐ Parent Involvement Committee
 - ☐ Committee Chairs: Audit Committee, Budget & Operations
-

(Resolution #087-2024)

On the motion of Trustees Elaine Johnston and Heather Whitley it was approved:

B.1 APPOINTMENT OF ONTARIO PUBLIC SCHOOL BOARDS' ASSOCIATION (OPSBA) DIRECTOR FOR 2023-2024 AND 2024-2025

1.3.0 Proposed Resolution

- 1.3.1 That for the remainder of the 2023-2024 school year and for the 2024-2025 school year, the Board confirm the appointment of Trustee Bowman as Director to the OPSBA Board of Directors and for the Annual General Meeting of Ontario Public School Boards' Association in 2024 and 2025.

(Resolution #088-2024)

On the motion of Trustees Susan Myers and Elaine Johnston it was approved:

B.2 APPROVAL OF POLICIES

2.4.0 Proposed Resolution

- 2.4.1 That the Board approve, as part of the regular review process, the following policy:

6.49 Board Code of Conduct

as outlined in the Director's Report of 2024 06 11.

(Resolution #089-2024)

On the motion of Trustees Greg Bowman and Debbie Shamas it was approved:

B.3 APPROVAL OF THE 2024-2025 BUDGET

3.4.0 Proposed Resolution

- 3.4.1 That the Board approve a total budget for expenditures and revenue, including transfers to and from reserves, for the 2024-25 budget year in the amount of \$207,869,377 as described in the Director's Report to the Board dated 2024 06 11.

(Resolution #090-2024)

On the motion of Trustees Heather Whitley and Sheryl Evans it was approved:

B.4 ALGOMA DISTRICT SCHOOL BOARD SPECIAL EDUCATION PLAN FOR 2024-2025

4.4.0 Proposed Resolution

4.4.1 That the Board approve the Special Education Plan for 2024-2025 as contained in the Director's Report to the Board of 2024 06 11.

(Resolution #091-2024)

On the motion of Trustees Greg Bowman and Elaine Johnston it was approved:

B.5 ADULT AND CONTINUING EDUCATION PROGRAM ORGANIZATION FROM 2024-25 SCHOOL YEAR

5.3.0 Proposed Resolution

5.3.1 That the Board approve the proposed organization of the Adult and Continuing Education Program and Literacy and Basic Skills for 2024-2025 as outlined in the Director's Report to the Board 2024 06 11 subject to enrolment and budget.

(Resolution #092-2024)

On the motion of Trustees Sheryl Evans and Greg Bowman it was approved:

B.6 TRUSTEE TRAVEL-THE 2024 OPSBA INDIGENOUS TRUSTEE COUNCIL MEETING

6.3.0 Proposed Resolution

6.3.1 That approval be granted to Vice-Chair Johnston to attend the 2024 OPSBA Indigenous Trustee Council Meeting being held in Toronto from August 22nd to August 23rd, 2024.

(Resolution #093-2024)

On the motion of Trustees Elaine Johnston and Susan Myers it was approved:

- B.7** *Acton Item D.1 was discussed and approved in Closed Session Resolution Number 083-2024 06 11 and moved into Open Session.*
-

C. **INFORMATION ITEMS**

1. 2024 -2025 BOARD MEETING SCHEDULE
 2. ADSB QUARTERLY REPORT – Q3
-

L.R.

J.S.M.

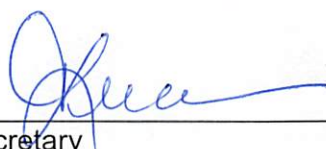
FUTURE MEETINGS AND LOCATIONS

2024 09 24 5:30 PM Regular Board - Closed Meeting
7:00 PM Regular Board - Open Meeting

(Resolution #094-2024)

On the motion of Trustees Sheryl Evans and Elaine Johnston it was approved:

That the Board move to adjourn the Public Meeting at 9:32 pm.


Chair
Secretary



ALGOMA DISTRICT SCHOOL BOARD

REGULAR BOARD MEETING – OPEN SESSION

Date of Meeting: **Tuesday, June 11, 2024**

Time of Meeting: **7:00 p.m.**

Location: **EDUCATION CENTRE**

ATTENDANCE

Name	Abs/Pres	Late Arrival	Early Departure	Comments
Trustees				
Nick Apostle	Present			
Greg Bowman	Present			
Sheryl Evans	Present			
Sue Johnson	Present			
Elaine Johnston	Present			
Sara McCleary	Absent			
Marie Murphy-Foran	Present			
Susan Myers	Present			
Jennifer Sarlo	Present			
Debbie Shamas	Present			
Heather Whitley	Present			
Student Trustees				
Casey Bouvier	On line			
Andrew Vair	Present			
Desirae Schell-Migwans	Present			
Admin. Council				
L. Reece	Present			
J. Santa Maria	Present			
B. Vallee	Present			
J. Maurice	Present			
M. Bell	Present			
F. Palumbo	Present			
B. Servant	Present			
Others				
L. Aceti	Absent			
F. Walsh	Present			
Media				
Brian Kelly	Present			
Darren Todylor	Present			

Vice Chair or Trustee Designate



**ALGOMA DISTRICT SCHOOL BOARD
SPECIAL EDUCATION ADVISORY COMMITTEE (S.E.A.C.)**

**MINUTES OF MEETING
May 28, 2024
DT Walkom/Teams
12:00 Start Time**

Present: P. Mick (Member-At-Large), M. Tuomi, (Autism Ontario), S. Iacoe (Community Living Algoma - Alternate), Rachelle Lambert (North Shore Tribal Council - Alternate) Velma Simon (Member-at-Large), Clinton Snider (Algoma Family Services)

Trustees: H. Whitley (Trustee)

Staff: B. Vallee (Superintendent), C. Phillips (Recording Secretary), K. Viita (System Administrator)

Regrets: A. Gauthier (Thrive Child Development Centre), S. Evans (Trustee)

Guests: Joe Santa Maria- Associate Director

Meeting called to order following our reflection. With the approval of Chair Mick, Superintendent Vallee to facilitate the remainder of the hybrid meeting.

1. Welcome

2. Round Table - Introduction of members, staff, and guests.

3. Approval of Agenda and Minutes

- Approval of Agenda. Moved by C. Snider. Seconded by M. Tuomi. All in favour.
- Approval of Minutes (April 23, 2024). Moved by M. Tuomi. Seconded by C. Snider. All in favour.

4. Correspondence:

- **DDSB Durham District re:** Transportation accessibility
- **RRDSB Rainy River District School Board re:** supporting students with special education needs, including staffing, funding and transportation.

5. Presentation/Discussion: *Update on Special Education Budget (associate Director Joe Santa Maria)*

- J. Santa Maria provided an overview of the ADSB budget which will be approved in June with specific reference to the special education budget.
- Changes have been made to provincial funding formulae e.g. Special Education Grant has changed to Special Education Fund. These changes are outlined in the draft Special Education Plan. Detailed information is provided on the Ministry website.
- Special Education funding is projected to be similar in terms of the total funding amount with a slight increase in overall dollars. However, while dollars have risen, increases have not kept pace with inflation.
- Transportation funding continues to be an ongoing issue. Our board is spending a lot of time on this as the Northern Ontario context is significantly different than southern Ontario and we do not feel that the funding supports our student's needs. This is projected to be worse in upcoming years. For special education, transportation costs can be significant as we transport students to different sites for specialized programs and services. This can be very expensive and our partners continue to have difficulty finding drivers, etc to sustain services.
- Partnership Funds continue to be provided to support high need areas. Some examples of these include the subsidy for Special Education Additional Qualifications, summer learning, summer mental health supports and other key areas.
- Ongoing challenges with staffing, particularly with educational assistants. This is a problem provincially as well.

Presentation/Discussion: *Review of the Draft Special Education Plan 2024 (B. Vallee)*

- Components of the Special Education Plan are mandated by provincial legislation. We are required to provide a "checklist" to the Ministry each year that outlines changes to the document and provides a link to the document.
- SEAC members were provided with an overview of all suggested changes and adjustments to the Special Education Plan.
- Some of the information (e.g. numerical data) is updated yearly to reflect current totals. Examples of these areas include testing numbers, transition meetings, IPRC and IEP-only statistics, and other quantitative data.
- Other updates to the plan are made based on content. This includes new program descriptions, updated program locations, job descriptions within the special education department, special projects, and so on.
- There are also changes made to increase clarity (e.g. phrasing) of the language.
- Following discussion at the meeting, SEAC members may provide input or feedback electronically until June 7th.
- The Special Education Plan will be submitted to the Board of Trustees at the June Board meeting (June 11th).

6. Member Organization Updates

R. Lambert (North Shore Tribal Council)

- Batchewana is looking at running school readiness programming during the summer.
- Violent Threat Risk Assessment training occurring today with additional training scheduled for June.

V. Simon (Member-at-Large),

- Busy with transitions into the program and transitions for students who are finishing their programs and seeking employment.
- Seems to be an increase in the number of summer job opportunities available.
- Graduation is scheduled for June 4th.
- Program Advisory Committee Meeting takes place on June 19th.

C. Snider Algoma Family Services (AFS)

- Over 400 visits to the Wellness Hub have taken place. The hub provides full kitchen and laundry facilities to help develop independent living skills. Plan on putting a café in to help provide more work experiences.
- Other programs (e.g. ECPP) are working on transitions for students that are leaving the program and referrals for new entry.

M. Tuomi (Autism Ontario)

- The *One-to-One Summer Support Worker Reimbursement Fund* is available to Ontario families of children or youth with ASD who retain the services of a one-to-one worker to accompany their child to a camp or program or out on community outings. [One-to-One Summer Support Worker Reimbursement Fund](#). Maximum reimbursements of \$600, per child or youth, (up to 18th birthday) will be made to subsidize services between July and August. A minimum of 500 children from across Ontario are expected to receive reimbursement. Reimbursement will be provided based on a random selection made from all eligible applicants who apply.
- During our May 2024 Team Meetings, we shared a list of resources with links on one of the slides. A PDF of the slides is attached with embedded links. I've also compiled a list of resources and updates that may be of interest. It includes information from Autism Ontario, the Government of Ontario, the Ministry of Education, MACSE and more. You can access the list through the link in the title above, or through the attached word document. [Special Education Resources](#)

P. Mick (Member- At-Large)

- Nothing to report this month.

S. Iacoe (Community Living Algoma).

- Continuing work on the Summer Employment Program. Students will be working at various business in the community. Job coaches, including post-secondary

and late secondary school students are hired by CLA to support these students in their employment placements. Looking to extend the program into more sites in the district.

- August BBQ planned.

7. Report from the Board (Trustees)

- Information Night on Skilled Trades is taking place this Friday at Superior Heights
- Trustees will be hosting the Board Retirement Dinner for all employee groups on Monday, June 3rd at Grand Gardens.
- Graduations for grade eight and grade twelve students are quickly approaching.

8. Report from Administration (B. Vallee & K. Viita)

- **Transitions Update:** Very busy with transition meetings over the past few weeks as our spring phase of meetings began May 13th and continues through the end of the month. Approximately 78 students are participating in the transition process. Our special assignment teachers/leads, and members of our multi-disciplinary team help to facilitate these meetings in our schools.
- **SERT Professional Learning:** We hosted a busy day of in-person professional learning for our SERTs on Friday, April 26th. The morning session began with more *Meaningful Mathematics Intervention*. We also had a focused discussion on the *Empower Reading* program as part of the tiered approach to addressing the needs of all student and updates on a variety of items such as indirect service consultation, social skills/self-regulation groups, IPRC Reviews, assessment referrals and an overview of the EQAO Assistive Technology reference. SERTs also had the opportunity to work through case studies focused on developing a transition plan based on a student profile. During the afternoon, SERTs rotated through a series of breakout sessions on the following topics: *Literacy Intervention; Executive Functioning, and Transitions*. Next full-day session for our SERTs will take place on Friday, May 31st, which will be our final whole group session of the school year.
- **Shelley Moore Session 4 (April 24th):** The focus of session four was *All Students Have a Meaningful Purpose*. The session looked at the connection between place and purpose, and how we can use place as starting point to meaningful planning for individuals within an inclusive community. Our final session entitled “*All Students are Planned For*” takes place on Thursday, May 30th.
- **Project SEARCH:** Our skills assessment day took place at the beginning of May. It looks like we will have 5-6 new interns entering the program for the 2024-2025 school year. Graduation for this year’s cohort is scheduled for Monday, June 17th.
- **EQAO:** EQAO assessments are underway. Grade Six students will complete the Junior assessment towards the end of May, with Grade Three students completing the primary assessment in early June. Grade Nine assessment for mathematics will take place in mid- to late June as well.

9. Next Meeting: June 18, 2024

10. Motion to adjourn: Moved by V. Simon. Seconded by M. Tuomi.

Meeting adjourned at 1:37



**ALGOMA DISTRICT SCHOOL BOARD
SPECIAL EDUCATION ADVISORY COMMITTEE (S.E.A.C.)**

**MINUTES OF MEETING
June 18, 2024
DT Walkom/Teams
12:00 Start Time**

Present: P. Mick (Member-At-Large), M. Tuomi, (Autism Ontario), M. Barbeau (Community Living Algoma), Clinton Snider (Algoma Family Services) A. Gauthier (Thrive Child Development Centre)

Trustees: H. Whitley (Trustee), S. Evans (trustee)

Staff: B. Vallee (Superintendent), C. Phillips (Recording Secretary), K. Viita (System Administrator)

Regrets: Velma Simon (Member-at- Large) S. Kitts (North Shore Tribal Council),

Guests: None

Meeting called to order following our reflection. With the approval of Chair Mick, Superintendent Vallee to facilitate the remainder of the hybrid meeting.

1. Welcome

2. Round Table - Introduction of members, staff, and/or guests.

3. Approval of Agenda and Minutes

- Approval of Agenda. Moved by C. Snider. Seconded by M. Barbeau. All in favour.
- Approval of Minutes (May 28, 2024). Moved by C. Snider. Seconded by P. Mick. All in favour.

4. Correspondence:

- **PAAC on SEAC:** Letter focused on 'best practices' for SEACs. A stated 'best practice' is to hold meetings after 6:00 at night to encourage parent involvement. Members discussed the impact this might have. The consensus at present is to leave meetings at the current time as attendance tends to be very good among our members.

- **Waterloo Region DSB re: Recruitment and Retention of Educational Assistants:** This letter supports the Dufferin-Peel CDSB letter of February 21, 2024 regarding recruitment and retention of Educational Assistants.
- **Waterloo Region DSB: Vacancies on MACSE:** The letter addresses the WRDSB SEAC concerns about multiple and on-going vacancies on the Minister's Advisory Council on Special Education (MACSE) with additional terms set to end soon. WRDSB SEAC is concerned that these vacancies may be limiting the work of MACSE. S. Evans clarified that you have to be appointed to MACSE and the process is not clear.

5. Member Organization Updates

Community Living Algoma (M. Barbeau)

- Summer employment program is up and running
- Events planned for 70th anniversary to involve the community. A BBQ is planned for August.

Thrive (Amanda Gauthier)

- Excited to have funding and able to secure summer students who will be supporting children at summer camps.

Algoma Family Services (Clint Snider)

- Pride parade that was held early June was a success.
- July and August summer camps will be offered for children who would struggle at regular camps, giving the opportunity to take part.
- Working and focusing on next year hoping to offer groups focused on anxiety and mental health.

M. Tuomi (Autism Ontario)

- Today is Autistic Pride Day
- Parent groups continue to run this month.
- National Indigenous Peoples Day - Woodland Arts
- Building Brighter Futures Fund (BBFF) ** We will accept applications for this year's Building Brighter Futures Fund in July 2024. ** BBFF provides financial assistance directly to autistic adults in Ontario through a reimbursement of funds spent to access greater participation in their local communities. Program fees for recreation or skill development, respite, professional supports, tuition, or other creative solutions connected to building life plans for autistic adults will be considered for reimbursement. <https://www.autismontario.com/BBFF>
- Journey to Adulthood - An Overview: This session is an introduction / overview of key topics in the transition from youth to adulthood. It will provide caregivers with a broad overview of adult services, funding, and supports along with key dates to apply for adult services. Date: June 12, 2024, Time: 6:30 PM – 8:00 PM Register: <https://www.autismontario.com/civicrm/event/info?id=9820>

P. Mick (Member- At-Large)

- Nothing to report this month.

6. Report from the Board (Trustees)

- Final Board Meeting of the school year took place on June 11th
- International Trips – students and staff attended the meeting to share some of their experiences on trips to France, Vietnam/Cambodia/Thailand, and Spain.
- Presentation by our student trustees of their work over the past year. Always exciting to see the leadership development that takes place with our student trustees over the course of the school year. We also had the opportunity to welcome our incoming student trustees.
- Policy review and approval of the updated Code of Conduct
- Budget was approved at the Board Meeting
- Special Education Plan was approved.
- Trustees will be participating in OPSBA general meeting and other events over the coming weeks. Elaine Johnstone, vice-chair of the ADSB, has been nominated as chair of the provincial Indigenous Trustees Council.
- Graduations take place the next 2 weeks – our trustees will be attending many ceremonies.

7. Report from Administration (B. Vallee & K. Viita)

- **SERT Professional Learning:** We hosted a busy day of in-person professional learning for our SERTs on Friday, May 31st. The morning session began with *Meaningful Mathematics Intervention* which was a continuation of the learning that has taken place over our past few meetings. We also provided a session called “*Moving Beyond the Transition Meeting*” which offered an opportunity for SERTs to develop transition plans for some of their incoming students that was facilitated by our presenters. During the afternoon, SERTs rotated through a series of breakout sessions on the following topics: School-Based Transition Planning offered by the Principal/SERT from Ben R. McMullin outlining their processes and practices for transition planning, an overview of the “flow of the school year” regarding SERT long-range planning conducted by our Special Education Leads, and a session on accessing supports in the community led by our Early Years/Child Development Facilitator.
- **Shelley Moore Session 5 (May 30th):** Unfortunately, due to low numbers in attendance at the final session scheduled for May 30th, the session was cancelled. We were probably a bit too quick to cancel however, as we found out afterwards that one of our site did have seven people in the room using the big screen. Fortunately, however, Shelley has offered to send along a recorded presentation on this topic so that it can be distributed.
- **June 10th Professional Development Day:** A variety of activities took place during the June 10th PD Day. Although the day is set aside for the purposes of assessment and reporting for elementary teachers, and secondary teachers participated in a variety of school improvement and year-end planning activities, the special education department was actively involved in providing learning/training for educational assistants and elementary principals. Educational Assistants participated in a series of five workshops focused on a variety of special education topics that included *Language Development*, *Executive Function*, *Understanding IEPs*, *Transition Plans*, and *Building Empathy*.

Understanding of Autism. Elementary Principals completed Behaviour Management Systems (BMS) training.

- **Special Education Plan:** The Special Education Plan was accepted by the Trustees at the June 11th Board Meeting. This will be posted to the board website during the first week of July, after which we will submit the official checklist document to the Ministry.
- **Update re: SEA Funding:** One of the pieces that “slipped through” the initial funding announcements a bit (probably because the acronym has been kept the same), but the Special Equipment Amount is now the Specialized Equipment Allocation. Some substantial changes have been made to the way SEA funding is provided. M Barbeau asked what happens to equipment when students graduate? B. Vallee responded that any equipment that is serviceable is stored and our partners will usually check on equipment in storage prior to recommending new equipment. This happens frequently with younger students who “grow out of” equipment that is still in good condition.

8. Next Meeting: September 17, 2024

10. Motion to adjourn: Moved by M. Tuomi. Seconded by H. Whitley.

Meeting adjourned at 12:45



B.1 DIRECTOR'S REPORT TO THE BOARD

DATE: 2024 09 24

SUBJECT: **2024-2025 ONTARIO PUBLIC SCHOOL BOARD ASSOCIATION (OPSBA) FEES**

1.1.0 Background

1.1.1 The amount of the fee including HST based on our Board's projected enrolment is \$42,801.01.

In addition to special initiatives that OPSBA undertakes on behalf of its member boards, the day-to-day services provided by the Association are also beneficial. As the voice of public education at the provincial level, the Association's range of services to member boards includes:

- Government relations and lobbying
- Financial data base which permits timely analysis, communication, and lobbying strategies
- Labour relations research and collective bargaining co-ordination and sharing of information
- Communications and media relations
- Legal defense for public education
- Legislative monitoring and policy development
- Professional development and conferences
- Regional services
- Public education advocacy

1.2.0 Information

1.2.1 The link to the 2023-2024 OPSBA Annual Report is provided for your perusal.

<https://www.opsba.org/events-and-publications/annual-report/>

1.3.0 Recommendation

1.3.1 It is recommended that the Board approve the membership in OPSBA for the year 2024-2025 at a cost of \$42,801.01 including HST.

1.4.0 Proposed Resolution

1.4.1 That the Board approve the membership in OPSBA for the year 2024-2025 at a cost of \$42,801.01 including HST.



B. 2 Director's Report to The Board

Date: 2024 09 24

Subject: **APPROVAL OF POLICIES**

2.1.0 Background

2.1.1 As part of our policy review process, the following policies have been reviewed by trustees, administrative council and appropriate Board personnel and are attached as items:

- 2.06 Board of Trustees Code of Conduct
- 6.50 Communication with Parents
- 6.51 Guest [Third Party] Speakers and Presentations in Schools

2.2.0 Information

2.2.1 The above-mentioned policies have been brought forward and discussed at the Regular Board meeting of 2024 09 24.
The following recommendations reflect the changes discussed and made.

2.3.0 Recommendations

2.3.1 It is recommended as part of the regular review process, that the Board approve the following policy:

- 2.06 Board of Trustees Code of Conduct
- 6.50 Communication with Parents
- 6.51 Guest [Third Party] Speakers and Presentations in Schools

as outlined in the Director's Report of 2024 06 11.

2.4.0 Proposed Resolution

2.4.1 That the Board approve, as part of the regular review process, the following policy:

- 2.06 Board of Trustees Code of Conduct
- 6.50 Communication with Parents
- 6.51 Guest [Third Party] Speakers and Presentations in School

as outlined in the Director's Report of 2024 06 11.

B.3 Director's Report To The Board

Date: 2024 09 24

Subject: **TRUSTEE TRAVEL – 2024 OPSBA Northern General Meeting & Program**

3.1.0 Background & Information

3.1.1 The 2024 OPSBA Northern Regional Meeting & Program will be held at the Valhalla Hotel & Conference Centre in Thunder Bay, ON, from October 26th to 27th, 2024. The Board will approve up to 11 Trustees to attend the event.

3.2.0 Recommendation

3.2.1 It is recommended that approval be granted for up to 11 Trustees to attend the 2024 OPSBA Northern General Meeting & Program being held at the Valhalla Hotel & Conference Centre in Thunder Bay, ON, from October 26th to 27th, 2024.

3.3.0 Proposed Resolution

3.3.1 That approval be granted for up to 11 Trustees to attend the 2024 OPSBA Northern General Meeting & Program being held at the Valhalla Hotel & Conference Centre in Thunder Bay, ON, from October 26th to 27th, 2024.