



Office of the Director

Jim McCuaig Education Centre
2135 Sills Street Thunder Bay ON P7E 5T2
Telephone (807) 625-5131 Fax (807) 622-0961

STANDING COMMITTEE
Tuesday, November 12, 2019
Jim McCuaig Education Centre

Ian MacRae
Director of Education

George Saarinen
Chair

AGENDA

PUBLIC SESSION
7:30 p.m. – in the Board Room

	<u>Resource Person</u>	<u>Pages</u>
1. Call to Order		
2. Disclosure of Conflict of Interest		
3. Approval of the Agenda		
4. Resolve into Committee of the Whole – Closed Session		
5. COMMITTEE OF THE WHOLE - Closed Session – 6:30 p.m. (SEE ATTACHED AGENDA)		
6. Land Acknowledgement		
7. Delegations/Presentations		
8. Approval of Minutes		
8.1 Standing Committee Meeting - October 8, 2019	G. Saarinen	1-3
9. Business Arising from the Minutes		

Trustees (Chair and Vice-Chair) and presenters of reports will be available
for comment after the Board Meeting.

LAKEHEAD DISTRICT SCHOOL BOARD

MATTERS NOT REQUIRING A DECISION:

- | | | | |
|-----|--|-----------|------|
| 10. | Information Reports | | |
| | 10.1 Legal Representation for 2018-2019 (093-19) | I. MacRae | 4-7 |
| | 10.2 Environment: Multi-Year Capital Plan (094-19) | D. Wright | 8-19 |
| 11. | First Reports | | |

MATTERS FOR DECISION:

- | | | | |
|-----|--|-----------|-------|
| 12. | Postponed Reports | | |
| 13. | Ad Hoc and Special Committee Reports | | |
| 14. | New Reports | | |
| | 14.1 Policy Review – 3073 Corporate Credit Card (088-19) | D. Wright | 20-24 |
| | <i>It is recommended that Lakehead District School Board approve 3073 Corporate Credit Card Policy (Appendix A) as outlined in Report No. 088-19.</i> | | |
| | 14.2 Policy Review – 3074 Expense and Travel Reimbursement (089-19) | D. Wright | 25-34 |
| | <i>It is recommended that Lakehead District School Board approve 3074 Expense and Travel Reimbursement Policy (Appendix A) as outlined in Report No. 089-19.</i> | | |
| | 14.3 Policy Review – 3090 Use of Board Logo (091-19) | I. MacRae | 35-70 |
| | <i>It is recommended that Lakehead District School Board approve 3090 Use of Board Logo Policy, Appendix A to Report No. 091-19.</i> | | |
| | 14.4 Policy Review – 8015 Display of Flags (092-19) | I. MacRae | 71-77 |
| | <i>It is recommended that Lakehead District School Board amend 8015 – Display of Flags Policy, Appendix A to Report No. 092-19.</i> | | |
| 15. | New Business | | |

Trustees (Chair and Vice-Chair) and presenters of reports will be available for comment after the Board Meeting.

Resource
Person

Pages

- 16. Notices of Motion
- 17. Information and Inquiries
- 18. Adjournment

Trustees (Chair and Vice-Chair) and presenters of reports will be available for comment after the Board Meeting.



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STANDING COMMITTEE
Tuesday, November 12, 2019
Jim McCuaig Education Centre

Ian MacRae
Director of Education

George Saarinen
Chair

AGENDA

COMMITTEE OF THE WHOLE – Closed Session
6:30 p.m. – in the Sibley Room

	<u>Resource Person</u>	<u>Pages</u>
5.1 Approval of Committee of the Whole - Closed Session Minutes		
5.1.1 Standing Committee Meeting - October 8, 2019	G. Saarinen	1
5.2 Business Arising from the Minutes		
5.3 Consideration of Reports		
5.3.1 Legal Matter	I. MacRae/ D. Wright	Verbal
5.3.2 Negotiations Update	I. MacRae/ D. Wright	Verbal
5.4 Information and Inquiries		
5.5 Rise and Ask Leave to Sit in Public Session		

Trustees (Chair and Vice-Chair) and presenters of reports will be available
for comment after the Board Meeting.

LAKEHEAD DISTRICT SCHOOL BOARD

LAKEHEAD DISTRICT SCHOOL BOARD

MINUTES OF STANDING COMMITTEE

Board Room
Jim McCuaig Education Centre

2019 OCT 08
7:30 p.m.

TRUSTEES PRESENT:

George Saarinen (Chair)
Marg Arnone
Ellen Chambers

Ron Oikonen
Ryan Sitch
Trudy Tuchenhagen
Sierra Gaudreau (Student Trustee)

TRUSTEES ABSENT, WITH REGRETS:

Sue Doughty-Smith
Deborah Massaro

SENIOR ADMINISTRATION:

Ian MacRae, Director of Education
Sherri-Lynne Pharand, Superintendent of Education
Michelle Probizanski, Superintendent of Education
David Wright

PUBLIC SESSION:

1. **Approval of Agenda**

Moved by Trustee Chambers

Seconded by Trustee Arnone

"THAT the Agenda for Standing Committee Meeting, October 8, 2019 be approved."

CARRIED

2. **Resolve into Committee of the Whole – Closed Session**

Moved by Trustee Oikonen

Seconded by Trustee Tuchenhagen

"THAT we resolve into Committee of the Whole – Closed Session with Trustee Saarinen in the chair to consider the following:

- *Confirmation of Committee of the Whole – Closed Session Minutes*
 - *September 10, 2019*
- *Negotiations Update*

and that this meeting shall not be open to the public pursuant to Section 207 (2) of the Education Act as amended."

CARRIED

COMMITTEE OF THE WHOLE – CLOSED SESSION:

3. Committee of the Whole – Closed Session items were dealt with in their entirety.

PUBLIC SESSION:

4. Confirmation of Minutes

Moved by Trustee Tuchenhagen

Seconded by Trustee Arnone

“THAT the Standing Committee approve the Minutes of the Standing Committee Meeting, September 10, 2019.”

CARRIED

MATTERS NOT FOR DECISION:

5. Student Achievement (080-19)

Sherri-Lynne Pharand, Superintendent of Education, introduced Fred Van Elburg, Program Coordinator, Jane Lower, Student Success Lead/MISA Board Lead, and AJ Keene, Early Years and Program Principal, who presented the report. All trustees' questions were addressed.

6. 8070 Safe Schools – System Expectations – Update (082-19)

Michelle Probizanski, Superintendent of Education, introduced Jeff Upton, Education Officer, who presented the report. All trustees' questions were addressed.

7. Parent Involvement Committee Meeting Minutes – May 6, 2019

Ian MacRae, Director of Education, presented the May 6, 2019 minutes for information.

8. Aboriginal Education Advisory Committee Meeting Minutes – June 13, 2019

Sherri-Lynne Pharand, Superintendent of Education, presented the June 13, 2019 minutes for information.

MATTERS FOR DECISION:

9. Appointments to the 2019-2020 Parent Involvement Committee (081-19)

Moved by Trustee Chambers

Seconded by Trustee Tuchenhagen

“THAT Lakehead District School Board:

1. *Approve the following appointments to the 2019-2020 Parent Involvement Committee effective November 15, 2019 to November 14, 2020:*

- *Serena Essex, Aboriginal Education Advisory Committee representative;*
- *Sharon Kanutski, Aboriginal Education Advisory Committee alternate representative;*
- *Michael Otway, Special Education Advisory Committee representative;*
- *Miranda Myers, Special Education Advisory Committee alternate representative;*
- *Shannon Jessiman-MacArthur, principal representative;*
- *AJ Keene, alternate principal representative;*
- *Laura Prodanyk, community representative;*
- *Robin Cawlishaw, community representative;*
- *Julie Morin, alternate parent member;*
- *Fred Van Elburg, teacher representative; and*
- *Kathleen Andrews, alternate teacher representative.*

2. *Approve the appointment of Chitra Jacob, parent member, to the 2019-2020 and 2020-2021 Parent Involvement Committee effective November 15, 2019 to November 14, 2021.”*

CARRIED

10. Information and Inquiries

10.1 Trustee Chambers congratulated Trustee Oikonen on receiving the Ontario Public School Boards' Association's (OPSBA) President's Award at the OPSBA Northern Regional Meeting and Program 2019. Trustee Oikonen received the award for his long service and dedication as a trustee for 25 plus years.

11. Adjournment

Moved by Trustee Sitch

Seconded by Trustee Chambers

“THAT we do now adjourn at 8:34 p.m.”

CARRIED

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2019 NOV 12
Report No. 093-19

TO THE CHAIR AND MEMBERS OF
THE STANDING COMMITTEE – Public Session

RE: LEGAL REPRESENTATION FOR 2018-2019

1. Background

Lakehead District School Board's 3020 Legal Representation Policy and Procedures, (herewith attached), are designed to assist in the resolution of complex and technical legal matters. This report does not include legal expenses incurred which are to be recovered in the future.

2. Situation

The 2018-2019 legal costs paid from the director's legal/audit account are as follows:

Description	Cost
Cheadles Expenses for personnel and general matters	\$344,727.58
Buset & Partners Expenses for property matters	1,001.78
O'Neill Associates General Matters	13,743.58
Miller Thomson Expenses for personnel matters	23,910.54
Borden Ladner Gervais Expenses for personnel matters	29,991.27
Shibley Righton Expenses for personnel matters	25,832.93
Third Party Costs Expenses for third party matters	\$ 4,001.63
TOTAL	\$443,209.31

3. Conclusion

Total legal expenses vary annually as indicated in the chart below.

Year	Total Legal Expenses
2018-2019	\$443,209.31
2017-2018	271,417.08
2016-2017	306,835.90
2015-2016	179,790.03
2014-2015	227,001.86
2013-2014	176,583.40
2012-2013	215,943.06
2011-2012	277,790.18
2010-2011	389,611.72
2009-2010	263,803.83

Respectfully submitted,

IAN MACRAE
Director of Education

BUSINESS AND BOARD ADMINISTRATION**3000**

LEGAL REPRESENTATION POLICY**3020**

1. Rationale

There are occasions when legal advice is necessary to assist in resolving very complex and technical problems.

2. The Policy

It is the policy of Lakehead District School Board that all matters requiring professional legal assistance must be approved by the director of education or designate, before referral is sought.

3. Guidelines

3.1 That any solicitor or firm of solicitors so engaged will be recompensed on a fee-for-service basis.

3.2 For specific details concerning this policy, refer to 3020 Legal Representation Procedures. Any questions related thereto may be directed to the superintendent responsible.

4. Review

This policy shall be reviewed in accordance with 2010 Policy Development and Review Policy.

Cross Reference

Date Approved**February, 1979****Date Revised****June 22, 2010****May 23, 2017****Legal Reference**

LEGAL REPRESENTATION PROCEDURES

1. The Policy

It is the policy of Lakehead District School Board that all matters requiring professional legal assistance must be approved by the director of education or designate, before referral is sought.

2. Implementation Procedures

2.1 If legal representation is deemed necessary, by an employee, they should contact their superintendent or, if their superintendent is not available, the director or any other superintendent.

2.2 Briefly outline the matter to the superintendent.

2.3 The superintendent will decide if the matter requires legal representation. If the matter does not require legal representation, the superintendent will provide the necessary information to allow the matter to be resolved.

2.4 If the matter is deemed to require legal representation, the superintendent, in consultation with the director, will engage a solicitor to contact the employee directly and continue until the matter is resolved. All engagements must be confirmed in writing (this does not preclude a verbal engagement, but any verbal engagement must be followed by a written confirmation).

2.5 A copy of each referral will be forwarded to the director, who will keep a record of each legal engagement. Such a record will include: the date of engagement, authorizing official, brief description of the matter, the date of completion, and the cost.

2.6 The director files a report annually on the year's activities with respect to use of legal firms.

3. Review

These procedures shall be reviewed in accordance with 2010 Policy Development and Review Policy.

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
_____	February, 1979	_____
_____	<u>Date Revised</u>	_____
	June 22, 2010 May 23, 2017	

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2019 Nov 12
Report No. 094-19

TO THE CHAIR AND MEMBERS OF
THE STANDING COMMITTEE – Public Session

RE: ENVIRONMENT: MULTI-YEAR CAPITAL PLAN

1. Background

- 1.1 On an annual basis, the Multi-Year Capital Plan is presented to the Board. The capital plan directly supports the Strategic Plan general objective to “Provide a safe environment for students that facilitates their 21st century learning needs”.
- 1.2 The Capital Committee was established to coordinate the effective delivery of this priority as it relates to facilities. The 2019-2020 committee is comprised of the following members:
 - Mark Hakala, Capital Project Coordinator;
 - Ryan McFall, Capital Projects Manager;
 - Don Porter, Plant Supervisor;
 - John Loovere, Supervisor of Computer Services; and
 - Jim Desaulniers, Manager of Property Services.
- 1.3 The committee’s mandate is to focus on the following items, which correspond with goals laid out in the Operational Plan:
 - to develop a capital plan for schools with a focus on academic achievement;
 - to continue to reduce greenhouse gas emissions measured; and
 - to continue to improve classroom teaching and learning environment;
- 1.4 The committee reports to and receives guidance from Director’s Council. Input is sought and received from all schools.
- 1.5 A major component of system success is the development of the Multi-Year Capital Plan. The capital plan is to include the development of a plan for safety and security, beautification for schools, their sites and a development plan for schools with a focus on academic achievement.

1.6 Director's Council has established the 2019-2020 capital project priorities. This list was developed with input from:

- Information Technology Committee;
- Accessibility Committee;
- building and energy consultants;
- Property Services Department; and
- annual school visits.

It also incorporates projects required to satisfy legislated requirements of the Occupational Health and Safety Act, Ministry of Labour, Ministry of Environment, Ontario Fire Marshall, and the Accessibility for Ontarians with Disabilities Act.

1.7 In order to effectively manage the implementation of the Multi-Year Capital Plan, the work has been broken down into the following five categories:

- Program Renewal;
- Inviting Schools;
- Energy Management;
- Electrical;
- Sitework;
- Accessibility; and
- Buildings.

2. Summary of 2018-2019 Capital Plan

The following summary highlights the major capital plan accomplishments of the 2018-2019 fiscal year.

2.1 Program Renewal

2.1.1 New sports field including irrigation installed at Hammarskjold High School.

2.1.2 New breakfast program kitchen at École Gron Morgan Public School.

2.1.3 New classroom space renovation at Claude E. Garton Public School.

2.1.4 New Culinary Arts room built at Hammarskjold High School to serve north-side elementary schools.

2.1.5 New renovation to Foods classroom at Hammarskjold High School.

2.1.6 New Outdoor classroom at Valley Central Public School.

2.2 Inviting Schools

2.2.1 New fencing and Ironwork at Westmount Public School, McKellar Park Public School, Vance Chapman Public School and C.D. Howe Public School.

2.2.2 New play structures installed at Whitefish Valley Public School, Gorham and Ware Public School and Claude E. Garton Public School.

2.3 Energy Management

2.3.1 New heating pumps and piping at Crestview Public School and Five Mile Public School.

2.3.2 New terminal heating units installed at École Gron Morgan Public School and Hammarskjold High School.

2.3.3 New service air compressor and dryer installed at C.D. Howe Public School.

2.3.4 New roofing at Claude E. Garton Public School, Valley Central Public School, École Gron Morgan Public School, C.D. Howe Public School and Westgate CVI.

2.3.5 New isolation valves and air separators for Woodcrest Public School heating system.

2.4 Electrical

2.4.1 New fire alarm panels at Algonquin Avenue Public School, Claude E. Garton Public School, Crestview Public School, Gorham and Ware Public School and Westmount Public School.

2.4.2 New forced air and baseboard heating installed in Kingfisher Outdoor Education Centre cabins.

2.4.3 New emergency generator installed at Kingfisher Outdoor Education Centre.

2.4.4 New phone systems installed at École Gron Morgan Public School and Westmount Public School.

2.4.5 New transformer and panel upgrade at Hammarskjold High School.

2.5 Site Work

2.5.1 New hard surface play area installed at Five Mile Public School and Crestview Public School.

2.5.2 New Kiss n' Go installed at École Gron Morgan Public School.

2.5.3 New parking lot paving at Hammarskjold High School and McKellar Park Public School.

2.5.4 New flag poles installed at Jim McCuaig Education Centre.

2.5.5 Propane tanks upgraded and relocated at Armstrong Public School.

2.6 Accessibility

- 2.6.1 New keyless entry security at Edgewater Public School, Ogden Community Public School and Agnew H. Johnston Public School.
- 2.6.2 New handicap parking created at Sherbrooke Public School.
- 2.6.3 New accessible door at Kingsway Park Public School.
- 2.6.4 New IDOR access control system installed at Westmount Public School, Vance Chapman Public School, École Gron Morgan Public School, McKellar Park Public School, and St. James Public School.
- 2.6.5 New lock-down buttons installed at 16 sites.
- 2.6.6 New security panels installed at all sites.
- 2.6.7 New exterior door keying at all sites.

2.7 Building

- 2.7.1 New snow guards installed at Armstrong Public School.
- 2.7.2 New shingled roof at McKenzie Public School
- 2.7.3 New snow guards and windows at Nor'wester View Public School.
- 2.7.4 New hand washing sinks at McKellar Park Public School.
- 2.7.5 New classroom flooring at Kakabeka Falls Public School.
- 2.7.6 New library flooring at Claude E. Garton Public School.
- 2.7.7 New carbon monoxide monitors installed at all sites.

2.8 Major Capital

- 2.8.1 Westgate CVI expansion and upgrade is substantially complete.
- 2.8.2 New École Elsie MacGill Public School approximately 50% complete.

The total capital spend for 2018-2019 fiscal year was \$34,833,716.29. This included \$17,975,568 for the major capital projects and \$16,858,157 on renewal and condition improvement capital projects.

3. Lakehead District School Board Long-Term Capital Plan

The following represents the capital enhancements in the 2019-2020 school year of the Long-Term Capital Plan. These projects will ensure Lakehead District School Board students continue to have access to safe and secure facilities that will meet the changing requirements of the curriculum.

3.1 Program Renewal

- 3.1.1 New Science labs at Hammarskjold High School.
- 3.1.2 New gymnasium flooring and classroom upgrade at Sherbrooke Public School.
- 3.1.3 Upgrade to special-needs and multi-needs room at Algonquin Avenue Public School.
- 3.1.4 New JK/SK classroom upgrade at École Gron Morgan Public School.
- 3.1.5 First time equipping of École Elsie MacGill Public School.

3.2 Inviting Schools

- 3.2.1 Upgrades to front entrance at Algonquin Avenue Public School.
- 3.2.2 Implementation of tree management program.
- 3.2.3 New exterior play structures at Crestview Public School and St. James Public School.

3.3 Energy Management

- 3.3.1 Upgrade to building controls at Westmount Public School and Hammarskjold High School
- 3.3.3 New HVAC units for McKenzie Public School and Five Mile Public School.
- 3.3.3 Upgrade to heating system at Nor'wester View Public School, McKellar Park Public School and Hammarskjold High School.

3.4 Electrical

- 3.4.1 Upgrade to exterior lighting, emergency lighting and exit lighting at Algonquin Avenue Public School, McKellar Park Public School and Crestview Public School.
- 3.4.2 Upgrade to security cameras at Nor'wester View Public School and Hammarskjold High School.
- 3.4.3 Upgrade fire alarm panel and public address system at Westgate CVI.
- 3.4.4 New phone system for Algonquin Avenue Public School and Kingsway Park Public School.
- 3.4.5 Upgrade IT infrastructure at Superior CVI.
- 3.4.6 Fire Alarm panel upgrades at Kakabeka Falls Public School, Nor'wester View Public School and Sherbrooke Public School.

- 3.4.8 Upgrade to domestic hot water system at Ogden Community Public School.
- 3.5 Site Work
 - 3.5.1 Replace septic field fencing at Five Mile Public School.
 - 3.5.2 Upgrades for Gordon Street parking and Walsh Street parking at Westgate CVI.
 - 3.5.3 New pavement for ring road at Hammarskjold High School.
 - 3.5.4 Install new fencing at Kakabeka Falls Public School.
 - 3.5.6 Install new fencing and baseball backstops at Kingsway Park Public School and Westmount Public School.
- 3.6 Accessibility
 - 3.6.1 New interior door keyless entry for Hammarskjold High School.
 - 3.6.2 New accessible ramps for Science and Day Centre at Kingfisher Outdoor Instructional Centre.
 - 3.6.3 New front door, automatic opener and front sidewalk at Whitefish Valley Public School.
- 3.7 Building
 - 3.7.1 New windows for Algonquin Avenue Public School, Kingsway Park Public School, Kakabeka Falls Public School, Whitefish Valley Public School and Ogden Community Public School.
 - 3.7.2 New hallway flooring for Five Mile Public School.
 - 3.7.3 New washroom renovation and interior walls for Sherbrooke Public School.
 - 3.7.4 New designated substance surveys for Five Mile Public School, Claude E. Garton Public School, McKellar Park Public School, Ogden Community Public School and Sherbrooke Public School.
 - 3.7.5 Roof Upgrades for Kakabeka Falls Public School, École Gron Morgan Public School, McKenzie Public School, Whitefish Valley Public School, McKellar Park Public School and Westgate CVI.
 - 3.7.6 New cafeteria auto blinds for Superior CVI.
 - 3.7.7 New mechanical room floor drains at Valley Central Public School.
 - 3.7.8 Completion of École Elsie MacGill Public School including internal finishing and exterior site improvements.

4. Jim McCuaig Education Centre

Second floor renovations within the Jim McCuaig Education Centre have been completed. Project included modifications to board room partition, new flag poles and new second floor flooring and cubicles.

5. Capital Priorities Projects

Funding support for a new 10 unit apartment complex at Armstrong ON. was submitted. The apartment complex would consist of six self-contained one bedroom units (750sqft) and four self-contained two bedrooms units (1000sqft). The approval process is expected to conclude in March 2020.

6 2019-2020 Funding

The 2019-2020 capital projects will be funded by the following capital grants:

- Ministry of Education School Renewal Funding;
- Ministry of Education School Condition Improvement Grant;
- 2018-2019 Ministry of Education School Renewal Carry – Forward funding;
- 2018-2019 Ministry of Education School Condition Improvement Grant Carry-Forward funding;
- Ministry of Education Capital Priorities Funding for Armstrong Teacherages (if approved)
- Ministry of Education Capital Priorities Funding and proceeds of deposition for a new Ecole Elsie MacGill Public School.
- Community Hub Capital Funding.

7. 2019 Capital Plan

- 7.1 Appendix A details the capital projects required over the next year to support the Board's Long Term Capital Plan.
- 7.2 The capital projects listed in Appendix A reflect input received from school communities and stakeholders.
- 7.3 It is the goal of the long-term capital plan to achieve the lowest possible facility condition index for all schools.

8. Conclusion

8.1 Quality of program delivery to all students remains first and foremost in all decisions when completing the Capital Plan.

8.2 Lakehead District School Board will continue to focus on the strategies as outlined in the 2019-2020 Operational Plan.

Respectfully submitted,

JIM DESAULNIERS
Manager of Property Services

DAVID WRIGHT

IAN MACRAE
Director of Education

Lakehead District School Board 2019/2020 Year Capital Projects

Category	Category Costs
	2019/2020
Program Needs	
Projects to support and enhance the learning environment	
Total	\$2,075,000
Inviting Schools	
Initiative to enhance School appearance: - Building Exteriors, Street Frontage, landscapes, etc	
Total	\$300,000
Energy Management	
Conservation of non-renewable energy: - Lighting, Controls, Heating/Boilers, Water, Ventilation & Balancing, Building Envelope, etc	
Total	\$1,925,000
Electrical	
- Life safety/Emergency systems, communication systems, audiometric systems, switch gear, etc	
Total	\$1,325,000
Site Work	
- Site drainage, Parking lot paving & curbing, Play area paving & walkways, Fencing, signage, etc	
Total	\$1,215,000
Building	
- Roof systems, penetrations, HVAC, - Structural repairs & Building envelope - Window replacements & Interior finishes	
Total	\$4,875,000
Accessibility	
- Ramps, lifts, signage, door hardware - Washroom conversion	
Total	\$500,000
TOTAL	\$12,215,000

Lakehead District School Board

Capital Expenditure Current Year

School	Year
	2019/2020
Elementary	
Algonquin Avenue Public School	\$875,000
Crestview Public School	\$90,000
Ecole Elsie McGill Public School	\$800,000
Ecole Gron Morgan Public School	\$725,000
Five Mile Public School	\$305,000
Kakabeka Falls Public School	\$1,055,000
Kingfisher Outdoor Education Centre	\$75,000
Kingsway Park Public School	\$400,000
McKellar Park Public School	\$1,120,000
McKenzie Public School	\$500,000
Nor 'wester View Public School	\$250,000
Ogden Community Public School	\$350,000
Sherbrooke Public School	\$280,000
St. James Public School	\$40,000
Valley Central Public School	\$60,000
Westmount Public School	\$650,000
Whitefish Valley Public School	\$675,000
Various	\$500,000
Total	\$8,750,000
Secondary	
Hammar skjold High School	\$1,935,000
Superior CVI	\$250,000
Westgate CVI	\$1,280,000
Total	\$3,465,000

Lakehead District School Board
2019 Capital Projects

	Location	Project	Brief Description	Year	Cost	Total	
Program Needs	Algonquin	Special Needs & Multi-needs Renova	Electrical, mechanical, flooring, door	2019	\$250,000		
Projects to support and enhance the learning environment	Ecole Elsie McGill	First Time Equipping	New furniture and equipment	2019	\$800,000		
	Ecole Gron Morgan	JK/SK/SPEC ed renovation	Conversion of SPEC ed to JK classroom	2019	\$200,000		
	Ecole Gron Morgan	Classroom renovation	Renovate locker room /Native language	2019	\$125,000		
	Hammaraskjold	Science room Renovation	Milwork, Electrical, mechanical, flooring	2019	\$600,000		
	Various Locations	Program	Misc. Program Needs	2019	\$100,000		
							\$2,075,000.00
Category Total						\$2,075,000	
	Location	Project	Brief Description	Year	Cost	Total	
Inviting Schools	Algonquin	Upgrade front entrance	new entrance lighting, railings, wall finishes	2019	\$75,000		
Strategic initiative to enhance physical appearance of: - Building exteriors - Street frontage/landscapes Beautification	Crestview	New play structures	Beautification & site improvements	2019	\$60,000		
	St. James	New play structures	Beautification & site improvements	2019	\$40,000		
	Various Locations	Tree Management Plan	All sites. Danager trees, memorial trees, disease,	2019	\$25,000		
	Various Locations	Beautification	Street Smart Initiatives	2019	\$100,000		
							\$300,000
Category Total						\$300,000	
	Location	Project	Brief Description	Year	Cost	Total	
Energy Management	Five Mile	HVAC Upgrade	Electrical, mechanical	2019	\$125,000		
Conservation of non-renewable energy: - Lighting, Controls, Ventilation, & Balancing, Heating/Boilers, Water, Bldg Envelope, Other	Hammaraskjold	Building controls upgrade	Electrical, mechanical, programming, commissioning	2019	\$500,000		
	Hammaraskjold	Heating System Upgrade	Electrical, mechanical, programming, commissioning	2019	\$250,000		
	McKellar	Heating System Upgrade	Electrical, mechanical, programming, commissioning	2019	\$400,000		
	McKenzie	Gym HVAC replacement	Electrical, mechanical, Carpentry,	2019	\$200,000		
	Nor'wester	Heating System Upgrades	New expansion tanks, pumps, valving, hydrant	2019	\$200,000		
	Westmount	Heating system BAS upgrade	Electrical, mechanical, programming, commissioning	2019	\$150,000		
	Various Locations	Heating Systems	Heating System Upgrades	2019	\$100,000		
							\$1,925,000
Category Total						\$1,925,000	
	Location	Project	Brief Description	Year	Cost	Total	
Electrical	Algonquin	Lighting Improvements	Upgrade exterior, emergency and exit lighting	2019	\$150,000		
- Life safety/Emergency systems - Transformers - General communication systems - Audiometric improvements - Switch gear, electrical distribution	Algonquin	Phone System Upgrades	Upgrade old Nortel phone system and PA system	2019	\$150,000		
	Crestview	Parking Lot Lighting	Electrical	2019	\$30,000		
	Hammaraskjold	Security Camera Upgrades	Electrical, upgrade to new standard	2019	\$85,000		
	Kakabeka	Fire Alarm panel upgrades	Upgrade panels, lock down interface.	2019	\$30,000		
	Kingsway	Phone System Upgrades	Upgrade old Nortel phone system and PA system	2019	\$150,000		
	McKellar Park	Lighting Improvements	Exterior, exit, emergency lights	2019	\$120,000		
	Nor'wester	Fire Alarm panel upgrades	Upgrade panels, lock down interface.	2019	\$30,000		
	Nor'wester	Security Camera Upgrades	Electrical, upgrade to new standard	2019	\$20,000		
	Ogden	Heating System Upgrade	Domestic Hot water system upgrade	2019	\$150,000		
	Sherbrooke	Fire Alarm panel upgrades	Upgrade panels, lock down interface.	2019	\$30,000		
	Superior	IT Infrastructure	VOIP, WIFI, Network upgrades	2019	\$200,000		
	Westgate	New PA sytem	Electrical, programming, commissioning	2019	\$150,000		
	Westgate	Fire Alarm panel upgrades	Upgrade panels, lock down interface.	2019	\$30,000		
							\$1,325,000
	Category Total						\$1,325,000
		Location	Project	Brief Description	Year	Cost	Total
	Site Work	Five Mile	Fencing	Replace Septic Field Fencing	2019	\$40,000	
	- Site drainage improvements - Parking lot paving & curbing - Play area paving & walkways - Fencing, signage	Hammaraskjold	Paving Repairs to Ring Road	Road needs repairs, civil, storm water	2019	\$250,000	
Kakabeka		Perimeter Fencing	Barrier to rail tracks	2019	\$25,000		
Kingsway Park		Site Improvements	Fencing, backstop, field work	2019	\$50,000		
Westgate		Parking lot Pavement	Walsh Street/ Gordon Street	2019	\$750,000		
Westmount		Site Improvements	new backstop and related fencing.	2019	\$100,000		
							\$1,215,000
Category Total						\$1,215,000	
	Location	Project	Brief Description	Year	Cost	Total	
Accessibility	Hammaraskjold	Interior Keyless entry	Interior Keyless entry	2019	\$250,000		
- Ramps, lifts, signage - Door hardware Washroom conversion	Kingfisher	Accessibility	Accessible ramps dock repairs, helipad	2019	\$75,000		
	Whitefish	New front auto door	Power Door Upgrades to front entrance	2019	\$75,000		
	Various	Accessibility	Power Door Upgrades, washrooms, ramps	2019	\$100,000		
							\$500,000
Category Total						\$500,000	
	Location	Project	Brief Description	Year	Cost	Total	
Building	Algonquin	Window Replacement	New windows to replace old inefficient windows	2019	\$250,000		
- Roof systems, HVAC penetrations - Structural repairs	Five Mile	New classroom windows	New windows to replace old inefficient windows	2019	\$100,000		
	Five Mile	New Flooring	VCT in main hallway	2019	\$40,000		
	Kakabeka	Roofing Upgrade	Structural, Mechanical, Insulation increase	2019	\$800,000		

**Lakehead District School Board
2019 Capital Projects**

- Building envelope - Interior finishes - Plumbing	Kakabeka	Window Replacement	New windows to replace old inefficient windows	2019	\$200,000	
	Kingsway Park	Window Replacement	Classrooms 1 & 2 windows and millwork	2019	\$200,000	
	McKellar Park	Roofing Upgrade	Structural, Mechanical, Insulation increase	2019	\$600,000	
	McKenzie	Roof Upgrades	Flat Roof east side	2019	\$300,000	
	Ogden	New Windows	All new windows including custodial wall repair	2019	\$200,000	
	Sherbrooke	New Washroom Renovation	Fixtures,walls, floors, electrical	2019	\$150,000	
	Sherbrooke	Classroom renovation	Interior walls, electrical, mechanical	2019	\$100,000	
	Superior	Window Coverings	New autoblinds in cafetorium, tinting	2019	\$50,000	
	Valley Central	Mechanical Room Drains	Install new drains to prevent water damage	2019	\$60,000	
	Westgate	New Library Roof	Structural, Mechanical, Insulation increase	2019	\$350,000	
	Westmount	Roofing Upgrade	Structural, Mechanical, Insulation increase	2019	\$400,000	
	Whitefish	Roofing Upgrade	Structural, Mechanical, Insulation increase	2019	\$400,000	
	Whitefish	Window Replacement	New windows to replace old inefficient windows	2019	\$200,000	
	Ecole Gron Morgan	Roofing Upgrade	Structural, Mechanical, Insulation increase	2019	\$400,000	
	Various Locations	DSS and CAD Drawing	Update DSS and create CAD drawing for 5 Schools	2019	\$75,000	\$4,875,000
	Category Total					\$4,875,000
				Total Year Capital Plan		

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2019 NOV 12
Report No. 088-19

TO THE CHAIR AND MEMBERS OF
THE STANDING COMMITTEE - Public Session

RE: POLICY REVIEW – 3073 CORPORATE CREDIT CARD

1. Background

- 1.1 It is the policy of Lakehead District School Board that policies will be developed/reviewed in accordance with 2010 Policy Development and Review Policy.
- 1.2 At the June 25, 2019 Regular Board Meeting, 3073 Corporate Credit Card was approved for review on the 2019-2020 policy schedule.
- 1.3 On September 18, 2019 the policy and procedures were posted on the Board's website and distributed to constituent groups for review and comment with input to be received by October 23, 2020.

2. Situation

- 2.1 There was no constituent input received.
- 2.2 The policy is attached as Appendix A and the procedures as Appendix B.
- 2.3 Upon final approval, the policy will be distributed according to Board procedures.

RECOMMENDATION

It is recommended that Lakehead District School Board approve 3073 Corporate Credit Card Policy (Appendix A) as outlined in Report No. 088-19.

Respectfully submitted,

KIRSTI ALAKSA
Manager of Financial Services

DAVID WRIGHT

IAN MACRAE
Director of Education

BUSINESS AND BOARD ADMINISTRATION	3000
DRAFT – November 12, 2019	
CORPORATE CREDIT CARD POLICY	3073

1. Rationale

Lakehead District School Board provides corporate credit cards to designated individuals, simplifying the acquisition, receipt and payment of purchases and travel expenses incurred on behalf of the Board.

2. Policy

It is the policy of Lakehead District School Board to ensure cardholders are responsible for exercising due care and judgment when using corporate credit cards.

3. Guidelines

- 3.1 Corporate credit cards remain the property of the Board and must be surrendered upon termination of employment or otherwise when so directed by administration.
- 3.2 Corporate cards may include credit cards, procurement cards and fuel cards.
- 3.3 The superintendent of business determines credit card limits.
- 3.4 On a monthly basis, the credit card statements and supporting original documentation/receipts must be reviewed and approved by the cardholder’s immediate supervisor.
- 3.5 The purpose of the review is to ensure items charged to the credit card:
 - meet all Board policies and procedures;
 - are reasonable and justifiable; and
 - are adequately supported by original receipts and explanations for expenditures.

**BUSINESS AND BOARD
ADMINISTRATION**

3000

DRAFT – November 12, 2019

CORPORATE CREDIT CARD POLICY

3073

4. Review

This policy shall be reviewed in accordance with 2010 Policy Development and Review Policy.

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
_____	October 23, 2007	_____
_____	<u>Date Revised</u>	_____
	January 26, 2010	
	May 22, 2012	

BUSINESS AND BOARD ADMINISTRATION	3000
DRAFT – November 12, 2019	
CORPORATE CREDIT CARD PROCEDURES	3073

1. Policy

It is the policy of Lakehead District School Board to ensure cardholders are responsible for exercising due care and judgment when using corporate credit cards.

2. Procedures

2.1 Availability of Corporate Credit Cards

Corporate credit cards may be issued to the following individuals:

- trustees;
- senior administration;
- principals;
- vice principals;
- managers and supervisors; and
- other employees as determined from time to time by administration.

2.2 Use of Corporate Credit Cards

Corporate credit cards may be used for the following business purposes:

- payment for business related travel, meals, hospitality and supplies in accordance with established policies and procedures;
- payment for tokens of appreciation for voluntary services; and
- other purchases as appropriate and approved by supervisor.

2.3 Payment of Credit Card Billings

- Credit card statements must be checked by the cardholder, reconciled and approved by the supervisor promptly, in order to avoid incurring interest charges.
- Original receipts and credit card charge slips must accompany the statement for payment. Unsubstantiated charges will be the responsibility of the card holder.

**BUSINESS AND BOARD
ADMINISTRATION**

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CORPORATE CREDIT CARD PROCEDURES

3073

2.4 Restrictions on Use of Corporate Credit Cards

- Corporate credit cards may not be used for personal expenditures of any nature whatsoever.
- Corporate credit cards are for the sole use of the holder and must not be used for expenditures on behalf of other employees, other than normal hospitality expenses initiated by the holder for business purposes.
- The purchase order limits, set out in 3030 Purchasing Policy and Procedures, apply to credit card purchases (i.e., the splitting of payments in order to circumvent the requirements of the policy will be considered an abuse of the card).
- Use of the card must be in compliance with all other policies.
- Misuse of the card may result in suspension of corporate credit card privileges.

2.5 Approvals

Expenditures approvals are as follows:

- The vice chair, who is responsible for the trustees’ budget, approves all other trustee expenditures.
- The chair approves the expenditures of the vice chair and the director of education.
- The superintendent of business reviews all trustee expenditures and approves them in the absence of the vice chair.
- All other expenditures are approved by the cardholder’s immediate supervisor.

3. Review

These procedures shall be reviewed in accordance with 2010 Policy Development and Review Policy.

<u>Cross Reference</u>	<u>Date Received</u>	<u>Legal Reference</u>
_____	October 23, 2007	_____
_____	<u>Date Revised</u>	_____
	January 26, 2010 May 22, 2012	

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2019 NOV 12
Report No. 089-19

TO THE CHAIR AND MEMBERS OF
THE STANDING COMMITTEE - Public Session

RE: POLICY REVIEW – 3074 EXPENSE AND TRAVEL REIMBURSEMENT

1. Background

- 1.1 It is the policy of Lakehead District School Board that policies will be developed/reviewed in accordance with 2010 Policy Development and Review Policy 2010.
- 1.2 At the June 25, 2019 Regular Board Meeting, 3074 Expense and Travel Reimbursement Policy was approved for review on the 2019-2020 policy schedule.
- 1.3 On September 18, 2019, the policy and procedures were posted on the Board's website and distributed to constituent groups for review and comment with input to be received by October 23, 2020.

2. Situation

- 2.1 There was no constituent input received.
- 2.2 The policy is attached as Appendix A and the procedures as Appendix B.
- 2.3 Upon final approval, the policy will be distributed according to Board procedures.

RECOMMENDATION

It is recommended that Lakehead District School Board approve 3074 Expense and Travel Reimbursement Policy (Appendix A) as outlined in Report No. 088-19.

Respectfully submitted,

KIRSTI ALAKSA
Manager of Financial Services

DAVID WRIGHT

IAN MACRAE
Director of Education

BUSINESS AND BOARD ADMINISTRATION

3000

DRAFT – November 12, 2019

EXPENSE AND TRAVEL REIMBURSEMENT POLICY

3074

1. Rationale

It is the objective of Lakehead District School Board to adhere to the Ontario Broader Public Sector (BPS) Expense Directive as incorporated in this policy.

2. Policy

It is the policy of Lakehead District School Board to reimburse individuals for those expenses incurred in the conduct of approved Board business or in carrying out the responsibilities of an employee, a Board member, student trustee, school council or non-trustee Board committee member.

3. Definitions

- 3.1 “Approved Board business” refers to expenses incurred in the course of doing business on behalf of the Board.
- 3.2 The term “trustees” refers to both elected public trustees and student trustee(s), unless otherwise noted.
- 3.3 The term “school council member” refers to individuals elected to a Lakehead District School Board school council.
- 3.4 The term “non-trustee Board committee member” refers to individuals appointed by the Board to the following Lakehead District School Board Committees such as: Aboriginal Education Advisory Committee (AEAC), Audit Committee, Parent Involvement Committee (PIC) and the Special Education Advisory Committee (SEAC).

4. Guidelines

- 4.1 Public funds are used prudently and responsibly with a focus on accountability and transparency.
- 4.2 Expenses for travel, meals and hospitality support Board objectives.
- 4.3 Plans for travel, meals, accommodation and hospitality are necessary and economical with due regard for health and safety.
- 4.4 All claims for reimbursement will only be authorized for approved Board business.
- 4.5 Individuals are responsible to ensure that all claims for reimbursement comply with this policy and do not include any personal expenses.

BUSINESS AND BOARD ADMINISTRATION

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DRAFT – November 12, 2019

EXPENSE AND TRAVEL REIMBURSEMENT PROCEDURES

3074

1. Policy

It is the policy of Lakehead District School Board to reimburse individuals for those expenses incurred in the conduct of approved Board business or in carrying out the responsibilities of an employee, a Board member, student trustee, school council or non-trustee Board committee member.

2. Procedures

2.1 Travel

- 2.1.1 Travel within the jurisdiction of the Board does not require completion of the travel approval form; however, does require supervisor knowledge and approval.

All travel outside of the jurisdiction of the Board requires prior approval using the travel approval form according to the following:

Role	Level of Approval Required		
	Travel in Ontario	Travel in Canada and continental USA	International
Chair	Vice Chair	Vice Chair	Vice Chair
Vice Chair	Chair	Chair	Chair
Trustees	Vice Chair	Vice Chair	Chair
School Council Member	Director of Education or designate	Director of Education or designate	Director of Education or designate
Non-Trustee Board Committee Member	Superintendent	Superintendent	Superintendent
Director of Education	Chair	Chair	Chair
Superintendents	Director of Education	Director of Education	Director of Education
Employee	Supervisor/Principal	Supervisor/Principal & Superintendent	Director of Education
Consultant	Contract Manager	Superintendent	Director of Education

- 2.1.2 Other options for meetings and professional development are always considered before travel is approved (i.e. audio/video conferencing, webinars).
- 2.1.3 Employees, trustees, student trustees, school council members and non-trustee members of Board committees shall make every effort to travel together in order to reduce the related expenses (ex. shared taxi, rental vehicle, mileage.)

<p>BUSINESS AND BOARD ADMINISTRATION</p> <p>DRAFT – November 12, 2019</p> <p>EXPENSE AND TRAVEL REIMBURSEMENT PROCEDURES</p>	<p>3000</p> <p>3074</p>
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- 2.1.4 If travel is to be funded by an outside agency (i.e. Ministry of Education or EQAO), travellers must adhere to their published reimbursement guidelines.
- 2.1.5 Staff and trustees are encouraged to book flights, hotel and vehicle rentals with the Board's approved travel agent as part of their travel package.
- 2.1.6 Trustees are responsible to provide the office of the director with itineraries booked individually.
- 2.1.7 Student trustees shall work through the office of the director to secure travel and accommodation arrangements.
- 2.1.8 School council members and non-trustee Board committee members shall work through the office of the director or the office of the superintendent of education as appropriate, to secure travel and accommodation arrangements
- 2.1.9 The most economical and practical mode of transportation that is available should be used when travelling on Board business, or a comparable alternative. Discount advanced booking rates should be used, if available.
- 2.1.10 Airplane – Economy (coach) class is the standard option for ticket purchase. In some cases, Board employees may need to use chartered aircraft. This is to be pre-approved by the individual's superintendent.
- 2.1.11 Train – Coach class economy fare is the standard option for ticket purchase.
- 2.1.12 Rental Vehicle – When renting a vehicle, a compact model or its equivalent is required. Any exceptions must be:
- documented and approved prior to the rental if possible; and
 - guided by the principle that the rental vehicle is the most economical and practical size, taking into account the business purpose, number of occupants and safety (including weather) considerations.
- To avoid higher gasoline charges the rental vehicle must be refuelled before its return.
- 2.1.13 Use of Personal Vehicles - Reimbursement for the use of personal vehicles on Board business will be in accordance with the 3070 Allowance for Use of Personal Vehicle Policy.
- 2.1.14 Parking and Tolls – Reimbursement is provided for necessary and reasonable expenditures on parking, as well as, tolls for bridges, ferries and highways, when driving on Board business.

BUSINESS AND BOARD ADMINISTRATION

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EXPENSE AND TRAVEL REIMBURSEMENT PROCEDURES

3074

2.1.15 Shuttles/Taxis – Local public transportation including hotel/airport shuttles should be used wherever possible.

Taxis may be justified in cases where:

- group travel by taxi is more economical than the cost of having individuals travel separately by public transit or shuttle; or
- taking a taxi allows you to meet an unusually tight schedule for meetings.

2.2 Accommodation

2.2.1 Travellers shall use the recommended conference standard accommodation.

2.2.2 The Board will not reimburse individuals for movies or the use of mini-bars.

2.2.3 Internet access in hotels will be considered an eligible expense for employees and trustees only.

2.2.4 Accommodations and meals when travelling the day before a meeting/conference and/or returning the day after a meeting/conference are generally not an eligible expense. Expenses may be eligible if flight times or other means of transportation on the same day of the meeting/conference are not conducive to meeting times, and/or at the discretion of the approver.

2.3 Meals

2.3.1 Reimbursement for reasonable meal expenses is subject to the maximum daily rate of \$60 per day including taxes and gratuities (15% max).

Claimants shall take advantage of meals included in registration. Original, itemized receipts for meals are required and reimbursement must not exceed the actual amount spent. If using a Board purchasing card or corporate credit card, claimants will be responsible for reimbursing the Board for overages on the maximum daily rate and any unreasonable expenses.

2.3.2 The cost of alcoholic beverages will not be reimbursed by the Board as part of a travel or meal expense.

2.3.3 ~~For travel expenses that include meals for more than the claimant, the names of the additional individuals, and the business purpose of the expense must be included to be reimbursed.~~ **Meal expenses incurred while travelling must be paid for individually, either on purchasing card or paid for personally.**

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2.3.4 *When meals are purchased for individuals to facilitate Board business, the names of individuals and the business purpose of the expense must be included to be reimbursed.*

2.3.4-5 Meetings over meal times are discouraged.

A light meal may be offered as part of a meeting where it facilitates the flow of the day and is unreasonable to expect individuals to obtain their own meals due to time constraints or location.

Where a light meal is offered, meal rates of \$20 for lunch (inclusive) and \$30 for dinner (inclusive) apply, whether held on site or off site.

2.4 Preparation and Processing of Claims

2.4.1 ~~The official expense report form must be used and all original receipts must be attached. A travel approval form, and a copy of the itinerary must accompany the claimant's expense report.~~ ***An expense claim or payment request must be submitted and all original receipts must be scanned and attached.***

2.4.2 Original, itemized receipts are required for all items to be claimed.

2.4.3 In the event the claimant loses or cannot obtain a receipt, the claimant must first request a replacement receipt from the vendor. If a replacement receipt cannot be obtained, the claimant must complete the lost receipt form.

2.4.4 If funding is obtained from more than one source, it is to be noted on the expense report.

2.4.5 ~~Claims must be submitted to the Accounting Department, Jim McCuaig Education Centre, within fourteen days of the event.~~ ***Expense claims/payment requests must be submitted and approved within fourteen days of the event.***

2.4.6 ~~Expense reports must be signed by the claimant and approved by the claimant's supervisor.~~

2.4.7 ~~6~~ **Trustee expense reports *claims* must be authorized by the vice chair of the Board. The vice chair's expense reports *claims* must be authorized by the chair of the Board. All trustee expense reports *claims* will be reviewed by the superintendent of business.**

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EXPENSE AND TRAVEL REIMBURSEMENT PROCEDURES	3074

- 2.6.3 Prior written approval is required for hospitality events where alcohol will be served.
- If the hospitality event is hosted by a superintendent, the superintendent must seek prior approval from the director of education.
 - If the hospitality event is hosted by the director of education, the director of education must seek prior approval from the chair of the Board.

2.7 Gifts – Employees/Trustees

Gift cards/certificates cannot be given to Board employees for any reason. Board funds may not be used to purchase gifts (i.e. flowers, cards, mugs, plaques) for Board employees or their immediate family due to births, adoption, marriage, birthdays or other life events. These are considered personal and are not reimbursable.

There may be exceptional circumstances; however, when the director will approve Board funds for recognition of a staff member.

There may be circumstances that warrant recognition of employees, such as receiving awards for outstanding achievements, appearing as a guest speaker for an after hours event or long-term service with the Board or other exceptional circumstances that have been approved by the superintendent or director. In these circumstances, Board, school generated or school council funds may be used to purchase token gifts of appreciation.

2.8 Gifts – Non-Employees

Appropriate token gifts of appreciation may be offered in exchange for gifts of service or expertise to people who are not engaged in work for the Board. Cash and alcohol (including gift cards for alcohol) must not be given as a gift.

2.9 Consultants & Other Contractors

- 2.9.1 Consultants and other contractors will not be reimbursed for any hospitality, incidental or food expenses, including:
- meals, snacks and beverages;
 - gratuities;
 - laundry or dry cleaning;
 - valet services;
 - dependent care;
 - home management; and
 - personal telephone calls.

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<p>DRAFT – November 12, 2019</p>	
<p>EXPENSE AND TRAVEL REIMBURSEMENT PROCEDURES</p>	<p>3074</p>

2.9.2 Consultants and other contractors may be reimbursed for travel and accommodation only if these provisions are included in the contract.

2.10 Other Eligible Expenses

Other eligible expenses incurred in carrying out the business of the Board are approved as part of the annual budget process. These items may include: equipment, supplies, meeting expenses, etc.

3. Review

These procedures shall be reviewed in accordance with 2010 Policy Development and Review Policy.

<u>Cross Reference</u>	<u>Date Received</u>	<u>Legal Reference</u>
_____	<p>October 23, 2007</p>	_____
_____	<p><u>Date Revised</u></p> <p>December 15, 2009 June 26, 2012 October 9, 2012 September 9, 2014</p>	_____

LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2019 NOV 12
Report No. 091-19

TO THE CHAIR AND MEMBERS OF
THE STANDING COMMITTEE – Public Session

RE: POLICY REVIEW – 3090 USE OF BOARD LOGO

1. Background

- 1.1 It is the policy of Lakehead District School Board that policies will be developed/reviewed in accordance with 2010 Policy Development and Review Policy.
- 1.2 At the June 25, 2019 Regular Board Meeting, 3090 Use of Board Logo Policy was approved for review on the 2019-2020 policy schedule.
- 1.3 On September 18, 2019, the draft policy and procedures were posted on the Board website and distributed to constituent groups for review and comment with input to be received by October 23, 2019. There was no input received.

2. Situation

- 2.1 Administration has concluded its review of the existing policy and there are no changes to the policy.
- 2.2 The policy is attached as Appendix A and the procedures as Appendix B.
- 2.3 Upon final approval, the policy will be distributed according to Board procedures.

RECOMMENDATION

It is recommended that Lakehead District School Board approve 3090 Use of Board Logo Policy, Appendix A to Report No. 091-19.

Respectfully submitted,

IAN MACRAE
Director of Education

BUSINESS AND BOARD ADMINISTRATION

3000

DRAFT – November 12, 2019

USE OF BOARD LOGO POLICY

3090

1. Rationale

The star is a universally recognized symbol of excellence and quality in education. The Board Logo is a positive image that positions the Board positively in the minds of our public school community. Its consistent use on Board documents and promotional items reinforces the Board's commitment to excellence and quality.

2. The Policy

It is the policy of Lakehead District School Board that the Board Logo be used for all official Board purposes.

3. Guidelines

3.1 The Logo will conform to that accepted by the Visual Identity Guide Book.

3.2 The specific details of the use of the Board Logo are outlined in the 3090 Use of Board Logo Procedures.

4. Review

This policy shall be reviewed according to 2010 Policy Development and Review Policy.

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
_____	June 6, 1994	_____
_____	<u>Date Revised</u> April 22, 2008 February 28, 2012	_____

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BUSINESS AND BOARD ADMINISTRATION**3000**

DRAFT – November 12, 2019

USE OF BOARD LOGO PROCEDURES**3090**1. The Policy

It is the policy of Lakehead District School Board that the Board Logo be used on all official Board materials.

2. Implementation Procedures2.1 Responsibilities

2.1.1 The director of education will ensure that the Policy is being followed.

2.1.2 Superintendents will ensure that the Policy is being followed in their departments.

2.1.3 The principal of each school will ensure that the Policy is being followed.

2.2 Uses

The Board Logo can appear with or without a descriptor, and has the following uses:

2.2.1 Formal Correspondence

2.2.2 Website and Social Media Applications

2.2.3 Documents

2.2.4 Application Forms and Job Postings

2.2.5 Publications

2.2.6 Advertisements and Public Announcements

2.2.7 Awards and Certificates

2.2.8 Board Vehicles

2.2.9 Other Uses of the Board Logo will be Approved by the Director

2.2.10 Multimedia

BUSINESS AND BOARD ADMINISTRATION

3000

DRAFT – November 12, 2019

USE OF BOARD LOGO PROCEDURES

3090

3. Placement

For placement, refer to the Visual Identity Guide Book (Appendix A).

4. Size

The use will determine the size of the Board Logo.

5. Integrity of Logo

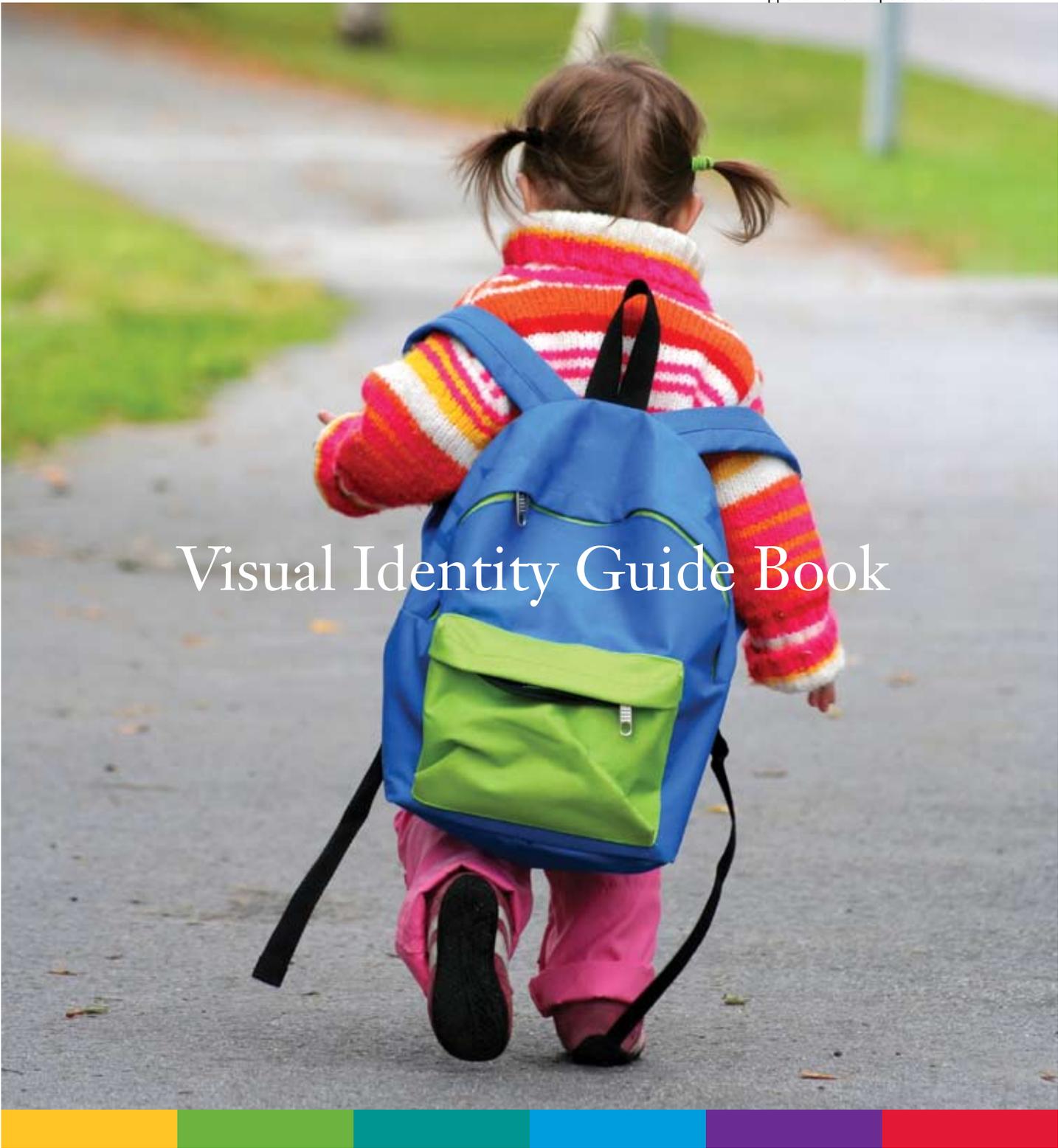
There will be no electronic shape distortion or any other deviation from the original Logo. Electronic versions of the Logo are available in various formats for use in all system computers.

6. Review

These procedures shall be reviewed according to 2010 Policy Development and Review Policy.

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
_____	June 04, 1996	_____
_____	<u>Date Revised</u> April 22, 2008 February 28, 2012	_____

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Visual Identity Guide Book



Lakehead
Public
Schools



General Overview

Lakehead Public Schools' visual identity, its brand, reflects who we are, what we do and what value we offer as a school board and as an organization.

A well-developed brand is built on a foundation that represents the essence of Lakehead Public Schools' core values, vision, attributes and qualities. Brands help create a reputation for quality and value, encourage loyalty, create a sense of pride, and create cost and communications efficiencies.

It is vital that Lakehead Public Schools expresses itself clearly and consistently through a seamless, structured system. The Visual Identity Guide provides context for all forms of external and internal graphic communication from Lakehead Public Schools, its staff, board, volunteers and community partners.

Effective and consistent use of unifying graphic elements reinforces the Lakehead Public Schools' image. The Visual Identity Guide introduces guidelines for producing materials for print, signage, web and multimedia with the correct use of the Lakehead Public Schools symbol, logotype, and visual identity. These standards apply to all of Lakehead Public Schools' official materials.

If you have any questions that are not addressed in this guide book, our communications contact will be pleased to assist you.

Please contact:

Bruce Nugent

Communications Officer

bnugent@lakeheadschoools.ca

Jim McCuaig Education Centre
2135 Sills Street
Thunder Bay, ON P7E 5T2

Phone: 807-625-5214
Fax: 807-622-0961
Cell: 807-628-7459



Symbol

The symbol is a graphic representation that interprets an organization's core purpose, values and unique characteristics.

The star is a universally recognized symbol of excellence and quality in education. The star represents goals that our students strive for daily at school. The rising star is a symbol of achievement and symbolizes the Lakehead Public School Board's commitment to the progress and success of students. The rainbow-coloured paint stroke surrounding the star represents the diversity of learners and the creativity and innovation at Lakehead Public Schools.



Logotype

The logotype is a particular way of writing an organization's name and includes a specific font and spacing.

The logotype, Lakehead Public Schools has an integral relation to the symbol. The logotype must never be modified or altered in any way.

**Lakehead
Public
Schools**



Signature



Lakehead Public Schools

The signature is a design that combines the symbol and the logotype.

For both vertical and horizontal interpretations, the symbol and logotype must always remain in fixed proportion to one another.

The Visual Identity System ensures that the basic elements of Lakehead Public Schools' symbol and logotype are reproduced with complete accuracy and consistency.

Clear Space

To maximize the visual impact of the Lakehead Public Schools signature, the various configurations must always be given clear space.

A minimum of clear space around the signature ensures legibility and the integrity of the visual identity.



Signature Size

To ensure consistent legibility, the symbol must not appear smaller than 0.30" in height.



Minimum recommended signature size



The Fonts - Serif and San Serif

The official font for Lakehead Public Schools is Pill Gothic and Janson Text. Consistent use of the fonts across all communication platforms projects a unified and consistent image of Lakehead Public Schools. The fonts help audiences recognize the Lakehead Public Schools visual identity and reinforce the desired style and overall look.

These fonts must be used for all materials produced through external suppliers and outside formal design facilities including all stationery and forms, all headings and body text in documents and printed materials.

No fonts other than Pill Gothic are to be utilized on external marketing materials without the permission of the Communications Contact.

Font Selection for other materials

For internally produced material where formal design facilities are not utilized, Arial may be used in place of Pill Gothic.

Pill Gothic

Regular

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz 0123456789

Pill Gothic

Oblique

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz 0123456789

Pill Gothic

Bold

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz 0123456789

Pill Gothic

Bold Obq

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz 0123456789

Janson Text

Roman

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz 0123456789

Janson Text

Italic

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz 0123456789

Janson Text

Bold

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz 0123456789

Janson Text

Bold Italic

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz 0123456789

Corporate Colour

The consistent use of the official colours is essential to the visual identity of Lakehead Public Schools.

In full colour applications, the logotype of Lakehead Public Schools must always appear with the colours of Lakehead Public Schools – PANTONE® 300. The symbol would appear in full colour process Cyan Magenta Yellow and Black (K).



PMS 300 Blue

Pantone® Numbers	300
	Coated and Uncoated



PMS 300 Blue

CMYK (Process) Colours	C	100
	M	44
	Y	0
	K	0



PMS 300 Blue

RGB (Screen) Colours	R	0
	G	120
	B	193



PMS 300 Blue

Web Colours	#0087c7
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Pantone is a registered trademark of Pantone Inc.

Colour Variations

Reverse Colour

It is also acceptable to display the signature in reverse. The reverse white signature may only be used on background with a high enough contrast for the white to be legible. The Communications Contact must approve these applications.



One Colour

For one colour signature applications Pantone 300 blue may be used.



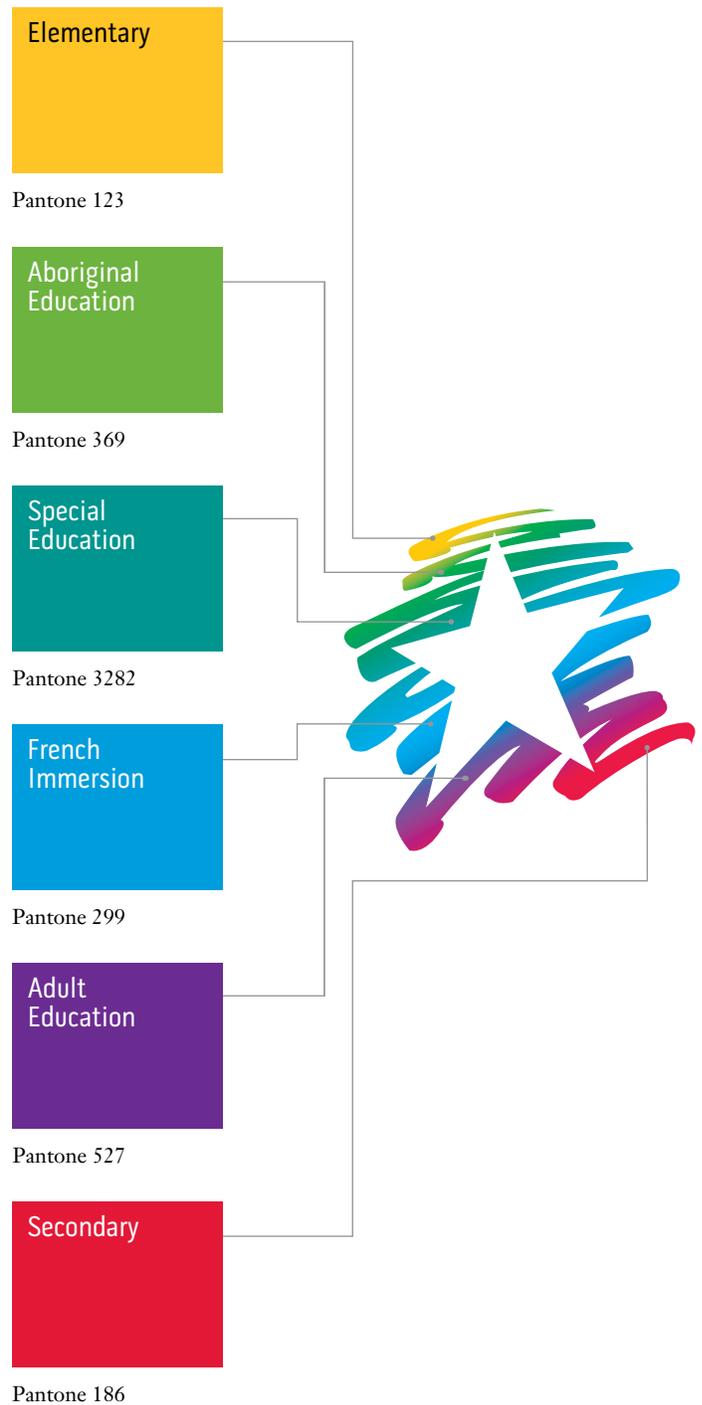
Black and White

A black and white signature may be used if required.



Departmental Colour Scheme

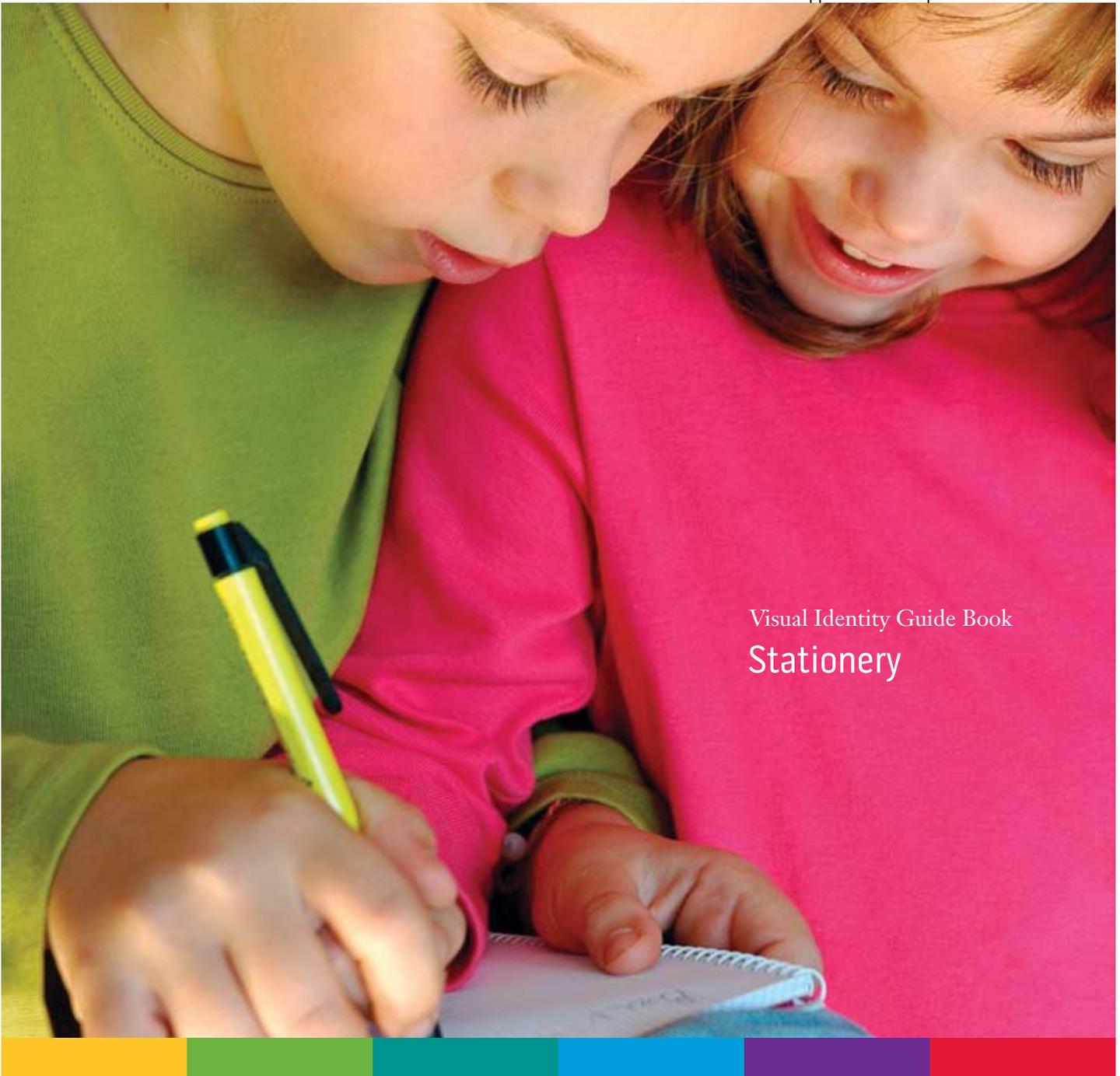
A range of supplementary colours have been developed for the use of Sub-Brands (learning divisions and educational programs). The six colours are from the colour palette of the symbol and are to be used consistently in graphic treatments for Lakehead Public Schools.



Imagery

Photographs used in the Lakehead Public Schools communications must reflect the organization's values: students success, quality programs, highly qualified staff, and the very best facilities available. Images should show all ages, ethnic and social groups in real-life places and events.





Visual Identity Guide Book Stationery

To present a consistent Lakehead Public Schools visual identity and to give the public an initial and sustaining positive impression, Lakehead Public Schools has established a standard format for stationery and business cards.

When appropriate, the design should incorporate the Lakehead Public Schools website; www.lhbe.edu.on.ca.





Letterhead

The use of the Lakehead Public Schools letterhead is restricted to official correspondence by employees.

Official Lakehead Public Schools letterhead includes the Lakehead Public Schools logo in official colours.

General Specifications

Size: 8¹/₂ x 11"
Colours: (Uncoated)
 Pantone 300 logotype
 CMYK symbol
Paper: First Choice
 Laser 24lb

Location

Font: 8 pt Pill Gothic Regular
Leading: 10 pt

Address

Font: 8 pt Janson Text Roman
Leading: 9 pt

Website

Font: 9 pt Pill Gothic Regular
Leading: 10 pt

All Other Text

Font: 9 pt Arial Regular
Leading: 13 pt





Envelope

The standard #10 envelope template is designed for general use throughout Lakehead Public Schools for all correspondence.

Formal #10 envelopes are to be printed using the Lakehead Public Schools logo presented in official colours.

General Specifications

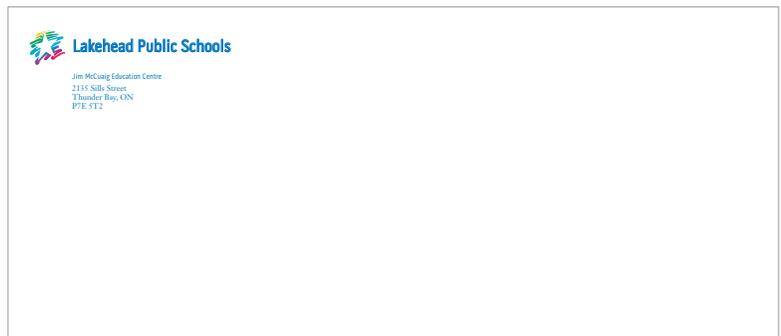
Size:	4 ¹ / ₈ x 9 ¹ / ₂ "
	No. 10 Regular O-S
Colours:	(Uncoated)
	Pantone 300 logotype
	CMYK symbol
Paper:	Ultimate
	White Wove

Location

Font:	7 pt Pill Gothic Regular
Leading:	10 pt

Address

Font:	7 pt Janson Text Roman
Leading:	9 pt





Business cards

The Lakehead Public Schools business card for the Primary Brand uses a consistent format for content and layout.

General Specifications

Size: 3½ x 2"
 Colours: (Coated)
 Pantone 300 logotype
 CMYK symbol
 Paper: Chorus Art Silk
 White, Cover, 100lb

Name

Font: 8 pt Pill Gothic Bold
 Leading: 10 pt

Title

Font: 7 pt Pill Gothic Regular
 Leading: 10 pt

E-mail address

Font: 7 pt Janson Text Roman
 Leading: 10 pt

Location

Font: 7 pt Pill Gothic Regular
 Leading: 10 pt

Address

Font: 7 pt Janson Text Roman
 Leading: 9 pt

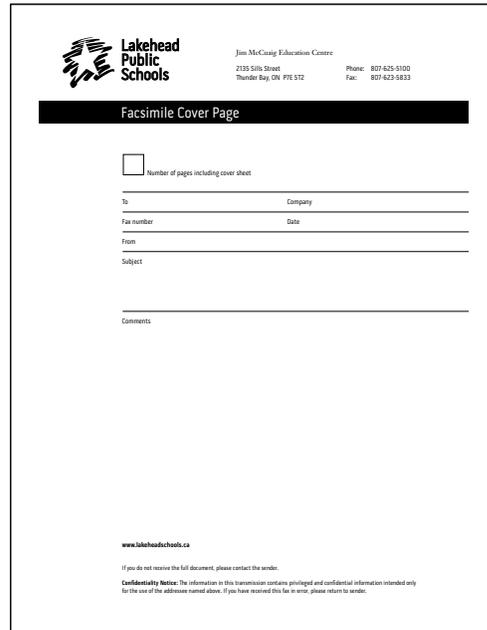
Website

Font: 9 pt Pill Gothic Regular
 Leading: 10 pt



Fax

The fax closely resembles the letterhead and includes the Lakehead Public Schools official signature, address, contact phone number, fax and website.



Lakehead Public Schools
 Jim McCaig Education Centre
 2135 Silt Street
 Thunder Bay, ON, P7E 5T2
 Phone: 807-625-5100
 Fax: 807-623-9833

Facsimile Cover Page

Number of pages including cover sheet

To _____ Company _____
 Fax number _____ Date _____
 From _____
 Subject _____

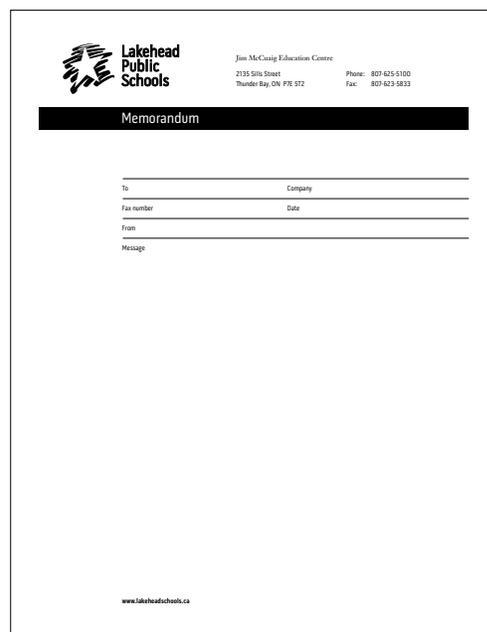
Comments _____

www.lakeheadschools.ca

If you do not receive the full document, please contact the sender.
Confidentiality Notice: The information in this transmission contains privileged and confidential information intended only for the use of the addressee named above. If you have received this fax in error, please return to sender.

Memorandum

The memorandum closely resembles the letterhead and includes the Lakehead Public Schools official signature, address, contact phone number, fax and website.



Lakehead Public Schools
 Jim McCaig Education Centre
 2135 Silt Street
 Thunder Bay, ON, P7E 5T2
 Phone: 807-625-5100
 Fax: 807-623-9833

Memorandum

To _____ Company _____
 Fax number _____ Date _____
 From _____
 Message _____

www.lakeheadschools.ca

Media Release

The media release closely resembles the letterhead and includes the Lakehead Public Schools official signature, address, contact phone number, fax and website.



Visual Identity Guide Book Multimedia

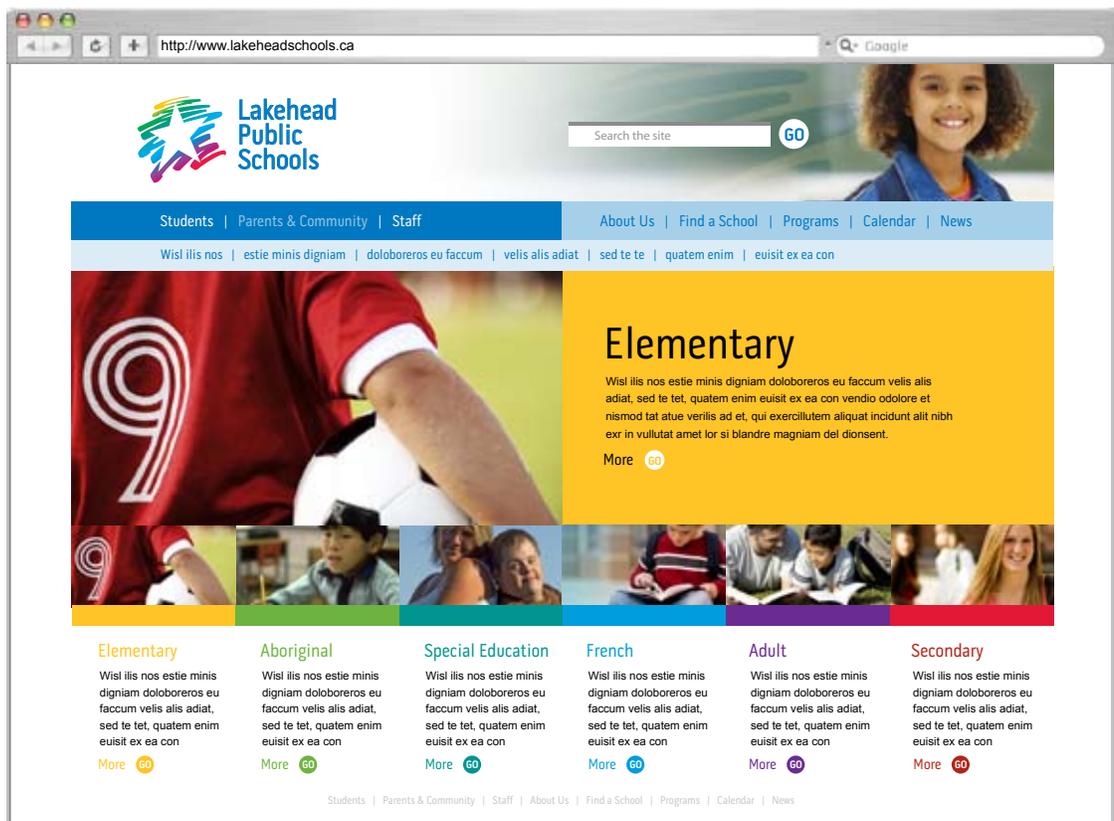


Multimedia - the use of multiple forms of information content and information processing such as text, audio, graphics, animation, video, interactivity to inform audiences – is an increasingly utilized means of communication between institutions and the public. As a vital means of conveying Lakehead Public Schools' visual identity, multimedia applications must retain the same effective and consistent use of unifying graphic elements and clear, concise content.



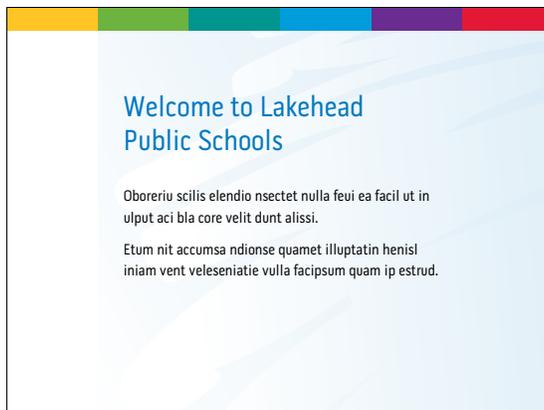
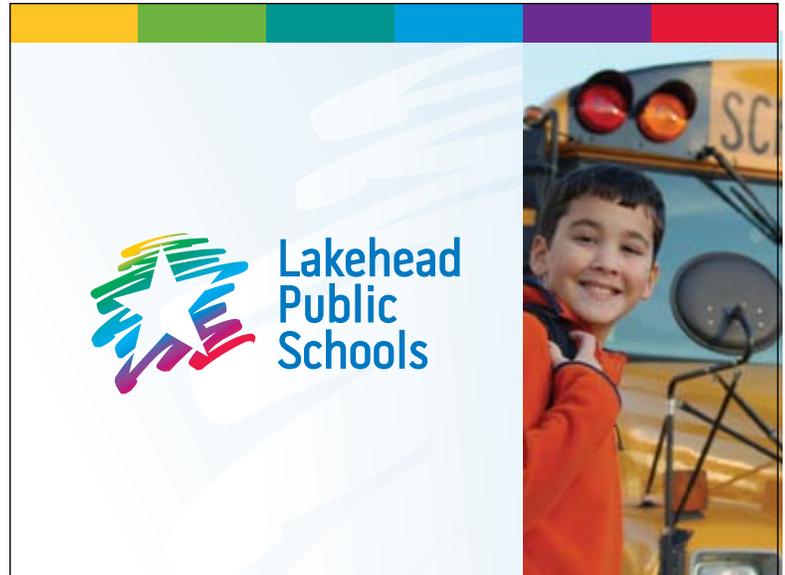
Website

Lakehead Public Schools visual identity standards apply to the design of web pages that are accessible to the external public. All screens should bear the Lakehead Public Schools signature presented in official colours.



PowerPoint™

PowerPoint™ presentations prepared by and for Lakehead Public Schools must bear the official signature and colours and utilize the official Lakehead Public Schools PowerPoint™ template. To access the template, notify the Communications Contact.





Visual Identity Guide Book
Marketing
Applications

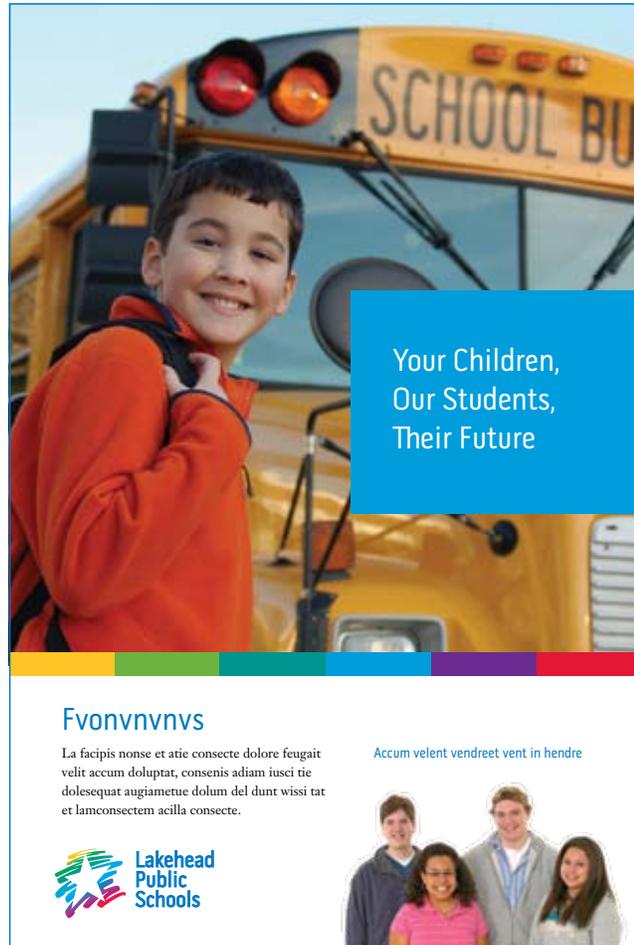
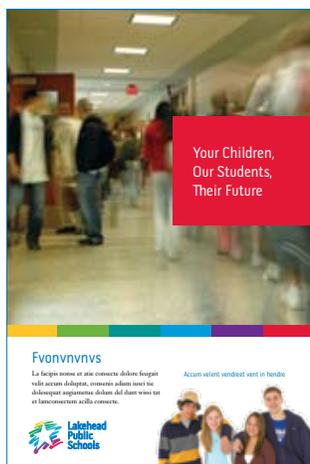
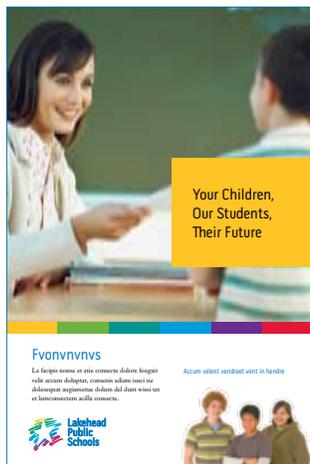
Projection of a clear, consistent brand identity in advertising, marketing and promotional materials enhance Lakehead Public Schools' image through the use of the Primary Brand or Sub-Brand arrangements. Effective and consistent use of unifying graphic elements and clear, concise content is of significant consideration with these primary forms of public representation.

The following section addresses general guidelines with select applications.



Print Ads

Print advertising - including organization, program and event promotion, and recruitment and announcement ads - prepared by and for Lakehead Public Schools must bear the official signature and colours. Presentation of a consistent Lakehead Public Schools visual identity unifies communications and helps them make a clear and strong impression.



Newsletter

Newsletters - including organization, program and event promotion, and recruitment and announcement ads - prepared by and for Lakehead Public Schools must bear the official signature and colours. Presentation of a consistent Lakehead Public Schools visual identity unifies communications and helps them make a clear and strong impression.

Inform | Information for Families of Westmount, Rosslyn Road and Heath Park Public Schools | Fall 2007 | Number 1, Volume 1

Your Children, Our Students, Their Future

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Lakehead Public Schools

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Your Children, Our Students, Their Future

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Lakehead Public Schools

Fall 2007 | Number 1, Volume 1

Newsletter

Inform | Information for Families of Westgate Collegiate | Fall 2007 Number 1, Volume 1

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Your Children, Our Students, Their Future



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Lakehead Public Schools

Fall 2007 Number 1, Volume 1

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Your Children, Our Students, Their Future



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Lakehead Public Schools

Fall 2007 Number 1, Volume 1

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Lakehead Public Schools

Fall 2007 Number 1, Volume 1



Newsletter

Inform | Information for Families of Westgate Collegiate | Fall 2007 | Number 1, Volume 1

Your Children, Our Students, Their Future

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Lakehead Public Schools

Fall 2007 | Number 1, Volume 1

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Your Children, Our Students, Their Future



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Your Children, Our Students, Their Future

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Lakehead Public Schools

Fall 2007 | Number 1, Volume 1



Newsletter

Inform

Information for Families
of Westmount Public School

Fall 2007
Number 1. Volume 1

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Your Children, Our Students, Their Future



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Fall 2007

Number 1. Volume 1

Newsletter

This Week at Lakehead Public Schools

For students, staff, School Councils and the community | Tuesday, January 20, 2007

Your Children, Our Students, Their Future



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Your Children, Our Students, Their Future

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Tuesday, January 20, 2007

The Board in Brief

Highlights of the Lakehead District School Board Regular Board Meeting | Tuesday, January 20, 2007

Your Children, Our Students, Their Future

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Our Students, Their Future

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Your Children, Their Future

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Tuesday, January 20, 2007

Roll-It-Up Display

Lakehead Public Schools visual identity standards apply to the design and execution of promotional materials.



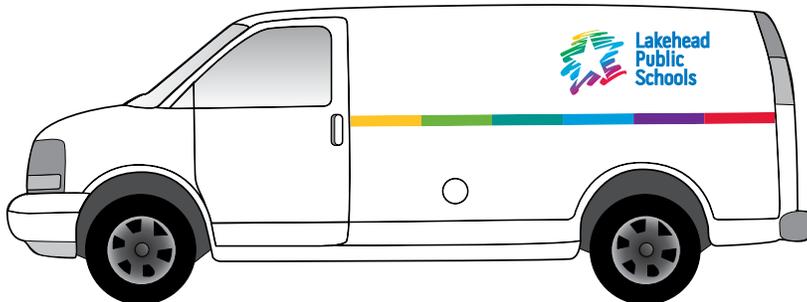
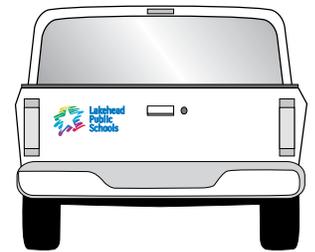
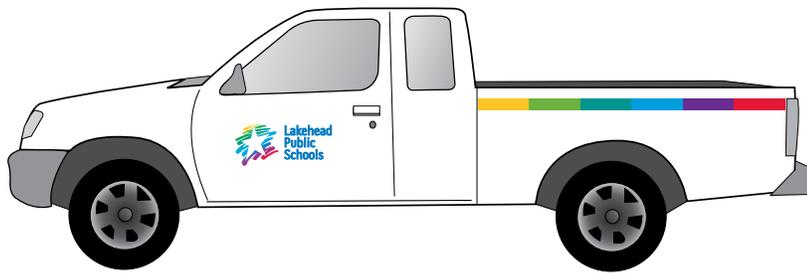
Name Tag

Lakehead Public Schools visual identity standards apply to the design and execution of promotional materials.



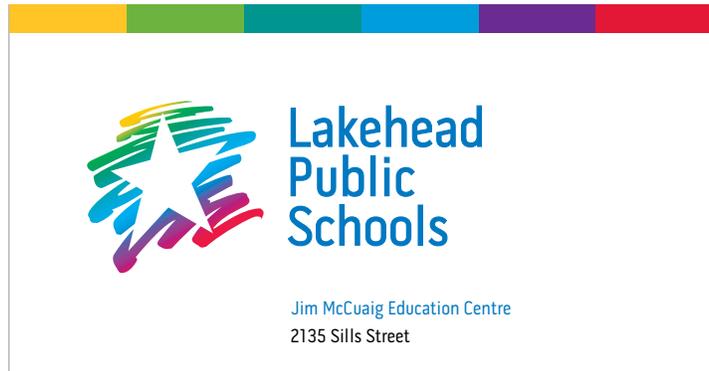
Vehicles

Lakehead Public Schools visual identity standards apply to the design and execution of promotional materials.



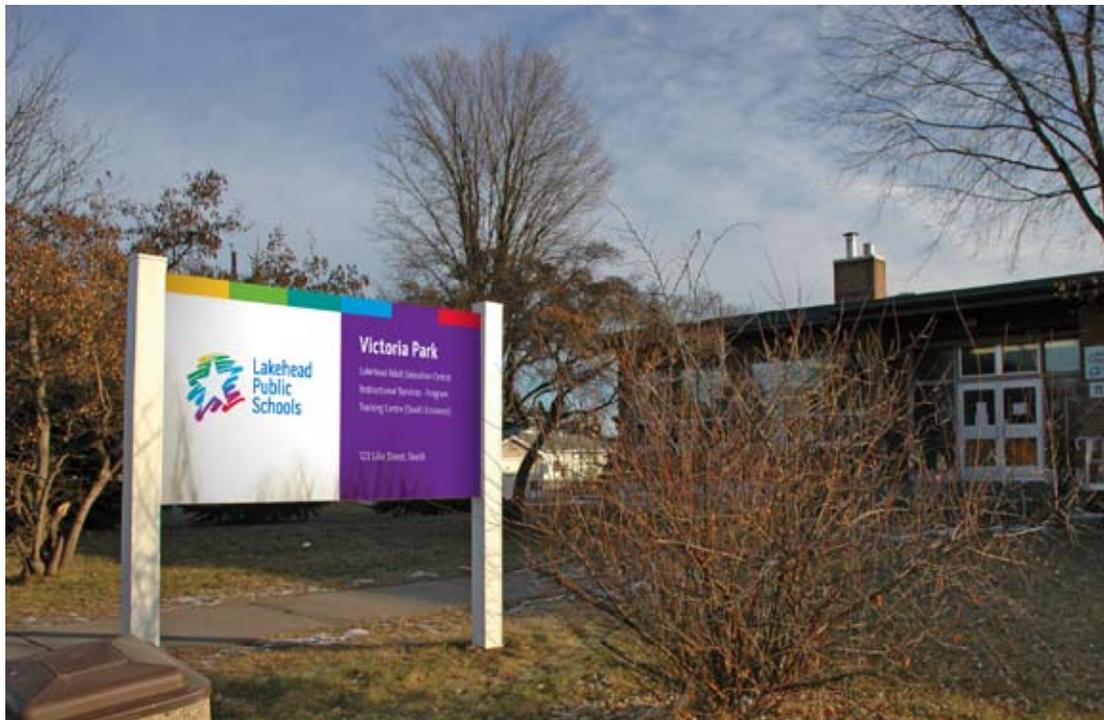
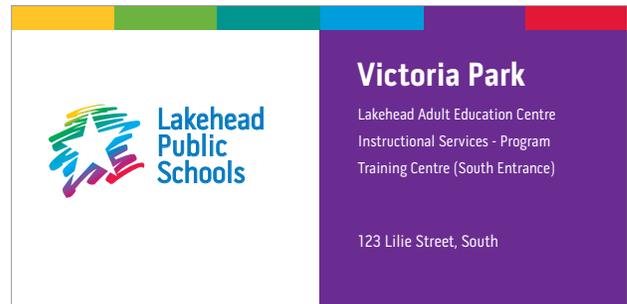
Signage

Location signage is a vital component of Lakehead Public Schools' visual identity to confirm the presence of the organization and as a wayfinding tool for the public. Signage must be visible from a distance and include the Lakehead Public Schools' signature presented in official colours.



Signage - Sub-Brand

The use of the Sub-Brand provides the means for specific learning divisions and educational programs to be recognized.



LAKEHEAD PUBLIC SCHOOLS
OFFICE OF THE DIRECTOR OF EDUCATION

2019 NOV 12
Report No. 092-19

TO THE CHAIR AND MEMBERS OF
THE STANDING COMMITTEE – Public Session

RE: POLICY REVIEW – 8015 DISPLAY OF FLAGS POLICY

1. Background

- 1.1 At the May 28, 2019 Regular Board Meeting, the 8015 Display of Flags Policy was approved for review during the 2024-2025 school year as part of the policy development and review cycle.
- 1.2 At the November 22, 2016 Regular Board Meeting, the revised 8015 Display of Flags was approved.

2. Situation

- 2.1 This policy was reviewed due to several requests from outside organizations to fly their flags on special occasions.
- 2.2 This policy was not released for constituent input, at this time, and will be reviewed again during the 2024-2025 school year.
- 2.3 The policy is attached as Appendix A and the procedures as Appendix B.
- 2.4 Upon final approval, the policy will be distributed according to Board procedures.

RECOMMENDATION

It is recommended that Lakehead District School Board amend 8015 – Display of Flags Policy, Appendix A to Report No. 092-19.

Respectfully submitted,

IAN MACRAE
Director of Education

SCHOOL-COMMUNITY RELATIONS	8000
DISPLAY OF FLAGS POLICY	8015

1. Rationale

- 1.1 Canadian individuals and organizations may fly or display Canada's National Flag as long as the flag is treated with dignity and respect, and flown or displayed properly.
- 1.2 Ontario schools are required to display, in the school, the National Flag of Canada and the Provincial Flag of Ontario.
- 1.3 The study of flags, their history, meaning and use, is a relevant component of social and environmental curricula.
- 1.4 It is traditionally recognized as proper to fly flags at half-mast as a sign of mourning.

2. The Policy

It is the policy of Lakehead District School Board to display flags with dignity, respect and generally established etiquette.

3. Guidelines

- 3.1 All operating Lakehead District School Board schools and administrative buildings shall display **fly**, on an external flagpole, the National Flag of Canada.
- 3.2 All Lakehead District School Board schools shall display, inside the school, both the National Flag of Canada and the Provincial Flag of Ontario, as required by Ontario Regulation 298, s. 5(2).
- 3.3 Lakehead District School Board facilities may **fly or** display, in addition to the National Flag and Provincial Flag, local municipal flags or special purpose flags.
- 3.4 Flags of political parties or religious groups, or flags espousing political or religious causes, may not be **flown or** displayed on Lakehead District School Board property.
- 3.5 The National Flag of Canada shall be flown at half-mast as a sign of mourning.
- 3.6 The specific details for these guidelines are outlined in the 8015 Display of Flags Procedures.

SCHOOL-COMMUNITY RELATIONS**8000****DISPLAY OF FLAGS POLICY****8015**4. Review

This policy shall be reviewed in accordance with 2010 Policy Development and Review Policy.

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
_____	1993 09 23	_____
_____	<u>Date Revised</u>	_____
	April 27, 2010 November 22, 2016	

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SCHOOL-COMMUNITY RELATIONS	8000
DISPLAY OF FLAGS PROCEDURES	8015

1. Policy

It is the policy of Lakehead District School Board to display flags with dignity, respect and generally established etiquette.

2. Implementation Procedures

2.1 National and Provincial Flags

2.1.1 The National Flag shall be ~~displayed~~ **flown** on an exterior flagpole during normal hours of each school or working day. The flag may be flown by night as well as by day.¹

2.1.2 New buildings shall be equipped with an exterior flagpole at the time of construction. Any existing buildings not so equipped shall be provided with an exterior flagpole.

2.1.3 The National Flag of Canada and Provincial Flag of Ontario shall be displayed in a prominent place inside each school.

2.1.4 Principals and building managers are responsible for monitoring the condition of, requesting the replacement of and disposing of flags.

"When a flag becomes tattered and is no longer in a suitable condition for use, it should be destroyed in a dignified way."²

2.1.5 The National Flag must receive prominence at all times when displayed with other flags.

¹From *Ceremonial and Canadian Symbols Promotion, 'Rules for Flying the Flag', Department of Canadian Heritage*

²From *Ceremonial and Canadian Symbols Promotion, 'Disposal of Flags', Department of Canadian Heritage*

SCHOOL-COMMUNITY RELATIONS**8000****DISPLAY OF FLAGS PROCEDURES****8015**2.2 Other Flags

2.2.1 ~~At the discretion of a principal.~~ ***The flag of the local municipality or other special purpose flag may be flown outside or displayed inside at schools, the Education Centre and other Board facilities. Schools may fly or display additional flags following consultation with the school's superintendent. The Education Centre and other Board facilities may fly or display additional flags at the discretion of the Director of Education or designate. The flag of the local municipality or other special purpose flag may be flown or displayed provided:***

2.2.1.1 The flag meets acceptable community standards.

2.2.1.2 The flag is not directly connected with any political or religious group, or cause.

2.2.1.3 ***The flag supports initiatives which align with the Board's values, supports the principles and expectations of the Board's Safe Schools Policy and is consistent with the Ontario Human Rights Code.***

2.2.2 ***Where there is only one flagpole, one additional flag may fly under the National Flag. The additional flag cannot be larger than the National Flag.***

2.2.3 ***Where there are two flagpoles, the National Flag shall fly alone on its own flagpole. Two flags may fly at the same time on the additional pole.***

2.3 Half-masting of Exterior Flags2.3.1 Throughout the System

2.3.1.1 Exterior flags throughout the system shall be lowered to half-mast on the death of:

- the sovereign or a member of the royal family related in the first degree to the sovereign (husband or wife, son or daughter, father, mother, brother or sister);
- the governor general or a former governor general;
- the prime minister of Canada or a former prime minister;
- the lieutenant governor of Ontario or a former lieutenant governor;
- the premier of Ontario or a former premier;
- the member of the federal or provincial electoral riding; and
- the chairman or a member of the Board.

SCHOOL-COMMUNITY RELATIONS	8000
DISPLAY OF FLAGS PROCEDURES	8015

2.3.1.2 Exterior flags throughout the system shall be lowered to half-mast on April 28, the National Day of Mourning.

2.3.1.3 The director of education may order the lowering of flags to half-mast throughout the system or at an individual location, in addition to the foregoing, on the death of any person held in special regard in the system.

2.3.1.4 Flags shall be lowered to half-mast at all locations on direction received from the Ministry of Education.

2.3.2 Administrative Buildings

2.3.2.1 Exterior flags at system administrative buildings shall be lowered to half-mast on the death of a present employee in the system.

2.3.3 Individual Schools

2.3.3.1 Exterior flags at individual schools shall be lowered to half-mast on the death of:

- a present staff member; and
- a present student.

2.3.3.2 Principals may lower exterior flags to half-mast on the death of any non-employee such as volunteers and community resource persons who are held in special regard in the school or community.

2.3.3.3 Exterior flags shall be lowered briefly at 11:00 a.m. on Remembrance Day in memory of the war dead.

3. Half-masting Protocol

3.1 The position of the flag when flying at half-mast will depend on its size, the length of the flagstaff and its location, but as a general rule, the centre of the flag should be exactly halfway down the staff. When hoisted to or lowered from half-mast position, a flag should first be raised to the masthead.

3.2 For the purpose of half-masting, death shall be taken to include the day of death, and up to and including the day of the funeral.

