



## Policy Manual – Finance

### F.M.04 – Commercial Photographers

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*The mission of Catholic Education in Hamilton-Wentworth, in union with our Bishop, is to enable all learners to realize the fullness of humanity of which Our Lord Jesus Christ is the model.*

#### **POLICY STATEMENT**

The Board approves the taking of individual photographs in all schools within its jurisdiction subject to the following requirements:

1. No school shall be required to participate;
2. Parents are to be informed before any photographs are taken; and,
3. Schools requiring photographic services shall use a firm or firms chosen as the result of a tendering procedure.

#### **Purpose**

This policy is intended to provide clarification and guidance to schools that choose to engage the services of commercial photographers.

The photographic services will be subject to the requirements identified for the elementary and secondary schools.

Photographic services will be considered on the basis of the relative benefits to be realized by the students, parents and school fund raising.

With schools having the option not to participate, no guarantee will be given or implied as to the number of classes/students that are to be photographed.

#### **Responsibility**

The **Associate Director of Corporate Services** and the Manager of **Procurement**, will, through an open procurement process, negotiate the terms and conditions (the contract) with the successful commercial photographer(s) for both elementary and secondary schools.

#### **Regulations**

Management Board of Cabinet: Broader Public Sector Procurement Directive, April 1, 2011  
F.P.01 Purchasing Policy

Related Board Committee: Committee of the Whole

#### **Policy Review Date:**

BM Original Policy Approved June 22, 1993.

Revisions: 21 June 83, 28 June 94, 1 Oct. 02, 5 June 07, 04 June 12, 20 June 17,  
01 February 2022

To be reviewed every five years.