

GOVERNANCE AND POLICY COMMITTEE REGULAR MEETING Public Session

AGENDA January 7, 2020

Nancy Crawford, Chair
Trustee Ward 12

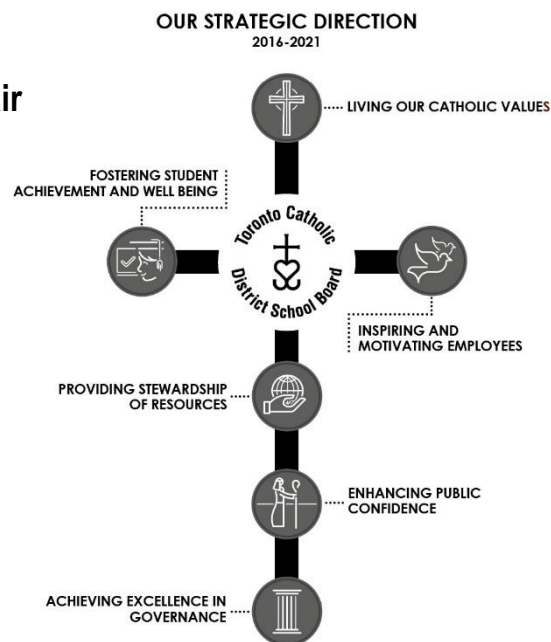
Joseph Martino
Ex-Officio

Michael Del Grande, Vice-Chair
Trustee Ward 7

Angela Kennedy
Ex-Officio

Teresa Lubinski
Trustee Ward 4

Norman Di Pasquale
Trustee Ward 9



MISSION

*The Toronto Catholic District School Board is an inclusive learning community uniting home, parish and school and rooted in the love of Christ.
We educate students to grow in grace and knowledge to lead lives of faith, hope and charity.*

VISION

At Toronto Catholic we transform the world through witness, faith, innovation and action.

Recording Secretary: Sophia Harris, 416-222-8282 Ext. 2293
Assistant Recording Secretary: Skeeter Hinds-Barnett, 416-222-8282 Ext. 2298

Rory McGuckin
Director of Education

Joseph Martino
Chair of the Board

TERMS OF REFERENCE FOR GOVERNANCE AND POLICY COMMITTEE

The Governance Framework Committee is responsible for:

- A. Ensuring that governance structures, policies, protocols, processes and performance metrics:
 - a. advance the vision of the TCDSB, rooted in Catholic values and teachings.
 - b. support the achievement of our Multi-Year Plan.
 - c. conform to best practices.
 - d. provide strategic cohesion and consistency.
 - e. comply with the Education Act and other pertinent legislation.

- B. Providing a meta policy framework to ensure all policy formation, monitoring and evaluation follow a standard process that reflects exemplary practices in policy development.

- C. Carrying out a continuous review of the roster of existing policy to ensure conformity and advancement of (A) above.

- D. Identifying the supports (e.g. capacity training) needed to implement the governance framework.

- E. Ensuring ongoing governance reviews of the Board.

- F. Ensuring that the TCDSB by-laws and the Trustee Code of Conduct reflect the vision and mission of the Board and adhere to good governance practices, the Education Act and other pertinent legislation.

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through witness, faith, innovation and action.*



AGENDA
THE REGULAR MEETING OF THE
GOVERNANCE AND POLICY COMMITTEE

PUBLIC SESSION

Nancy Crawford, Chair

Michael Del Grande, Vice Chair

Tuesday, January 7, 2020

7:00 P.M.

	Pages
1. Call to Order	
2. Opening Prayer	
3. Roll Call & Apologies	
4. Approval of the Agenda	
5. Declarations of Interest	
6. Approval & Signing of the Minutes of the Meeting held December 2, 2019 for Public Session.	1 - 9
7. Delegations	
8. Presentation	
9. Notices of Motion	
10. Consent and Review	
11. Unfinished Business	
12. Matters referred or deferred	

From the November 21, 2019 Regular Board Meeting

12.a	Consideration of Motion from Trustee Del Grande regarding Review of Delegation Policy	10
13.	Staff Reports	
13.a	Catholic Parent Involvement Committee, Policy P. 04, Review Report	11 - 81
13.b	Rescindment to Caretaker Deployment H.S.03	82 - 86
13.c	Update to Delegations Policy T.14	87 - 97
13.d	Update to Trustee Code of Conduct T.04	98 - 115
14.	Listing of Communications	
15.	Inquiries and Miscellaneous	
16.	Updating of Pending List	
16.a	Monthly Pending List	116 - 121
16.b	Annual Policy Priority Schedule	122 - 123
17.	Adjournment	

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MINUTES OF THE REGULAR MEETING OF THE GOVERNANCE AND POLICY COMMITTEE PUBLIC SESSION

HELD MONDAY, DECEMBER 2, 2019

PRESENT:

Trustees:

N. Crawford, Chair
M. Del Grande, Vice-Chair
A. Kennedy
N. Di Pasquale
T. Lubinski - via Teleconference

Non-Voting Trustees:

I. Li Preti
G. Tanuan

Staff:

R. McGuckin
C. Fernandes
L. Maselli-Jackman
C. Caldwell
P. De Cock

S. Harris, Recording Secretary
S. Hinds-Barnett, Assistant Recording Secretary

4. Approval of the Agenda

MOVED by Trustee Di Pasquale, seconded by Trustee Kennedy, that the Agenda, as amended to include the Addendum, be approved.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
Del Grande
Di Pasquale
Kennedy
Lubinski

The Motion was declared

CARRIED

5. Declarations of Interest

There were none.

6. Approval and Signing of the Minutes

MOVED by Trustee Kennedy, seconded by Trustee Di Pasquale, that the Minutes of the Meeting held November 12, 2019 be approved.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
Del Grande
Di Pasquale
Kennedy
Lubinski

The Motion was declared

CARRIED

7. Delegations

MOVED by Trustee Di Pasquale, seconded by Trustee Kennedy, that Item 7a) be adopted as follows:

- 7a) Emily Wright regarding Service Animal Policy** received and referred to Staff.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
Di Pasquale
Kennedy
Lubinski

Del Grande

The Motion was declared

CARRIED

Trustee Tanuan disconnected.

MOVED by Trustee Di Pasquale, seconded by Trustee Del Grande, that Item 13a) be adopted as follows:

13. Staff Reports

MOVED by Trustee Di Pasquale, seconded by Trustee Del Grande, that Item 13a) be adopted as follows:

- 13a) Policy on Guide Dogs/Service Dogs and Service Animals for Students** that the newly created Policy on Guide Dogs/Service Dogs and Service Animals, provided in Appendix A of the report, and the accompanying TCDSB Operational Procedures, provided in Appendix B of the report, be adopted with the following Amendment:

That *training or recertification*, Accreditation and Expectation 3.2 be deleted, Page 37.

Time for business expired.

MOVED by Trustee Del Grande, seconded by Trustee Di Pasquale, an additional 15 minutes be extended, as per Article 12.6, to complete the debate on the Item.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
Del Grande
Di Pasquale
Lubinski

Kennedy

The Motion was declared

CARRIED

Trustee Del Grande left the table at 8:03 pm and returned at 8:04 pm.

With the consent of the Committee, Trustee Di Pasquale withdrew his Amendment

MOVED in AMENDMENT by Trustee Di Pasquale, seconded by Trustee Del Grande, that the notwithstanding / addressing applications case by case provision be included at the beginning of the Policy and the Operational Procedures; and cross-referenced at Section 3.1c of the Operational Procedure.

Results of the Vote taken on the AMENDMENT, as follows:

In Favour

Opposed

Trustees Crawford
Del Grande
Di Pasquale
Kennedy

Lubinski

The AMENDMENT was declared

CARRIED

Results of the Vote taken on the Motion, as amended, as follows:

In Favour

Opposed

Trustees Crawford
Del Grande
Di Pasquale
Kennedy
Lubinski

The Motion, as amended, was declared

CARRIED

MOVED by Trustee Kennedy, seconded by Trustee Del Grande, that Item 13b) be adopted as follows:

- 13b) Update to Admission and Placement of Elementary Pupils Policy S.A.01** that the Board approve the amendments to the Admission and Placement of Elementary Pupils Policy (S.A.01) including the addition of an Appendix ‘A’ to the Policy.

MOVED in AMENDMENT by Trustee Di Pasquale, seconded by Trustee Del Grande, that Regulation 2 (iv), page 108, be revised as follows:

Proof of residency as evidenced by two documents: See Appendix A.

Results of the Vote taken on the AMENDMENT, as follows:

In Favour

Opposed

Trustees Crawford
Del Grande
Di Pasquale
Kennedy

Lubinski

The AMENDMENT was declared

CARRIED

Results of the Vote taken on the Motion, as amended, as follows:

In Favour

Opposed

Trustees Crawford
Del Grande
Di Pasquale
Kennedy
Lubinski

The Motion, as amended, was declared

CARRIED

MOVED by Trustee Di Pasquale, seconded by Trustee Kennedy, that Item 13c) be adopted as follows:

- 13c) Update to Effective Financial Management and Control of Operations F.M. 08** that the Governance and Policy Committee recommend to the Board of Trustees approval of the revised Effective Financial Management and Control of Operations Policy F.M. 08 (Appendix A) and the revised TCDSB Finance and Accounting Operating Procedures (Appendix B).

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
Del Grande
Di Pasquale
Kennedy

Lubinski

The Motion was declared

CARRIED

16. Updating of Pending List

MOVED by Trustee Kennedy, seconded by Trustee Del Grande, that Items 16a) and 16b) be adopted as follows:

16a) Monthly Pending List received; and

16b) Annual Policy Priority Schedule received.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
Del Grande
Di Pasquale
Kennedy
Lubinski

The Motion was declared

CARRIED

17. Adjournment

MOVED by Trustee Del Grande, seconded by Trustee Di Pasquale, that the meeting be adjourned.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
Del Grande
Di Pasquale
Kennedy
Lubinski

The Motion was declared

CARRIED

SECRETARY

CHAIR



*Mike Del Grande
Trustee Ward 7*

E-mail: Mike.DelGrande@tcdsb.org

Voicemail: 416-512-3407

To: Governance and Policy Committee Meeting , January 7, 2020

From: Mike Del Grande, Trustee Ward 7

Subject: Consideration of Motion – Review of Delegation Policy

MOVED BY: Mike Del Grande, Toronto Catholic District School Board

WHEREAS: There are current TCDSB policies on Trustee Code of Conduct (Policy T.04) and Delegations that must be followed;

WHEREAS: There is no current protocol to handle delegates who violate the delegation policy.

BE IT RESOLVED THAT: A review of the policies and their implementation should be conducted at the Governance and Policy meeting.

**Mike Del Grande
Trustee, Ward 7**



REPORT TO

**GOVERNANCE AND POLICY
COMMITTEE**

**CATHOLIC PARENT INVOLVEMENT COMMITTEE,
POLICY P.04, REVIEW REPORT**

“He rules the world in righteousness and judges the peoples with equity.” Psalm 9:8

Created, Draft	First Tabling	Review
December 9, 2019	January 7, 2020	Click here to enter a date.

J. Wujek, Superintendent of Schools (Area 5) & Parent Engagement
M. Sequeira, Coordinator-International Languages, Parent Engagement and Community Relations

RECOMMENDATION REPORT

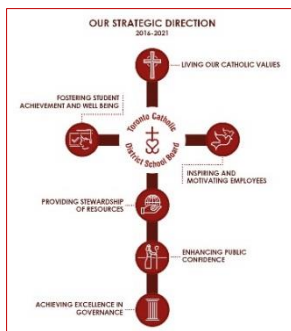
Vision:

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Mission:

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We educate students to grow in grace and knowledge to lead lives of faith, hope and charity.



Rory McGuckin
Director of Education

D. Koenig
Associate Director
of Academic Affairs

L. Noronha
Associate Director of Facilities,
Business and Community
Development, and
Chief Financial Officer

A. EXECUTIVE SUMMARY

This report recommends updating the current Catholic Parent Involvement Committee, Policy P.04, as per the five year review cycle in the Meta Policy (M.01).

The cumulative staff time required to prepare this report was 30 hours.

B. PURPOSE

This Recommendation Report is on the Order Paper of the Governance Policy Committee.

C. BACKGROUND

1. The Toronto Catholic Parent Involvement Committee, Policy P.04 was first approved on April 25, 2013.
2. Changes to the policy reflect current legislation and practices.

D. EVIDENCE

1. The policy has been amended and informed in consultation with Legal Services and with the Toronto CPIC.

E. METRICS AND ACCOUNTABILITY

1. The recommendations in this report will be monitored by the Director of Education with the support of the superintendent of Parent Engagement, and reported on the Annual Toronto Catholic Parent Involvement Committee Metrics Report.
2. Further reports will be brought to the Board in accordance with the policy review schedule.

F. IMPLEMENTATION, STRATEGIC COMMUNICATIONS AND STAKEHOLDER ENGAGEMENT PLAN

1. The updated policy (Appendix A), and accompanying appendices (Appendix B and Appendix C), as approved will be posted on the TCDSB policy register.
2. CPIC, Ontario Association for Parents in Catholic Education (OAPCE) and Catholic School Parent Councils (CSPCs) will be informed of changes through their regular meetings.

G. STAFF RECOMMENDATION

Staff recommends that the revised Catholic Parent Involvement Committee, Policy P.04 (Appendix A of this report) be adopted.

It also recommends that Appendices A and B (Appendices B and C of this report) to the policy be approved. Revisions to these Appendices may be made from time to time following consultation between Toronto CPIC and staff.



POLICY SECTION: Parents
SUB-SECTION:
POLICY NAME: Catholic Parent Involvement Committee
POLICY NO: P.04

Date Approved: April 25, 2013- Board	Date of Next Review: Policy Review Cycle: April 2016 April 2025	Dates of Amendments: January 2020
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Cross References:

Education Act Ontario Regulation 612/00 School Councils and Parent Involvement Committees
 S. 10 Catholic School Advisory Councils **School Parent Councils**
 F.M.01 Employee Expenses
 F.P.01 Purchasing
 H.M.19 Conflict Resolution
H.M. 24 Catholic Equity and Inclusive Education Policy
S.S. 09 Code of Conduct

Attachments(s): Appendices:

Toronto CPIC Operational Procedures Protocol **Procedural Guidelines** - Appendix A
Toronto CPIC By-laws - Appendix B

Purpose:

This Policy provides direction on the operation of the Toronto Catholic District School Board’s Parent Involvement Committee in those areas where a policy is required by the Regulation in the Education Act.



POLICY SECTION: Parents
SUB-SECTION:
POLICY NAME: Catholic Parent Involvement Committee
POLICY NO: P.04

Scope and Responsibility:

The policy provides oversight to the operation and activities of the TCDSB’s Parent Involvement Committee (CPIC). The Director of Education is responsible for this policy.

Alignment with MYSP:

Living Our Catholic Values

Strengthening **Enhancing** Public Confidence

Fostering Student Achievement and Well-Being

Financial Impact:

-

~~The Ontario Ministry of Education provides base funding for the Catholic Parent Involvement Committee. Annual applications may be submitted by CPIC to the Ministry of Education for regional Parent Reaching Out grants to further support parent engagement at the TCDSB.~~

Legal Impact:

~~The Board’s legal counsel will ensure matters of the Catholic Parent Involvement Committee are consistent with the mandate prescribed in Ontario Regulation 612/00.~~

~~External legal advice sought by the Parent Involvement Committee will not be supported with funds provided by the Ministry of Education.~~

Policy:

Toronto Catholic Parent Involvement Committee (CPIC) is a statutory committee of the Toronto Catholic District School Board (TCDSB), and its mandate is to support, encourage and enhance parent engagement at the board level in order to improve student achievement and well-being. **Toronto** CPIC will provide information and advice on parent engagement to the Board of Trustees and the Director of Education, will communicate with and support **Catholic School Parent**



POLICY SECTION: Parents
SUB-SECTION:
POLICY NAME: Catholic Parent Involvement Committee
POLICY NO: P.04

Councils ~~Catholic School Advisory Councils~~ of the TCDSB, and will undertake activities to help parents of pupils in TCDSB schools support their children's learning at home and at school. It is incumbent upon the Catholic Parent Involvement Committee to act as a committee and not carry out responsibilities as individual members of the committee.

Regulations:

1. **Toronto** CPIC will develop strategies and initiatives that the TCDSB could use to effectively communicate with parents and to effectively engage parents in improving student achievement and well-being, and advise the Board of Trustees, TCDSB staff and the Director of Education on methods of implementing these strategies and initiatives, and communicate information from the Ministry to school councils of the board.
2. **Toronto** CPIC will work collaboratively with the Director of Education, Board of Trustees, TCDSB staff and Catholic School ~~Advisory~~ **Parent Councils (CSPC)** of the TCDSB to share effective parent engagement practices, identify and reduce barriers to meaningful parent engagement, and ensure that TCDSB schools create a welcoming environment for parents.
3. The Board may solicit, receive and take into consideration the advice of **Toronto** CPIC regarding matters that relate to parent engagement, and student achievement and well-being, and will inform **Toronto** CPIC of its response to the advice given.
4. **Toronto** CPIC will be regularly allotted time on the order paper of the Regular Board meeting to address the board and provide information and advice on parent engagement, and strategies to effectively engage parents in improving student achievement and well-being. The Board will inform **Toronto** CPIC of its response to the advice given.
5. Information, recommendations and advice to the board will be augmented through the minutes of **Toronto** CPIC received at the Regular Board meeting.



POLICY SECTION: Parents

SUB-SECTION:

POLICY NAME: Catholic Parent Involvement Committee

POLICY NO: P.04

6. **Toronto** CPIC may solicit and take into consideration the advice of parents of students enrolled in TCDSB schools with regards to matters under consideration by the Committee in consultation by board staff.
7. Prior to discussing with the whole committee and committing to proposed expenditures from base funds as per the approved budget of the Committee, the **Toronto** CPIC Chair will consult with the director, separate from regular committee meetings, about the use of designated funds allocated to support parent engagement consistent with TCDSB policies.
8. After the consultation with the director, all proposed expenditures exceeding \$2500 from base funds will be presented through a motion to the whole **Toronto** CPIC for approval.
9. For proposed contracted products and services from ~~both~~ base funding ~~and applicable Parent Reaching Out (PRO) grants~~, contracts must be reviewed centrally prior to execution. The CPIC Chair and Director of Education or designate must co-sign the agreement. For purchases and/or contract for services, the TCDSB policy (F.P.01 Purchasing) must be followed. Any contracts or purchases entered into by **Toronto** CPIC without prior approval will become the responsibility of the **Toronto** CPIC member who incurred the expense.
10. TCDSB will reimburse **Toronto** CPIC members for acceptable expenses reasonably incurred in line with the TCDSB policy (F.M.01 Employee Expenses) and specified in the **Toronto CPIC Procedural Guidelines**. **Toronto CPIC shall maintain a member expense reimbursement policy.** ~~A general motion approving CPIC member reimbursement parameters and processes will be approved at the first meeting held in October of every year.~~
11. With the approval of CPIC, funds may be disbursed to parents of children in TCDSB schools to support attendance at events and workshops focused on parent engagement.



POLICY SECTION: Parents

SUB-SECTION:

POLICY NAME: Catholic Parent Involvement Committee

POLICY NO: P.04

12. Records of financial transactions will be **attached to the Committee's meeting agenda for all regular Toronto CPIC meetings.** ~~provided by TCDSB staff to CPIC for Committee meetings. Financial statements will be posted on the board's website quarterly.~~
13. The Board will appoint a trustee representative and an alternate to **Toronto** CPIC, and determine the term of office for such appointment at its annual caucus meeting.
14. The Board shall ensure that vacancies in parent member positions on **Toronto** CPIC are advertised through the TCDSB Communications Department using a variety of methods.
15. TCDSB staff and **Toronto** CPIC members will organize elections and prepare and communicate election materials. With respect to the actual election process in different wards, TCDSB staff will facilitate, conduct and scrutinize each election to ensure impartiality and transparency.
16. The Board will annually determine the meeting dates for **Toronto** CPIC, as per the process for its Standing and Statutory committees, at its regular meeting in December. All regular Committee meetings will take place at the TCDSB's Catholic Education Centre and are open for the public to attend. The Board shall ensure all members are able to participate fully in committee meetings by electronic means.
17. The Chair of **Toronto** CPIC shall ensure that notice and agenda, including relevant back-up materials, of each regular Committee meeting and subcommittee meeting is provided to all members of the Committee at least five days before the meeting by delivering a notice to each member by e-mail and by arranging for staff to post a notice on the Board's website.
18. Insofar as **Toronto** CPIC may establish subcommittees, notices of meetings and agendas will be delivered to each member of the committee and posted on the TCDSB website. Meetings will be held at the premises of the TCDSB insofar as such facilities are available, or held electronically.



POLICY SECTION: Parents
SUB-SECTION:
POLICY NAME: Catholic Parent Involvement Committee
POLICY NO: P.04

19. A regular meeting of **Toronto** CPIC will not proceed if the trustee representative or alternate, and the director or designate, is not in attendance in person or via electronic communication. Should the trustee representative or director/designate need to leave for the duration of the meeting, and an alternative replacement cannot be found, the Committee will adjourn the meeting.
20. Approved minutes of all **Toronto** CPIC meetings will be posted on the TCDSB website by Board staff and sent electronically to the chairs or co-chairs of ~~Catholic School Advisory Councils~~ **the CSPC** in each school of the TCDSB. Minutes will remain on the TCDSB website for four years. Approved minutes will be provided for inclusion on the order paper of the Regular Board.
21. All communications from **Toronto** CPIC intended for distribution to parents of children in schools of the Board will be approved by the director prior to the communication being sent to the intended recipients.
22. **Toronto** CPIC will approve and submit an annual written summary of the Committee's activities to the Chair of the Board and the Director of Education by November 30 of every year. ~~The summary will include a report on how funding provided for parental involvement was spent. The director will provide this summary of activities to Catholic School Advisory Councils of the TCDSB, and will post the summary of activities on the TCDSB website.~~
23. **The summary of the Toronto CPIC annual report will include information under the following headings:**
 - **CPIC Mandate and Purpose;**
 - **CPIC Structure and Membership;**
 - **CPIC Officers and Meetings;**
 - **CPIC Sub-Committees;**
 - **Recommendations Provided and Action-After;**
 - **CPIC Sponsored Events;**



POLICY SECTION: Parents

SUB-SECTION:

POLICY NAME: Catholic Parent Involvement Committee

POLICY NO: P.04

- CPIC Activities and Highlights; and
- CPIC Financial Summary.

~~24.~~ The director will provide this summary of activities to ~~Catholic School Advisory Councils~~ Catholic School Parent Councils of the TCDSB, and will post the summary of activities on the TCDSB website.

~~23.~~ **25. Toronto** CPIC's by-law governing internal conflict resolution will be consistent with the TCDSB policy (H.M. 19 Conflict Resolution).

~~24.~~ **26.** The operational procedures provided ~~Toronto~~ CPIC Operational Procedures **Procedural Guidelines** Protocol (Appendix A) and **Toronto CPIC By-laws (Appendix B)** will govern the respective activities of **Toronto** CPIC.

Definitions:

Not of significance in this policy.

Evaluation and Metrics:

The effectiveness of the policy will be determined by measuring the following:

1. The annual summary of **Toronto** CPIC activities will serve as an assessment of the committee's work to support parental engagement at TCDSB.
2. Advice provided to the Board of Trustees and the Director of Education and any action arising out of this advice will be monitored and assessed.



TCDSB Catholic Parent Involvement Committee Procedural Guidelines

Toronto Catholic District School Board

Toronto Catholic Parent Involvement Committee (CPIC)

Procedural Guidelines – Appendix A

Procedural Guidelines

**OPERATIONAL PROCEDURES PROTOCOL TABLE OF
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TCDSB Catholic Parent Involvement Committee Procedural Guidelines

PROCEDURES FOR ALLOCATING BASE FUNDS TO CPIC

Funds are transferred to the Board from the Ministry based on formula (\$5000 + 0.17 per student). Funds are held in a central TCDSB account in reserve for CPIC.

These funds must be used by **Toronto** CPIC in order to achieve its purpose by providing: information and advice on parent engagement to the board; **by** communicating with and supporting TCDSB **Catholic School Parent Councils (CSPCs) CSACs**; and **by** undertaking activities to help parents of pupils of the board support their children's learning at home and at school. (Ont. Reg. 612/00, 27 (2)).

A. Process for Utilization of Funds

The process for CPIC to access funds to meet their mandate is as follows:

- consultation on the disbursement of funds for a designated initiative must have taken place with the director prior to proceeding with the purchase or motion being tabled at a full **Toronto** CPIC meeting;
- all requests for the disbursements of funds for a designated initiative must be discussed at a full **Toronto** CPIC meeting;
- **all** requests must comply with Ministry and TCDSB policy; and
- **Toronto** CPIC must approve a motion that supports the allocation of funds for the intended purpose.

B. ~~These funds may be accessed in two different ways:~~ Accessing CPIC Base Funds**CPIC base funds can be accessed in following ways:**

1. **Through** a Purchase Order Generated Through SAP:
 - Purchase order signed by the **Toronto** CPIC Chair and **the** Treasurer is submitted with a copy of the date and motion approving the purchase;

TCDSB Catholic Parent Involvement Committee Procedural Guidelines

- **Purchase order is then submitted to** staff **for required** signatures required: amounts of \$5000.00 or less (coordinator); amounts over \$5000.00 (director/designate).
2. Direct Payment of Invoice Using the Cheque Requisition Form
- Attach the original Invoice to the TCDSB Cheque Requisition Form along with a copy of the date and motion approving the purchase.
 - Complete the Cheque Requisition Form accordingly, based on the information provided on the invoice.
 - Complete the **Toronto** CPIC Reporting template.
 - Submit the Cheque Requisition Form for signatures to the **Toronto** CPIC Chair and Treasurer.
 - Send the completed reporting template, Cheque Requisition Form and copy of the invoice to Coordinator, Parent Engagement. Staff signatures required: amounts of \$5000.00 or less (coordinator); amounts over \$5000.00 (director/designate).
 - The vendor will be paid directly by the accounting department.
3. Reimbursement for Payments Made Directly by **Toronto** CPIC Members
- **The** same process as above **applies** but the **Toronto** CPIC member will be paid directly by the accounting department.

PROCEDURES FOR ALLOCATING PRO FUNDS TO CPIC

~~Regional PRO Grant Funds are approved by the Ministry of Education based on Eligible Projects.~~

~~Approval is given for a stipulated initiative and the Project Agreement is signed by the Ministry of Education and the Toronto Catholic District School Board. The Project Agreement is entered into pursuant to, incorporates by reference and is governed by the Master Transfer Payment Agreement (MTP).~~

~~Funding by the Ministry is paid in two instalments:~~

- ~~1) A payment of 80% after the contract is signed~~
- ~~2) A payment of 20% after the final report is completed and submitted Deadline for final reports is August 31 of the current school year.~~

TCDSB Catholic Parent Involvement Committee Procedural Guidelines

Process for Utilization of Funds

~~The process for the access of PRO Grant funds is the same as those outlined above for the Base Funds.~~

~~Project costs and activities not eligible are:~~

- ~~• Activities that have taken place prior to PRO Grant approval~~
- ~~• Payment to staff~~
- ~~• Student focused activities, including speaker fees for student audiences and purchase of supplies for home use~~
- ~~• Purchase of goods and services that the Ministry of Education already pays for (e.g. instructional materials for students)~~
- ~~• On-going operational costs (e.g. leasing of offices, long-term administrative costs, maintenance of website, financial commitments that last longer than the term of the project)~~
- ~~• Honoraria for parents~~
- ~~• Speaker fees or honorarium exceeding 40% of total approved funding~~
- ~~• Capital costs (e.g. equipment)~~
- ~~• Out of province travel~~
- ~~• Debts or financial losses that result from a project~~
- ~~• Refreshment costs over 15% □ Promotion costs over 5% of grant.~~

SURPLUS BASE FUNDS

It is the intent that Base Funding made available each year for parent engagement initiatives be expended by June 30 of the school year in which the funds were provided.

- Toronto** CPIC surplus amounts are to be retained in a **Toronto** CPIC reserve account designated for the funding of parent engagement activities and made available to **Toronto** CPIC in the following school year.

TCDSB Catholic Parent Involvement Committee Procedural Guidelines

- ~~2. CSAC surplus amounts are to be retained in the CSAC school account designated for the funding of parent engagement activities and made available to the school's CSAC in the following school year.~~

PROCEDURES FOR SURPLUS PRO GRANT FUNDS

~~Each year, the Ministry of Education issues a memorandum providing direction in respect of the process for surplus Parent Reaching Out (PRO) grants. The following process is reflective of the practices in the past and may be subject to change as per Ministry direction:~~

- ~~1. Each CSAC that has surplus PRO Grant funds will have the funds placed in reserve in the school CSAC account.~~
- ~~2. Each CSAC that has surplus PRO Grant funds must spend the money on an initiative designed for parent engagement, consistent with the intent of their original application.~~
- ~~3. Funds must be spent by June 30 of the following school year.~~
- ~~4. If a CSAC chooses not to continue working on a parent engagement initiative, the funds must be released to the board. CPIC will determine the parent engagement activities for which these surplus funds will be used.~~
- ~~5. CPIC surplus PRO Grant funds will have the funds placed in reserve in the CPIC account.~~
- ~~6. Unspent funds must be spent on the original application initiative designed for parent engagement, consistent with the intent of their original application.~~
- ~~7. Funds must be spent by June 30 of the following school year.~~
- ~~8. If CPIC chooses not to continue working on a parent engagement initiative approved through a PRO Grant the funding will be placed in the board's reserve account and then designated for the funding of other parent engagement activities.~~

~~If CPIC chooses not to continue working on a parent engagement initiative approved through a PRO Grant, they may request written permission from the Ministry of Education to use those funds for an alternative parent engagement initiative. If such a request is approved the funds will be designated for the approved parent engagement initiative.~~



PROCEDURES FOR CONTRACTING THIRD PARTY SERVICE PROVIDERS

The general principles found in TCDSB policy F.P.01 Purchasing will be followed, with some variations:

Insofar as **Toronto** CPIC has approved by a motion to seek a third party service provider consistent with the approved PRO Grant application, the following principles will apply:

1. The need for services must be made available to a minimum of three individuals/organizations
2. Award for service will be given to the lowest bidder except where the best interests of **Toronto** CPIC are served by accepting other than the lowest bidder.
3. Contracts for services will be limited to a maximum of five years.
4. Contracts for the acquisition of services, regardless of the amount or term, must be reviewed centrally prior to execution.
5. **Toronto** CPIC retains the right to source and accept unique proposals that are deemed to be in **Toronto** CPIC's best interests.
6. Use of a sole source for an expenditure greater than \$2000.00 will require completion of a Sole Source Declaration Form.

TCDSB Catholic Parent Involvement Committee Procedural Guidelines

~~**ES FOR REIMBURSEMENT OF CPIC MEMBERS**~~

~~The Toronto Catholic District School Board shall reimburse members of its Catholic Parent~~

~~Involvement Committee (CPIC) for reasonable expenditures incurred in their duties as members of CPIC. The most common types of reimbursement are: mileage claims, child-minding expenses, and conference fees. The objective of this approach is to comply with the Broader Public Sector Expenses Directive, April 1, 2011.~~

~~**A. Process for Reimbursement: Travel Expenses and Child-Minding**~~

~~The process for reimbursing CPIC members who qualify for reimbursement for travel expenses and child-minding for CPIC meetings or events is as follows:~~

- ~~1. Mileage rate will be calculated according to F.M. 01 Employee Expenses at the same rate provided for the group: management Employee Group – Non Union~~
- ~~2. The member must request reimbursement on a fully completed expense form and submit the form to the Treasurer of CPIC for signed authorization;~~
- ~~3. The form is provided to the staff member responsible for CPIC liaison and reviewed.~~
- ~~4. Staff prepare a TCDSB Cheque Requisition Form and request the Chair of CPIC to authorize;~~
- ~~5. Cheque Requisition form is submitted to the finance department for payment along with all original, itemized receipts and the appropriate approval.~~
- ~~6. All requests for out of pocket reimbursement must be received in either Payroll or Business Services with the appropriate approval within 90 days of the event.~~
- ~~7. Expenses incurred prior to the Board's year end of August 31st must be submitted by September 30th for reimbursement. Failure to comply with these deadlines will result in the form being returned unpaid.~~

~~**B. Process for Reimbursement: Conferences, Workshops and Other**~~

~~**Expenditures** The process for reimbursing CPIC members who qualify for reimbursement for Conferences, Workshops and Other Expenditures is as follows:~~

TCDSB Catholic Parent Involvement Committee Procedural Guidelines

- ~~1. The expenditure is discussed at a full committee meeting prior to committing to or incurring an expense and approved.~~
- ~~2. Large expenditures must be discussed with the Director of Education or designate prior to committing to or incurring an expense.~~
- ~~3. Approval is contingent on base funding budget availability, Parent Reaching Out Grant funds, and total ongoing cost.~~
- ~~4. Expenses must be submitted to the Chair, and the Chair is only authorized to approve expenses that were incurred in the execution of CPIC duties.~~
- ~~5. The Chair is only authorized to approve expenses that include all appropriate documentation itemized on the approved expense form for reimbursement.~~
- ~~6. In situations when a payment must be made without the appropriate documentation available a written explanation must accompany the expense form. Reimbursement will be at the discretion of the Director of Education or designate.~~

C. Documentation

~~Reimbursement must be made on a TCDSB Cheque Requisition Form and will have all original itemized receipts attached, indicate the date and nature of each charge and have the approval of the attendee's authorized supervisor.~~

D. Travel and Conferences

~~Member expenses incurred on CPIC business including attending conferences, conventions and other professional learning activities as an approved representative of CPIC shall be reimbursed as follows:~~

- ~~1. Prior approval will be obtained from the Committee before any costs or commitments are incurred.~~
- ~~2. CPIC members shall be reimbursed for out of pocket travel expenses incurred while on Board business. Eligible expenses include:~~
 - ~~a) A rate per kilometer not to exceed the predetermined rate for the board employees.~~
 - ~~b) The distance paid will be the distance from the member's home and the actual distance incurred.~~
 - ~~c) Paid parking associated with the travel.~~
 - ~~d) TTC tokens or day passes.~~
- ~~3. Allowable expenses for an approved CPIC representative will be determined as follows:~~

TCDSB Catholic Parent Involvement Committee Procedural Guidelines

- a) ~~Conference, workshop or registration fees or charges.~~
 - b) ~~Meals at reasonable cost during the scheduled event which are **not** included in registration. The maximum daily charges for 3 meals should not exceed the suggested _____ meal rate maximums published on the Business Services intranet site. The rates include _____ taxes and gratuities and are not an allowance. They are for individual meals and you must _____ have eaten the meal in order to submit a receipt for reimbursement.~~ c) ~~Mileage and parking expenses for use of a personal vehicle.~~
 - d) ~~Public transportation at cost.~~
 - e) ~~Standard hotel accommodation at the government rate with prior approval. It is expected _____ that one call, of reasonable length, per day to your residence is appropriate while _____ traveling on Board business.~~
 - f) ~~Other **business** expenses at the lowest cost option (telephone, fax and internet).~~
 - g) ~~Reasonable gratuities for porter, hotel room services and taxis using the following as a _____ reasonability test:~~
 - ~~10—15% on a restaurant meal.~~
 - ~~10% on a taxi fare.~~
 - ~~\$2—\$5 per 2 night stay in a hotel for housekeeping.~~
4. ~~The following will not be reimbursed:~~
- ~~Recreational costs (fitness facilities, video rentals, mini bar charges, golf tournament fees, etc.) □ Alcoholic beverages.~~
 - ~~Ticket costs for theatre, concert, movie or sporting events.~~
 - ~~Purchase of promotional items.~~
 - ~~Parking tickets, traffic violations or other automobile expenses not listed above.~~

TCDSB Catholic Parent Involvement Committee Procedural Guidelines

5. ~~Mileage claims will be submitted to the CPIC Treasurer for initial approval, and then submitted to the TCDSB staff member responsible for CPIC liaison. Once reviewed, a TCDSB Cheque Requisition Form will be prepared by the staff member and—authorized by the Chair of CPIC. The form will then be submitted to the finance department—for payment along with all original, itemized receipts and the appropriate approval.~~
6. ~~All requests for employee reimbursement must be received in either Business Services—with the appropriate approval within 90 days of the event. Expenses incurred prior to—the Board’s year end of August 31st—must be submitted by September 30th for reimbursement.—Failure to comply with these deadlines will result in the form being returned unpaid.~~
7. ~~Exceptions to this policy and resolution of any dispute arising shall be at the discretion of the—Director of Education.~~

E. Meals

1. ~~Meals will be reimbursed to CPIC members whose duties require them to attend meetings—and a meal is not provided otherwise.~~
2. ~~Reimbursement will be made by way of an approved Cheque Requisition form with all—receipts and documentation attached. The form must have the appropriate approval of the—CPIC Chair, an explanation and date for each claim and cannot be submitted later than 90—days past the event.~~

F. Out of Pocket Expenses

1. ~~Occasionally, CPIC members may be required to purchase supplies out of pocket. Members—will be reimbursed for out of pocket expenses based on:~~
 - a) ~~The Treasurer or Chair’s approval of the purchase **prior** to the purchase being made.~~
 - b) ~~The reimbursement process for travel expenses and child minding (see A above).~~

TCDSB Catholic Parent Involvement Committee Procedural Guidelines

FINANCIAL REPORTING TO THE BOARD

1. As all funds are held in a central account for **Toronto** CPIC.
2. TCDSB staff will provide a record of financial transactions to **Toronto** CPIC for Committee meetings.
3. ~~Financial statements will be presented to Board as part of the order paper for the regular Board meeting and will be posted on the TCDSB website.~~
4. ~~Financial Statements will be posted on the Board's website quarterly.~~

BOARD SUPPORT FOR CPIC ELECTIONS

4. CPIC Elections will take place in accordance with the Toronto CPIC By-Laws as set out in Article ~~XVIII (18)~~. **XVII (17)**
2. <https://www.tcdsb.org/FORPARENTS/ParentInvolvement/CPICElections/Pages/default.aspx>
3. ~~The CPIC Nominating & Elections Subcommittee together with the TCDSB Superintendent or TCDSB Superintendents for the Ward, shall ensure a fair and transparent election process.~~
4. ~~The election scrutineer(s) shall be the TCDSB Superintendent or the TCDSB Superintendents for the Ward in conjunction with a second TCDSB staff member.~~
5. ~~The CPIC Nominating & Elections Subcommittee in consultation with the trustee and superintendents of the Ward will determine the date, time and location of the election.~~

TCDSB Catholic Parent Involvement Committee Procedural Guidelines

5. 3. The TCDSB liaison with Toronto CPIC will obtain permits for the selected site and will coordinate the set-up of the location and any access to IT equipment, which may be required for the running of the election.
6. 4. The TCDSB Communications Department will advertise the **Toronto** CPIC elections using a variety of methods. Methods of advertisement may include, but are not limited to: posting on the TCDSB portal site, notices in TCDSB schools, messages in school newsletters, social media announcements, advertisements in local newspapers, e-mail contact with ~~Catholic School Advisory Council Chairs~~ **Catholic School Parent Council chairs**.
6. 5. The TCDSB liaison with Toronto CPIC will ensure that the names of elected Committee Members are publicized to the TCDSB community within three (3) days following the election.

METHODS OF ADVERTISING VACANCIES ON TORONTO CPIC

1. The TCDSB Communications Department will collaborate with the **Toronto** CPIC Nominating & Elections Subcommittee to determine the methods of advertising that the board will use to advertise vacancies on **Toronto** CPIC.

The TCDSB Communications department will advertise the **Toronto** CPIC vacancies using a variety of methods. Methods of advertisement may include, but are not limited to: posting on the TCDSB portal site, notices in TCDSB schools, messages in school newsletters, social media announcements, advertisements in local newspapers, **and** e-mail contact with ~~Catholic School Advisory Council Chairs~~. **Catholic School Parent Council chairs**.

TCDSB Catholic Parent Involvement Committee Procedural Guidelines

COMMUNICATION BETWEEN CPIC CHAIR AND THE BOARD OF TRUSTEES

1. **Toronto** CPIC will provide the trustees with advice and information about parent engagement through the submission of the approved **Toronto** CPIC Minutes, including financial statements, from **Toronto** CPIC regular meetings to be included in the order paper for the board meeting. The submission will take place as soon as the approved minutes are available in order to meet the timelines for the next board meeting.
2. In addition to the above, **Toronto** CPIC may provide a verbal report to the Board of Trustees at regular Board meetings, advising the trustees on matters related to parent engagement, and strategies to effectively engage parents in improving student achievement and well-being.
3. Through the Board meeting, trustees will advise the director to take certain actions.
4. The director will direct staff to take appropriate actions which will include the following:
 - Support CPIC/CSAC **CSPC** initiatives; and
 - Facilitate the work involved in initiatives/strategies/events/report back through the director/designate to the trustees.
5. The report back to **Toronto** CPIC will be done in writing or as a verbal report from the **Toronto** CPIC trustee representative. The method of report back will be decided by the Trustees based on the **Toronto** CPIC recommendation or **CPIC** request.



Effective
October 2019

Toronto CPIC By-laws- Appendix C.docx



**TORONTO CATHOLIC
PARENT INVOLVEMENT
COMMITTEE**

TORONTO CATHOLIC PARENT INVOLVEMENT COMMITTEE - BYLAWS

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HISTORY OF REVISIONS

Initial Formal Constitution and Bylaws – First Edition	June 1, 2011
Addendum – 7.2 and 7.4	September 15, 2014
Major Revision – Changes to structure, simplification of language, consolidation of addendum and standing rules	September 16, 2019

AUTHORITY TO MAKE BYLAWS

These bylaws are subject to compliance with applicable legislation including the Ontario Education Act and its Regulation 612/00. Any conflict with these bylaws and applicable legislation shall should to eliminate the cone

As permitted under [Ontario Education Act Regulation 612(00) s(43)]

A parent involvement committee,

(a) may make by-laws governing the conduct of the committee’s affairs; and

(b) shall make by-laws,

(i) specifying the number of parent members to be appointed or elected to the committee, governing the process of appointment or election of parent members and governing the filling of vacancies in parent membership,

(ii) specifying the number of community representatives, up to three, to be appointed to the committee, governing the process of appointment of community representatives and governing the filling of vacancies in community representative membership,

(iii) governing the election of members of the committee to the offices of chair or co-chair, and any offices provided for in the by-laws, and governing the filling of vacancies in the offices of the committee,

(iv) specifying the number of parent members of the parent involvement committee that will hold office for one year and the number of parent members that will hold office for two years,

(v) specifying how many, if any, may be appointed by the board to the parent involvement committee,

(vi) specifying the length of the term of office for the community representative members of the parent involvement committee and the members appointed by the board, if any

(vii) establishing rules respecting conflicts of interest of the members of the parent involvement committee, and

(viii) establishing a process for resolving conflicts internal to the committee, consistent with any conflict resolution policies of the board.

ARTICLE I - NAME & LOGO OF THE ORGANIZATION

1.1 Organization Name

1.1.1 The name of the organization shall be: “Toronto Catholic Parent Involvement Committee”.

1.1.2 The organization may also be referred to as “Toronto CPIC” or “TCDSB CPIC or “CPIC”.

1.2 Logo

1.2.1 The official logo of Toronto CPIC shall be determined by CPIC from time to time.

ARTICLE II – MISSION & OBJECTIVES OF THE ORGANIZATION

MISSION: To improve student academic achievement and the emotional, spiritual and physical well-being of students by supporting, encouraging and enhancing meaningful parent engagement.

PURPOSE: As outlined by [Ontario Education Act Regulation 612/00) s(27) & s(28)]

The purpose of a parent involvement committee is to support, encourage and enhance parent engagement at the board level in order to improve student achievement and well-being.

A parent involvement committee of a board shall achieve its purpose by:

- (a) providing information and advice on parent engagement to the board;
- (b) communicating with and supporting school councils of schools of the board; and
- (c) undertaking activities to help parents of pupils of the board support their children’s learning at home and at school

A parent involvement committee of a board shall:

- (a) develop strategies and initiatives that the board and the board's director of education could use to effectively communicate with parents and to effectively engage parents in improving student achievement and well-being;**
- (b) advise the board and the board's director of education on ways to use the strategies and initiatives referred to in clause (a);**
- (c) communicate information from the Ministry to school councils of schools of the board and to parents of pupils of the board;**
- (d) work with school councils of schools of the board and, through the board's director of education, with employees of the board to,**
 - (i) share effective practices to help engage parents, especially parents who may find engagement challenging, in their children's learning,**
 - (ii) identify and reduce barriers to parent engagement,**
 - (iii) help ensure that schools of the board create a welcoming environment for parents of its pupils, and**
 - (iv) develop skills and acquire knowledge that will assist the parent involvement committee and school councils of the board with their work; and**
- (e) determine, in consultation with the board's director of education and in keeping with the board's policies, how funding, if any, provided under the Education Act for parent involvement as described in section 27 clauses (a) to (d), is to be used.**

ARTICLE III – DEFINITIONS

3.0 For the purposes of these Bylaws, whenever the following words are used with its first letter capitalized, shall refer to the definition in this Article.

3.1 Board/TCDSB

Toronto Catholic District School Board inclusive of the organization, Board of Trustees and employees/students within it.

**3.2 Committee/CPIC
Toronto Catholic Parent Involvement Committee**

**3.3 Committee Operating Year
November 1 – October 31**

**3.4 Committee Fiscal Year
September 1 – August 31**

**3.5 Conflict of Interest: Compensation
Includes direct and indirect remuneration as well as gifts or favours that are substantial in nature.**

**3.6 Conflict of Interest: Financial Interest
Any Member has a “financial interest” if the Member has, directly or indirectly, through business, investment or family in**

- a) An existing or potential ownership or investment interest in any entity with which the Committee has a transaction, contract, or other arrangement,**
- b) A compensation arrangement with the Committee or with any entity or individual with which the Committee has a transaction, contract, or other arrangement**
- c) An existing or potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Committee is negotiating a transaction, contract, or other arrangement**
- d) An existing or potential ownership or investment interest in, or compensation arrangement with, any entity whose business or operation has been or will be directly affected by a decision or action of the Committee.**

**3.7 Conflict of Interest: Interested Member
Any Member of the Committee who has a Financial Interest, as defined above, or who serves as a Director or Officer of any entity with which the Committee has a transaction, contract, or other arrangement.
To include all types of conflict of Interest 3.5-3.7**

3.8 E-Meeting or Electronic Meeting

An interactive meeting supporting two-way voice communications and may include video or screen sharing abilities.

3.9 Ex-Officio

A person who is included in membership by virtue of another office or position they hold

3.10 Inaugural Meeting

The annual Meeting where the purpose of the meeting is to elect Officers of the Committee, appoint Community Members and **recognized** newly elected or re-elected Members and creation of subcommittees.

3.11 Member

A person on the Committee which includes Parent Members, Community Representatives and Ex-Officio Members. In the case of subcommittees, may also refer to a person who is not a CPIC Member.

3.12 Nomination Period

The designated time when there is call and deadline for potential Parents wishing to stand for election for their respective Wards or Ward Cluster of School.

3.13 Parent

A natural or adoptive parent which also includes a legal guardian who has lawful custody of a child enrolled in a TCDSB school.

3.14 Parent Member

A Parent Member of the Committee who is elected, acclaimed or appointed to the Committee and has a child enrolled in a TCDSB school.

3.15 Regular Meeting/Meeting

A prescheduled Meeting of CPIC from the annual calendar of Meetings which includes the annual Inaugural Meeting. May also include Subcommittee Meetings.

3.16 Urgent Matter

Any matter of a time-sensitive nature which may result in financial loss or other harm to the TCDSB and/or CPIC, if the matter is not dealt with before the next scheduled Meeting.

3.17 Ward

Designated TCDSB Trustee Wards with defined boundaries encompassing one of **or** more City of Toronto Wards.

3.18 Ward Cluster of Schools

A defined group of TCDSB Trustee Wards or Splits within TCDSB Trustee Wards defined by CPIC through policy for the purposes of defining boundaries for recruitment of Parent Members.

3.19 Ward Representative

A Parent Member who may be an elementary or secondary school representative.

ARTICLE IV – COMMITTEE STRUCTURE & MEMBERSHIP

4.0 To be consistent with [Ontario Education Act Regulation 612/00 s(33/34)]

4.1 Parent Members – Elementary School Ward Representatives

4.1.1 Qualifications

4.1.1.1 Shall be an English-Catholic School supporter as designated by the official City of Toronto/MPAC tax roll.

4.1.1.2 Shall be a Parent (as defined by the Education Act) of a student enrolled in a TCDSB elementary school as of the date of election/appointment in the designated Ward or Ward Cluster of Schools.

OR

4.1.1.3 Shall be a Parent of a student enrolled in a TCDSB elementary school and has a primary residency in the designated Ward or Ward Cluster of Schools.

4.1.1.3 Parents who are paid TCDSB employee(s)/contractor(s) may serve but shall identify their employment status at the first meeting of the Committee.

4.1.1.4 May not be a sitting TCDSB Trustee.

4.1.2 Boundaries

4.1.2.1 Minimum of one (1) Parent representative per TCDSB Trustee Ward.

4.1.2.2 Each elementary Parent Member shall represent up to sixteen (16) elementary schools within a single TCDSB Trustee Ward.

4.1.2.3 Where a TCDSB Trustee Ward has more than sixteen (16) elementary schools within it, an additional elementary Parent Member will be considered by a vote of CPIC and updated in CPIC policy before the next scheduled annual elections.

4.1.3 Term

4.1.3.1 Each term for an Elementary School Ward or Elementary Ward Cluster of Schools Representative shall be a maximum of two (2) years.

4.2 Parent Members – Secondary School Ward Cluster of Schools Representatives

4.2.1 Qualifications

4.2.1.1 Shall be a Parent of a student enrolled in a TCDSB secondary school as of the date of election/appointment in the designated Ward Cluster of Schools.

OR

4.2.1.2 Shall be a Parent of a student enrolled in a TCDSB secondary school and has a primary residency in the designated Ward or Ward Cluster of Secondary Schools.

4.2.1.3 Parents who are a paid TCDSB employee/contractor may serve but shall identify their employment status at the first meeting of the Committee.

4.2.1.4 May not be a sitting Board of Trustee member.

4.2.2 Boundaries

4.2.2.1 Shall be one (1) Parent representative per Ward Cluster of Secondary Schools.

4.2.2.2 A maximum of three (3) total Ward Cluster of Secondary Schools areas.

4.2.2.3 Clusters and Wards areas will be defined and updated in CPIC policy.

4.2.3 Term

4.2.3.1 Each term for a Secondary School Ward Representative shall be a maximum of one (1) year.

4.3 Community Representatives

4.3.1 A maximum of three (3) persons appointed from time to time yearly (based on Committee Operating Year) by the Parent Members of the Committee

4.3.2 Eligibly Criteria

An organization proposing to appoint an individual must meet ALL of the following:

4.3.2.1 Be connected with an established and recognized community organization the purpose of which is aligned with CPIC's mandate and vision.

4.3.2.2 Represent a clear geographic or component of the community at large.

4.3.2.3 Be aligned to the TCDSB and Catholic values.

4.3.2.4 Bring added expertise and/or perspective to the Committee's discussions.

4.3.3 One (1) Community Representative position will be reserved for a representative from OAPCE-Toronto (Ontario Association of Parents in Catholic Education) provided there is an official appointment made and the appointee wishes to serve.

4.3.4 May not be a sitting Board of Trustee member or employee/contractor of the TCDSB.

4.4 TCDSB Director of Education

4.4.1 The current appointed, or acting, Director of Education of the TCDSB, or a designate, who is a designated TCDSB Superintendent or Associate Director of Education.

4.4.2 The Director of Education, or designate, shall have no vote.

4.5 TCDSB Trustee Representative

4.5.1 One (1) member of the Board of Trustees, appointed by the Board of Trustees.

4.5.2 The Board of Trustees may also appoint an alternate to the Committee who, in the absence of the Trustee Representative, shall have all the powers and responsibilities of the primary Trustee Representative.

4.5.3 Shall be annually appointed by the Board of Trustees at their inaugural/caucus meeting.

4.5.4 The Trustee representative shall have no vote.

4.6 Member Representation Limit

4.6.1 A Member shall only hold one (1) position on the Committee at any time.

ARTICLE V – TERM LIMITS, CONTINUED QUALIFICATION AND VACANCIES

5.0 To be consistent with [Ontario Education Act Regulation 612/00 s(34)]

5.1 Term limits

5.1.1 Any member of the Committee may be re-elected/re-appointed an unlimited number of times to a position for which he or she is qualified.

5.2 No longer qualifying in position

5.2.1 If a Member no longer qualifies based on the original election/appointment criteria (i.e. their children have left the TCDSB or they have left their community organization), their position will be considered vacant on the 1st day of the following month.

5.3 Vacancies

5.3.1 The Committee shall make reasonable efforts to fill any vacancy which may arise by election or appointment, in its sole discretion, within sixty (60) calendar days of the vacancy arising.

5.3.2 Appointment

5.3.2.1 The Committee shall first consider the appointment of a candidate, or candidates, who were not successful in the last Parent Member election (i.e. runner-up) provided they are still qualified and interested.

5.3.3 By-Election

5.3.3.1 A by-election may be scheduled for the Parent Members if a vacancy occurs before the Nomination Period in any year.

5.3.4 Acting Members

5.3.4.1 After the annual elections have taken place, the Chair may appoint at their sole discretion qualified persons to “acting” Member positions in open or vacated Committee positions until the next Committee Meeting.

5.3.4.2 Acting Members shall not be able to cast a vote for any changes to Bylaws, appointment of Members, Election or removal of Executive Officers.

5.3.4.3 The Committee may, by a motion, appoint qualified individuals to fill vacancies for the duration of a term provided that notice of such motion is provided at the preceding Meeting.

5.3.5 Term

5.3.5.1 Any Member appointed or elected by way of a by-election shall only serve until the next regularly scheduled election for that position.

ARTICLE VI – EXECUTIVE OFFICERS

6.0 To be consistent with [Ontario Education Act Regulation 612/00 s(38)]

6.1 Executive Officers

6.1.1 Chair

6.1.2 Vice-Chair

6.1.3 Treasurer

6.1.4 Secretary

6.1.5 Digital Coordinator

6.1.6 Event Coordinator

6.1.7 Past Chair

6.2 Qualification of Executive Officers

6.2.1 Shall be Parent Members

6.2.2 Shall not be employed by the TCDSB

6.2.3 Chair

6.2.3.1 The Chair must be an Elementary Parent Member with a two-year term as required by (Ontario Regulation 612/00), sections 38(8) and 43(b)(iii).

6.2.3.2 To qualify to serve as Chair of the Committee, a Member shall have at least one (1) year of prior service on the Committee.

6.2.3.3 Shall be Roman Catholic.

6.2.4 Past Chair

6.2.4.1 Have been a Member who was previously Chair in the previous term and completed their full term and have not otherwise been removed mid-term.

6.2.4.2 Not otherwise elected to another Officer position.

6.2.4.3 If a Member does not qualify or does not want to hold the office, the position remains vacant.

6.2.5 Notwithstanding a Member filling more than one (1) executive position, they only are permitted one (1) vote.

6.3 Term of Executive Officers

6.3.1 All Executive Officers other than Chair are one (1) year terms.

6.4 Nomination and Election of Executive Officers

6.4.1 Shall be nominated and elected by the Parent Members of the Committee at the Inaugural Meeting of the Committee.

6.4.2 The Director of Education, or designate, shall conduct the nomination and election of the Chair if required, and Vice-Chair.

6.4.3 Thereafter, the elected Chair shall conduct the nomination and election of the other Members of the Executive Officers.

6.4.4 The casting of votes shall be by show of hands unless any Member calls for a secret ballot.

6.5 Term of Office Limit for Chair and Vice-Chair

6.5.1 The Chair may not serve for more than two (2) consecutive terms.

6.5.2 Following service of two (2) consecutive terms a Parent Member may serve again as Chair provided at least one (1) two-year term has elapsed.

6.6 Partial Term

6.6.1 Any election to fill a vacancy in an Executive Officer position shall not preclude such a Member from serving two (2) consecutive terms as per 6.5.1 and shall not be considered one of those terms.

6.7 Recall

6.7.1 Executive Officers shall serve at the pleasure of the Committee so as long as the officeholder has not lost the confidence of the Members.

6.7.2 A vote to remove an Executive Officer must be through a Notice of Motion duly presented at the preceding Meeting of CPIC and on a recorded vote of two-thirds (2/3) of all current Members of the Committee, excluding any Acting Members.

ARTICLE VII – EXECUTIVE OFFICER DUTIES & POWERS

7.0 To be consistent with [Ontario Education Act Regulation 612/00 s(38) & s(50)]

7.1 Chair

7.1.1 Shall, when present, serve as Presiding Officer for all Meetings of the Committee.

7.1.2 Shall act as spokesperson for the Committee in communicating with the TCDSB Director of Education, Trustees and the general public.

7.1.3 Shall provide leadership and direction to the Committee and Executive Officers so that the goals, priorities and procedures of the Committee promote Catholic faith and values consistent with the Mission of the Committee.

7.1.4 Shall, in consultation with the Vice-Chair, arrange and call Meetings of the Committee.

7.1.5 Shall, in consultation with the Vice-Chair, set and prepare the Meeting agenda for all Meetings of the Committee and consult with Members as needed.

7.1.6 Shall ensure that a record of all Meetings of the Committee is made and maintained.

7.1.7 Work collaboratively with the TCDSB Director of Education and TCDSB Trustee Chair to improve student achievement and well-being through effective parent engagement.

7.1.8 Facilitate resolution of conflict, if any, between Members of the Committee provided that the Chair is not a party to such conflict.

7.1.9 May participate as an ex-officio voting Member of all Subcommittees.

7.1.10 May consult with TCDSB staff and TCDSB Trustees as required.

7.1.11 Shall ensure there is regular communication with the TCDSB parent community.

7.1.12 Shall prepare and submit by October 31st of each year, an annual written report on the activities of the Committee, including how funds were spent, to the Director of Education and Board of Trustees.

7.1.13 Ensure that new Members receive appropriate orientation and/or training on Committee functions and procedures by providing up to date copies of the By-Laws, policies and other relevant materials.

7.1.14 Shall act without the prior direction of the Committee only in Urgent Matters in which failure to act might result in reputational or financial loss to CPIC. Subsequently, shall report to the Committee on the urgent nature that required action at the next reasonable opportunity.

7.1.15 Shall be responsible for all social media and telecommunications accounts and passwords.

7.1.16 Shall carry out other such duties as the Committee directs from time to time.

7.2 Vice-Chair

7.2.1 Shall assist the Chair in the discharge of his or her duties and responsibilities.

7.2.2 May assist the Chair to set and prepare the Meeting agenda for all Meetings of the Committee and consult with other Members as needed.

7.2.3 In the absence of the Chair, preside over Meetings of the Committee.

7.2.4 In absence of the Chair, arrange and call Meetings of the Committee.

7.2.5 May participate as an ex-officio voting Member of all Subcommittees.

7.2.6 In the absence of the Chair, or in the event of the Chair's inability or incapacity, the Vice-Chair shall assume the role and duties of the Chair on a temporary basis.

7.2.7 Perform such other duties as the Committee or Executive Officers may direct from time to time.

7.3 Treasurer

7.3.1 Shall be familiar with basic financial/accounting principles and controls.

7.3.2 Shall prepare all requests for the disbursement of funds in accordance with TCDSB policies and procedures and ensure compliance with Committee policies.

7.3.3 Shall ensure a full and accurate accounting of all receipts and disbursements of the Committee in conjunction with TCDSB Finance staff.

7.3.4 Shall provide a report, at each of the Meetings of the Committee, on the general financial position of the Committee's funds including accounting of established actuals vs budgets.

7.3.5 Perform such other duties as the Committee or Executive Officers may direct from time to time.

7.4 Secretary

7.4.1 Shall be familiar and up to date with Committee procedures.

7.4.2 Shall ensure that minutes of the proceedings of CPIC are recorded and assist the Chair in the review of draft minutes of the Committee's proceedings.

7.4.3 May assist the Chair in preparation of Committee communications.

7.4.4 Shall ensure Committee agendas and minutes and those of all Subcommittees are complete and accurately posted to the Board's webpage.

7.4.5 Shall keep a record of Committee motions or actions and tracking thereof.

7.4.6 Shall maintain a roster of approved CPIC materials and resources.

7.4.7 Perform such other duties as the Committee or Executive Officers may direct from time to time.

7.5 Digital Coordinator

7.5.1 Shall be familiar with social media channels and electronic mediums.

7.5.2 Shall day-to-day manage all Social Media accounts of the Committee in conjunction with the Chair.

7.5.3 Shall engage in ongoing communications with stakeholders that adheres to the directions issued by the Chair or Committee from time to time and that follows the Missions and Objectives of this Committee.

7.5.4 Shall work with the Chair and other Members as needed to update and maintain CPIC digital mediums including CPIC-TCDSB public webpages.

7.5.5 Perform such other duties as the Committee or Executive Officers may direct from time to time.

7.6 Events Coordinator

7.6.1 Shall be familiar with event planning best practices.

7.6.2 Shall ensure that all events held by the Committee or Members are consistent in approach and compliant with any applicable CPIC policies and motions.

7.6.3 Shall be the lead organizer of conferences, summits, or events held by the Committee.

7.6.4 Shall ensure Events where the Committee is a sponsor have appropriate representation, recognition, and approved CPIC materials for distribution.

7.6.5 Shall work with other Members to report back to the Committee on the summary-of activities undertaken.

7.6.6 Shall assist other Members with local event planning and share opportunities and best practices with local School Councils.

7.6.7 Shall ensure photographs or videos of the events are taken and made available.

7.6.8 Perform such other duties as the Committee or Executive Officers may direct from time to time.

7.7 Past Chair

7.7.1 Shall support the positive functioning and decision making of the Committee.

7.7.2 Shall facilitate transition of the Executive and outstanding Committee work.

7.7.3 May provide advice to the current Chair and Executive Officers.

7.7.4 May attend any Subcommittee Meeting as a resource and support any ongoing work efforts.

ARTICLE VIII – SUBCOMMITTEES

8.0 To be consistent with [Ontario Education Act Regulation 612/00 s(41)]

8.1 Standing Subcommittees

There shall be the following Standing subcommittees:

8.1.1 Executive Officers Subcommittee

Function: To co-ordinate and manage the activities of CPIC between Meetings of the Committee.

Membership: All Executive Officers

Chair: Chair of CPIC

Vice-Chair: Vice-Chair of the CPIC

8.1.2 Budget & Priority Setting Subcommittee

Function: Devise and propose budget and disbursement targets for CPIC based on approved budget from the previous year as well as in-year monitoring. Recommend priorities and budget for CPIC for the next upcoming year by September 30th

Membership: CPIC Chair, Vice-Chair, Treasurer, at least one (1) Parent Member and any other Members of CPIC who wish to serve.

Chair: Vice-Chair of the CPIC

Vice-Chair: Treasurer of the CPIC

8.1.3 Conference & Events Subcommittee

Function: Responsible for the planning and execution of any Committee-planned events such as: workshops, forums and/or conferences. This will include recommending themes, topics, workshops and/or speakers that support the Committee's objectives. Ensures consistency of CPIC representation, registration activities and post-event surveys for all Committee sponsored events. Acts as an oversight, to ensure uniformity, on any ad-hoc event(s) special Subcommittees.

Membership: CPIC Chair, Events Coordinator and at least two (2) other members from the Committee who wish to serve.

Chair: Events Coordinator

Vice-Chair: To be determined by the Subcommittee

8.1.4 Communications & Parent Resource Subcommittee

Function: Responsible for curating and cycling content on CPIC digital channels and updating CPIC's resource and materials roster. Ensuring coordination of social media channels with respect to notices and materials related to planned CPIC functions.

Membership: CPIC Chair, Secretary, Digital Coordinator and any other Members of the CPIC who wish to serve.

Chair: Digital Coordinator

Vice-Chair Secretary

8.2 Special Subcommittees

8.2.1 From time to time the CPIC may create as many additional Special Subcommittees as it deems necessary to meet specific objectives and to make recommendations to CPIC.

8.2.2 The Committee shall assign purposes and delegate powers and duties to each Special Subcommittee as it deems necessary.

8.2.3 Such Special Subcommittees cease to exist at the conclusion of the Committee Operating Year, when they have achieved their mandate or purpose as specified per 8.2.2, or otherwise as determined by the CPIC.

8.2.4 Notwithstanding 8.2.3 the mandate of a Special Subcommittee may be extended if its work is deemed incomplete and still of use to CPIC at the conclusion of the Committee Operating Year.

8.2.5 Membership

8.2.5.1 Subcommittee members may be appointed by CPIC or may be recruited and appointed by the Chair of the Subcommittee.

8.2.5.2 Shall have a minimum membership of two (2).

8.2.5.3 Each Member shall only have one (1) vote.

8.2.5.4 A person who is not a Member of the Committee may be a Member.

8.2.5.5 All Members serve at the pleasure of the Committee.

8.2.6 Chair/Vice Chair

8.2.6.1 The Chair shall be appointed at the time of creation of the Subcommittee.

8.2.6.2 A Vice Chair if deemed necessary shall be elected from amongst its Members.

8.2.6.3 Shall be responsible for leading the Subcommittee and carrying out its objectives and providing regular reports of its progress and any recommendations at each CPIC Meeting.

8.3 Subcommittee Recommendations

8.3.1 Each Subcommittee may make recommendation to the Committee on matters under authority or mandate of the Subcommittee.

8.3.2 Any formal recommendations and/or minutes shall be provided to the CPIC Chair to appear on the agenda of each regular Meeting of the Committee.

8.5 Subcommittee Subject to Committee Bylaws

8.5.1 The business and conduct of any Subcommittee shall adhere to the provisions of the Bylaws as applicable.

8.5 Notice of Meetings

8.5.1 The Subcommittee Chair shall:

8.5.1.1 Provide a minimum seven (7) full calendar-days notice for scheduled Meetings.

8.5.1.2 Furnish an agenda for each Meeting including the substance of business to be discussed or decided.

ARTICLE IX – MEETINGS

9.0 To be consistent with [Ontario Education Act Regulation 612/00 s(40)]

9.1 Committee & Subcommittee Meetings

9.1.1 Shall be held at the TCDSB Catholic Education Centre (CEC).

9.1.2 Where the TCDSB Catholic Education Centre is not available, shall be held at a location owned by the TCDSB with suitable facilities.

9.1.3 Meetings shall be open to members of the public who may attend Committee Meetings as guests or visitors.

9.2 Electronic Meetings

9.2.1 CPIC may choose to hold up to fifty percent (50%) of its regular Meetings by way of an E-Meeting.

9.2.2 Subcommittees and Special Subcommittees may hold any of their Meetings by way of E-Meeting.

9.2.3 A Member who participates in a Meeting through electronic means shall be deemed to be present at the Meeting.

9.3 Regular Meeting Frequency

9.3.1 The Committee Shall meet no less than eight (8) times during the Operating Year.

9.3.2 Regular Meetings shall not be scheduled during Holy Week or school breaks including the summer.

9.4 Inaugural Meeting

9.4.1 Shall be considered as a Regular Meeting and the 1st Meeting of the Operating Year.

9.4.2 Shall be held no later than November 15th of each year.

9.4.3 Shall be held after the election of Parent Members.

9.5 Special Meetings

9.5.1 Shall only be called to deal with Urgent Matters or a specific topic.

9.5.2 Shall only be called by either:

9.5.2.1 The Chair after consultation with the Executive Subcommittee, or

9.5.2.2 Upon receipt of a request in writing for a Meeting from no less than six (6) Committee Members in good standing submitted to the Chair and Vice-Chair of the Committee.

9.6 Notice

9.6.1 Shall require at least seven (7) Calendar days written Notice to every Member of the Committee.

9.6.2 Shall include the date, time, format or location.

9.7 Form of Notice

9.7.1 Notice is required to be given by:

9.7.1.1 Delivering a notice to each Member by electronic mail or regular mail,

AND

9.7.1.2. Posting on the TCDSB Website.

9.8 Calendar of Regular Meetings

9.8.1 By the end of October of each year the Committee shall set the dates, times and locations for its Meetings for the next Operating Year.

9.8.2 At the Inaugural Meeting at the beginning of each new Operating Year, the Committee shall confirm the preliminary schedule and provide the schedule to the Board of Trustees for inclusion in the official Board committee calendar.

9.8.3 The Committee shall seek to avoid any scheduling conflict with other pre-scheduled Board, Standing or Statutory Committees.

ARTICLE X – QUORUM

10.0 To be consistent with [Ontario Education Act Regulation 612/00 s(40)]

10.1 Quorum at Committee Meetings

A meeting shall be considered eligible to commence and continue provided that:

10.1.1 Fifty percent (50%) rounded-down of elected and appointed Committee Members are present.

10.1.2 The Director of Education, or designate, is present.

10.1.3 The Trustee Representative, or Trustee Alternate Representative, is present.

10.1.4 A majority of the Members present at the meeting are Parent Members.

10.2 Quorum at Subcommittee Meetings

10.2.1 A Subcommittee Meeting shall be considered eligible to commence and proceed provided that: at least two (2) Committee Members are present.

10.3 Electronic Medium

10.3.1 A Member is considered present if he or she is physically in the designated Meeting room or present via voice.

10.3.2 A Member participating remotely must declare themselves present through a two-way interactive means.

10.3.3 Shall be subject to any current CPIC policies on attendance via electronic means.

ARTICLE XI - AGENDAS & MINUTES

11.0 Agendas and Minutes will follow the general formatting and structure of TCDSB Board of Trustee committee template.

11.1 Order of Business for Inaugural Meetings of CPIC

11.1.1 Call to Order

11.1.2 Opening Prayer

11.1.3 Roll Call & Apologies

11.1.4 Declarations of Interest

11.1.5 Approval of the Agenda

11.1.6 Presentations & Reports from Committee Officers

11.1.7 Certification of Election Results

11.1.8 Election of Chair (if required) and Vice-Chair

11.1.9 Election of new Executive Officers (not including Chair and Vice-Chair)

11.1.10 Appointment of Parent Representatives to fill any vacancies

11.1.11 Appointment of Community Representatives

11.1.12 Assignment of Members to Standing Committees

11.1.13 Creation or Continuation of Special Subcommittees

11.1.14 Confirmation of Calendar & Schedule of Committee Meetings

11.1.15 Urgent Matters

11.1.16 Communications or Announcements

11.1.17 Adjournment

11.2 Order of Business for Regular Meetings of CPIC

11.2.1 Call to Order

11.2.2 Opening Prayer

11.2.3 Roll Call & Apologies

11.2.4 Approval of the Agenda

11.2.5 Declarations of Interest

11.2.6 Approval & Signing of the Minutes

11.2.7 Presentations & Reports from Committee Officers

11.2.8 Delegations

11.2.9 Unfinished Business & Matters Rising out of Minutes

11.2.10 Notices of Motion

11.2.11 Communications Received

11.2.12 Program/Consultation (Committee of The Whole)

11.2.13 Subcommittee & Special Committee Reports

11.2.14 Matters Referred to the Committee by the Board of Trustees and Other Committees of The Board

11.2.15 Reports from TCDSB Board Officials

11.2.16 Reports from Trustee or Trustee Alternate

11.2.17 Parent Member & Community Member Reports

11.2.18 Update from the Board on prior CPIC resolutions recommended

11.2.19 Pending List

11.2.20 Adjournment

11.3 Inclusion of Items on Agenda

11.3.1 The Meeting Agenda shall be determined by the Chair and Vice-Chair who may consult with the Director or Director designate.

11.3.2 Members may request items be added to the agenda by providing the topic and associated materials to the Recording Secretary and the Chair ten (10) calendar days before the Meeting.

11.3.3 No new items may be added to the Draft Agenda unless the matter is deemed an Urgent Matter or time sensitive by the Chair.

11.4 Alignment with Mission & Objectives

11.4.1 The Chair in consultation with the Vice-Chair shall determine if a proposed Agenda item is aligned with the Mission and Objectives of the Committee as noted in Article II “Mission and Objectives of The Organization.” If deemed not, the item shall not be added to the Agenda.

11.5 Minutes – Role of Recording Secretary

11.5.1 The Recording Secretary shall keep, or cause to be kept, a full and accurate account of the proceedings of every Meeting which will include all the procedurally relevant details of each Meeting.

11.5.2 Draft Minutes shall be circulated to the Members of CPIC no less than forty-eight (48) hours prior to the next Meeting.

11.5.3 Draft Minutes shall be approved by a majority vote of the Members present at the Meeting at which they are presented and will thereafter form the official record of the decisions of CPIC.

11.5.4 No motion to amend the draft Minutes shall be in order unless it is with respect to an error or omission of fact.

11.5.5 Once approved at Committee, the Minutes will be posted to the TCDSB website, and any other appropriate locations as CPIC may from time to time determine, within four (4) calendar days.

11.5.6 Once approved, the Minutes and/or an appropriate electronic link to them, will be sent to all TCDSB Catholic School Parent Councils (CSPC).

11.5.7 Once approved, a signed copy of the Minutes will be retained for a period of four (4) years at the offices of the TCDSB where they may be examined without charge by any person who requests to see them.

ARTICLE XII - MEETING PROCEDURES

12.0 The current edition of Robert's Rules of Order (Newly Revised) shall be the authority to decide all questions not provided for in these Rules.

12.1 Motions

12.1.1 All decisions of The Council shall be by motions which must be moved, seconded, and stated from the Chair prior to any debate.

12.1.2 A motion shall be put in writing if any Member requests it.

12.1.3 When a motion is once moved, seconded, and stated from the Chair, it shall be in the possession of the Committee and shall not be withdrawn without the unanimous consent of the Meeting.

12.2 Debate

12.2.1 If two or more Members wish to speak at the same time, the Chair shall decide who may speak first.

12.2.2 When a Member is called to order by the Chair, he or she will not speak until the Chair has made a ruling.

12.2.3 The Chair shall be privileged to debate by calling another Member to the Chair.

12.2.4 No Member will speak to a question once it has been decided.

12.3 Voting

12.2.1 All votes will be by show of hands, unless a Member requests a secret ballot.

12.2.2 All Members shall vote on questions in which they have not declared a conflict of interest.

12.2.3 A recorded vote shall be taken if any Member requests it.

12.2.4 A simple majority in favour, unless otherwise stated herein, shall be required. In the event of an equality of votes on any issue, the matter is lost and the motion is not carried.

12.4 Appeals

12.4.1 An appeal to the Meeting from the ruling of the Chair shall at all times be in order provided that it is seconded by another Member. In the event of an appeal, the Chair shall say: "The ruling of the Chair has been appealed. Is it the will of the meeting that the ruling of the Chair shall be upheld?" but shall not otherwise speak to the appeal.

12.4.2 A two-thirds (2/3) vote of the Members shall be required to overturn the ruling of the Chair.

ARTICLE XIII – MEMBER DUTIES & RESPONSIBILITIES

13.0 Each Member will annually sign the Annual Member Pledge of Responsibilities & Code of Ethical Conduct found in Appendix I.

13.1 Duties & Responsibilities of Members

13.1.1 Observe and uphold the Committee’s Bylaws, Policies and Code of Ethical Conduct.

13.1.2 Attend all Committee Meetings during the Committee Operating Year.

13.1.3 Participate actively in Meetings of the Committee.

13.1.4 Conduct themselves at Committee Meetings in a professional and cordial manner in the context of Christian and Catholic gospel values.

13.1.5 Act as a link between the Committee and their respective Ward or Ward Cluster of Schools in support of programs to improve student achievement and well-being.

13.1.6 Make every effort to be as representative of the Toronto community as possible.

13.1.7 Participate in information and training programs.

13.1.8 Agree to be photographed or recorded while executing their duties.

13.1.9 Shall Serve on a minimum of one (1) Standing Subcommittee established by the Committee.

13.1.10 Shall hold at least one (1) in person or electronic Meeting of their Ward or Ward Cluster of Schools within each Committee Operating Year.

13.2 Committee Member Code of Ethical Conduct

13.2.1 Ensure that the interests and well-being of TCDSB students is the primary focus of all decisions.

13.2.2 Be guided by the Committee's mission.

13.2.3 Act within the limits of the roles and responsibilities of the Committee, as noted in the Committee's Bylaws, and Regulation 612/00 of the Ontario Education Act.

13.2.4 Maintain the highest standards of civil courtesy, integrity, and honesty.

13.2.5 Promote high standards of ethical practice within the Committee.

13.2.6 Recognize and respect the personal integrity of every Member of the Committee.

13.2.7 Treat all Members with respect and allow for diverse opinions to be shared without interruption or discourtesy.

13.2.8 Foster a positive environment in which individual contributions are encouraged and valued.

13.2.9 Acknowledge democratic principles and accept the will and decisions of the Committee.

13.2.10 Limit discussions at Committee Meetings to matters of concern to the Committee as a whole.

13.2.11 Use established communication channels when questions or concerns arise.

13.2.12 Declare any conflict of interest.

13.2.13 Not disclose any confidential information.

ARTICLE XIV – CONFLICT OF INTEREST

14.0 To be consistent with [Ontario Education Act Regulation 612/00 s(43)] each Member will annually sign Annual Member Conflict of Interest Acknowledgement and Declaration found in Appendix II.

14.1 Responsibility of Members

14.1.1 A Member shall not accept favours, economic benefits or payment from any individual, organization, or entity known to be seeking business contracts with CPIC or benefit financially through Committee involvement.

14.1.2 An Member, Officer or Parent may not use his or her position with respect to the Committee, or confidential insider information obtained by him or her relating to the Committee, in order to achieve a financial benefit for himself or herself or for a third party.

14.1.3 It is the responsibility of the Member to declare their interest at the Inaugural Meeting or at any Meeting that a matter may be related to a potential Conflict of Interest.

14.1.4 In all other respects, CPIC shall follow the conflict of interest policies of the TCDSB and any applicable laws.

14.2 Duty to Declare

14.2.1 Where a Committee Member believes an actual or potential Conflict of Interest is likely to occur, the Member shall immediately declare that fact and shall recuse himself/herself

before any discussion, deliberation, vote or resolution on the matter is made.

14.2.2 In the event of such a declaration, the Member shall state the reason for the declaration, which shall be noted in the Minutes of the Meeting.

14.3 Allegations of Conflict of Interest

14.3.1 Any Member of the Committee, the TCDSB or the Toronto community may suggest to the Chair of the Committee that a Conflict of Interest involving a Committee Member has occurred.

14.3.2 The Chair of the Committee shall immediately inform the Executive Officers of the Committee and the Director of Education.

14.3.3 The Chair (or Vice-Chair if the Chair is involved) of the Committee and the Director of Education shall review the allegation and make a determination based on available information and materiality of the issue.

14.3.4 If the decision of the Chair and Director of Education is not unanimous, then the matter will be referred to a Special Subcommittee, which will be established of not more than four (4) Members none of whom may be parties to the dispute.

14.3.5 The findings of the Special Subcommittee will be presented to the Committee in a formal report.

14.4 Violations of the Conflict of Interest Policy

14.4.1 If the Committee has reasonable cause to believe that a Member has failed to disclose an actual or possible Conflict of Interest, it shall inform the Member of the basis for such belief and afford the Member an opportunity to explain the alleged failure to disclose.

14.4.2 If, after hearing the response of the Member, and making such further investigation as may be warranted in the circumstances, the Committee determines that the Member has in fact failed to disclose an actual or potential Conflict of Interest, it shall determine appropriate disciplinary and corrective action.

14.4.3 Disciplinary actions may include suspension or removal of a Member from their held position, office or Subcommittee.

ARTICLE XV – DISPUTE RESOLUTION

15.0 To be consistent with [Ontario Education Act Regulation 612/00 s(43)]

15.1 Internal Resolution

15.1.1 The Chair or Vice-Chair of the Committee shall hold a forum with impacted Members to seek resolution and a path forward to constructive continuity of the Committees' business.

15.2.2 The Director of Education shall intervene when referred by the Chair of the Committee.

15.2 TCDSB Resolution

15.2.1 Matters that cannot be resolved internally between Committee Members or involve individuals external to the Committee shall be referred to the TCDSB dispute resolution process (Policy H.M. 19).

ARTICLE XVI – DISCIPLINE, SUSPENSION & REMOVAL OF MEMBERS

16.1 Conduct

16.1.1 If a Committee Member or Members become disruptive during a Meeting, the Chair or Vice-Chair shall call for order.

16.1.2 If all efforts to restore order fail or the conduct continues, the Chair or Vice-Chair may direct the individual Committee Member or Members to leave the Meeting, citing the reasons for the request.

16.1.3 A special recess to restore order may be called at any time by Chair or Vice-Chair if he/she deems it necessary.

16.2 Attendance at Committee Meetings

16.2.1 Any Member who is unable to attend at a Committee Meeting shall provide the Chair or Vice-Chair and the Secretary with a minimum of twenty-four (24) hours written notice of regrets or apologies for absence, via electronic mail, with a copy to the TCDSB Recording Secretary assigned to CPIC.

16.2.2 Any Member may be removed from their position if they miss either:

16.2.2.1 Three (3) or more consecutive Committee Meetings without advising apologies for absence,

OR

16.2.2.2 A total of four (4) Committee Meetings in any Committee Operating Year;

ARTICLE XVII – ELECTION OF PARENT MEMBERS

17.0 To be consistent with [Ontario Education Act Regulation 612/00 s(34)]

17.1 Eligible Voters

17.1.1 The CSPC Chair of each school in the designated Ward or Ward Cluster of Schools shall be the only eligible voter for the position of Ward Parent Members.

17.1.2 The official CSPC Chair of each school shall be those kept by the designated Staff Coordinator/Liaison for Parent Engagement.

17.1.3 Each attending CSPC Chair will be entitled to one (1) vote.

17.1.4 If a CSPC has Co-Chairs only one (1) person will be entitled to cast a vote.

17.1.5 There shall be no other substitute voters.

17.1.6 There shall be no proxies.

17.2 Election Timelines: Parent Ward or Ward Cluster of Schools Representatives

17.2.1 Shall be held between October 15th and October 30th of each school year.

17.2.2 The specific date, time, and location shall be determined by the Director or designate and the Chair/Vice-Chair of the Committee.

17.2.3 Shall be held at a TCDSB school or TCDSB owned property within the applicable Ward or Ward Cluster of Schools or alternatively may be held via an E-Meeting.

17.2.4 Elections will be scheduled where practical, to be accompanied by a CSPC Chair training session, TCDSB event or a Trustee Ward meeting.

17.3 Nomination of Parent Candidates for inclusion on Ballot

17.3.1 Shall be filled out on the official designated CPIC Nomination Form.

17.3.2 Shall be submitted at least ten (10) calendar days before the election date.

17.4 Nomination of Parent Candidates – Election Day

17.4.1 Shall only be permitted if there are no pre-nominated candidates.

17.4.2 Shall only be one (1) of the CSPC Chairs present at the voting Meeting.

17.5 Scrutineers

16.5.1 Shall be a designated TCDSB Superintendent or Associate Director of Education.

17.6 Acclamation

17.6.1 If there is only one (1) nominated and verified candidate, that candidate shall be acclaimed and there shall be no need for an election.

17.7 Election Procedures

17.7.1 Ballot order shall be determined by alphabetical last name.

17.7.2 Names shall appear on the ballot as submitted on the CPIC Nomination Form.

17.7.3 Eligible voting members shall be determined by those eligible electors as of official call of the starting of the election portion of the Meeting.

17.7.4 Nominated Parent candidates shall be permitted up to two (2) minutes for stating their interest in the position and any associated qualifications.

17.7.5 Shall be by secret ballot.

17.7.6 A ballot is considered spoiled if more than one (1) candidate is selected or if it is no longer anonymous.

17.7.7 Shall be considered based on the majority vote of voters.

17.7.8 If there is a tie, the winner shall be decided by lot.

17.7.9 The list of candidates and the vote result will be kept on record for six (6) months.

17.8 Public Results

17.8.1 All individuals standing for election will be notified if possible of the results before a public notice is made.

17.8.2 Only the names of the successful candidate shall be made public.

17.8.3 Public results should be made within five (5) calendar days of the election.

17.9 Appeals

17.9.1 Appeals related to the election process or the results must be made within forty-eight (48) hours of the of the election Meeting.

17.9.2 Appeals if they cannot be resolved by the local Superintendent will be jointly adjudicated by the Director and Chair or Vice-Chair of CPIC.

ARTICLE XVIII – FINANCIAL MATTERS

18.0 To be consistent with [Ontario Education Act Regulation 612/00 s(39)] and complement TCDSB CPIC Policy P.04

18.1 Fiscal Year

18.1.1 Shall be the twelve (12) month period which begins September 1 and ends the following August 31 as aligned with the TCDSB fiscal year.

18.2 Renumeration

18.2.1 Subject to the Education Act and Statutory Committees:

18.2.1.1 Members of the Committee and Members of Subcommittees shall serve without remuneration for the execution of their duties.

18.2.2.2 Trustee Representatives may be entitled to a per Meeting stipend.

18.3 Reimbursement for Out-of-Pocket Expenditures

18.3.1 CPIC shall develop a policy governing expenditures and limits which shall be consistent with the TCDSB's guidelines or policies.

18.4 Committee Signing Authority

18.4.1 Two independent signatures, one from each group of:

18.4.1.1 Chair or Vice-Chair

18.4.1.2 Chair, Vice Chair, Treasurer or Secretary

18.5 Disbursements Limits

18.5.1 Amounts not exceeding One-Thousand Dollars (\$1,000.00) may be made by the Committee Signing Authorities specified in 18.4.

18.5.2 Amounts greater than One-Thousand Dollars (\$1,000.00) but less than Two-Thousand, Five-Hundred Dollars (\$2,500.00), may be made with the prior approval of the Executive Subcommittee.

18.5.3 Amounts greater than Two-Thousand Five-Hundred Dollars (\$2,500.00) may be made only with the prior approval of the Committee via an approved motion.

18.5.4 Amounts greater than Five-Thousand-Dollars (\$5,000.00) requires prior approval at a Committee Meeting via a Notice of Motion.

ARTICLE XIX – RATIFICATION & AMENDMENT OF BY-LAWS

19.0 To be consistent with [Ontario Education Act Regulation 612/00 s(43)]

19.1 Amendment of Bylaws

19.1.1 Shall include the proposed motion, including the text of the amendment and a brief statement of the rationale and purpose of the amendment.

19.1.2 Shall be presented in writing at least thirty (30) days prior to the Meeting at which a vote is requested.

19.2 Ratification

19.2.1 Shall require fifty percent (50%) rounded up of current voting Members to be present at the Meeting

AND

19.2.2 Shall require a seventy-five percent (75%) rounded up affirmative vote of Committee voting Members present.

19.3 Date of Effect

19.3.1 The Committee Executive shall have up to thirty (30) days to enact operational changes.

ARTICLE XX – BYLAW TRANSITION

20.0 All prior Bylaws and Standing Rules shall be rescinded, and these by-laws shall be fully implemented by October 15, 2019

20.1 Transition & ‘Grandfather’ Rules

20.1.1 All existing even Ward Parent Members (Wards 2,4,6,8,10 and 12) shall remain as is until October 2020.

20.1.2 Even Wards without a Parent Member shall be subject to a by-election in October 2019 with membership defined under Article IV: Qualifications and Boundaries.

20.1.3 Elementary odd Wards (1,3,5,7,9,11) and Secondary Ward Cluster of Schools shall have elections in October 2019 with membership defined under Article IV: Qualifications and Boundaries.

20.1.4 Once the Bylaw transition has fully occurred, this article no longer has effect with the Committee.

**APPENDIX I - ANNUAL MEMBER PLEDGE OF RESPONSIBILITIES &
CODE OF ETHICAL CONDUCT**

**In accordance with the requirements of Article XIII of the
Toronto Catholic Parent Involvement Committee Bylaws:**

I _____ hereby affirm
(Name of Committee Member)

that I:

- 1) Have in my possession or have received a copy of the Toronto Catholic Parent Involvement Committee Bylaws, as revised;**
- 2) Have read and fully understand the Duties & Responsibilities of Members and Committee Member Code of Ethical Conduct outlined within Article XIII;**
- 3) Agree to comply with the requirements and spirit of those requirements;**
- 4) Understand any disciplinary actions that may arise in the event I am found to have breached the Article, in whole or in part.**

(Signature of Committee Member)

(Date DD/MM/YYYY)

**APPENDIX II - ANNUAL MEMBER CONFLICT OF INTEREST
ACKNOWLEDGEMENT & DECLARATION**

In accordance with the requirements of Article XIV of the
Toronto Catholic Parent Involvement Committee Bylaws:

I _____ hereby affirm
(Name of Committee Member)

that I:

- 1) Have in my possession or have received a copy of the Toronto Catholic Parent Involvement Committee Bylaws, as revised;
- 2) Have read and fully understand the obligations and requirements contained within Article XIV and the TCDSB Conflict of Interest Policy;
- 3) Agree to comply with the requirements and spirit of those requirements;
- 4) Understand any disciplinary actions that may arise in the event I am found to have breached the Article, in whole or in part.

Specific business or affiliations which I have which may relate to the business and activities of CPIC are:

TORONTO CATHOLIC PARENT INVOLVEMENT COMMITTEE - BYLAWS


(Signature of Committee Member)


(Date DD/MM/YYYY)



REPORT TO

**GOVERNANCE AND POLICY
COMMITTEE**

**RESCINDMENT TO CARETAKER DEPLOYMENT
H.S.03**

So the Lord gave Solomon wisdom, as he promised him. There was peace between Hiram and Solomon; and the two of them made a treaty. – 1 King 5:12

Created, Draft	First Tabling	Review
January 2, 2020	January 7, 2020	Click here to enter a date.
C. Fernandes, Superintendent of Education, Area 4 and Policy Development C. Caldwell, Legal Counsel		

RECOMMENDATION REPORT

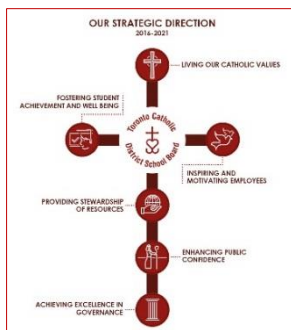
Vision:

At Toronto Catholic we transform the world through witness, faith, innovation and action.

Mission:

The Toronto Catholic District School Board is an inclusive learning community uniting home, parish and school and rooted in the love of Christ.

We educate students to grow in grace and knowledge to lead lives of faith, hope and charity.



Rory McGuckin
Director of Education

D. Koenig
Associate Director
of Academic Affairs

L. Noronha
Associate Director of Facilities,
Business and Community
Development, and
Chief Financial Officer

A. EXECUTIVE SUMMARY

This report reviews and recommends the rescindment of the policy on Caretaker Deployment H.S.03.

The cumulative staff time required to prepare this report was 2 hours

B. PURPOSE

1. This Recommendation Report is on the Order Paper of the Governance and Policy Committee as it recommends the rescindment of the Caretaker Deployment Policy (H.S.03) due to the process outlined in this policy that was no longer used as of 1998.

C. BACKGROUND

1. The Caretaker Deployment Policy (H.S.03) was first approved in March 1977 to deploy caretaking staff to schools. This policy was last reviewed in January 1986.
2. In 1998, the deployment of caretakers had been done manually. At the time, this manual process was replaced by the introduction of the new caretaker deployment software, Techni-clean, to achieve the intent of the goals set out in the policy.
3. Throughout the years, changes to schools, school programming and ministry specifications will have impacted changes to the facility needs of the organization. Techni-clean is able to respond to these changes as required.
4. Caretakers have been deployed since 1998 using the replacement software. This is a transactional process and is operational in nature.

D. EVIDENCE/RESEARCH/ANALYSIS

1. This policy is being recommended for rescindment in consultation with Facilities, Communication Departments and Legal Services.

2. Since 1998, caretaking staff have been deployed to schools using Techni-clean, a caretaker deployment software, designed to align with the needs of the system and the evolving needs of the board's facilities.
3. The software replaced the manual allocations of formulae and processes by which deployment of caretaking staff was made.

E. IMPLEMENTATION

1. The Caretaker Deployment Policy will be removed from the Policy Register. Deployment of caretaking staff will continue with Techni-clean software.

F. STAFF RECOMMENDATION

Staff recommends that the Caretaker Deployment Policy (H.S.03) be rescinded.



POLICY SECTION: Caretaker Deployment
SUB-SECTION:
POLICY NAME: Human Resources - Support
POLICY NO: H.S.03

Date Approved: 23 January 1986	Date of Next Review:	Dates of Amendments: BM p 34, 23 Jan 86; BM p 718, Jun 80; BM p 636, Aug 79; BM, Mar 77
Cross References:		
Appendix		

Policy:

- ~~1. The TCDSB shall deploy caretakers to maintain an adequate level of cleanliness in its plant facilities.~~
- ~~2. Caretakers may be twinned where practicable but in no case shall the twinning of caretakers leave a school unattended during education periods.~~

Regulations:

- ~~1. The school shall be staffed according to the following formula:~~

Elementary Schools:

$$C = .081S + .011A + .0005P - .01$$

Secondary Schools:

$$C = .091F + .0007A + .0019P - .53$$

Key to Formula:

C = Caretakers required by formula.

S = Stations for teachers. Number of rooms where instructions are held. Gyms,



POLICY SECTION: Caretaker Deployment

SUB-SECTION:

POLICY NAME: Human Resources - Support

POLICY NO: H.S.03

~~shops, music rooms, libraries, etc., are counted in terms of classroom equivalents and their square footage divided by 1,000—i.e. 40' x 50' gym = 2,000 square feet or 2 teaching stations.—~~

~~-~~

~~A = Area of building. Total square footage of all floors including basement but excluding covered walkways, patios and interior courtyards. This value is expressed in thousands—viz. 40,000 square feet would be 40.~~

~~-~~

~~P = Pupils. Current enrolment. A "confidence level" adjustment to the calculated number of caretakers is required to accommodate special circumstances such as permits, number of portables, lease of facilities. The limits of confidence level adjustment are +1.33 for elementary schools and +1.58 for secondary schools.~~

~~-~~

~~2. A pool of supply caretakers shall be established to cover for absenteeism.~~

~~-~~

~~3. Supply or spare caretakers shall be used before a regular caretaker shall be assigned overtime.—~~



REPORT TO

GOVERNANCE AND POLICY COMMITTEE

UPDATE TO DELEGATIONS POLICY T.14

So the Lord gave Solomon wisdom, as he promised him. There was peace between Hiram and Solomon; and the two of them made a treaty. – 1 King 5:12

Created, Draft	First Tabling	Review
January 2, 2020	January 7, 2020	Click here to enter a date.

C. Caldwell, Legal Counsel
M. Eldridge, General Legal Counsel (Acting)
C. Fernandes, Superintendent of Education, Area 4 and Policy Development

RECOMMENDATION REPORT

Vision:

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Mission:

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We educate students to grow in grace and knowledge to lead lives of faith, hope and charity.

Rory McGuckin
Director of Education

D. Koenig
Associate Director
of Academic Affairs

L. Noronha
Associate Director of Facilities,
Business and Community
Development, and
Chief Financial Officer



A. EXECUTIVE SUMMARY

This report provides an update to the Delegation Policy (T.14).

The cumulative staff time required to prepare this report was 5 hours

B. PURPOSE

This Recommendation Report is on the Order Paper of the Governance and Policy Committee as per request of Regular Board on December 12, 2019.

The revisions to the Delegation policy have been updated to reflect a Trustee motion requesting that “a review of the policies and their implementation should be conducted at the Governance and Policy meeting.”

C. BACKGROUND

1. The policy on Delegations T.14 was first approved on November 10, 2010 and was last amended in August 2016.
2. Changes to this policy reflect the request made by a trustee motion on December 12, 2019 to address delegates who may breach the delegation policy.

D. EVIDENCE/RESEARCH/ANALYSIS

This policy has been amended in consultation with staff from the Field Superintendents and Legal Services.

E. METRICS AND ACCOUNTABILITY

1. Recommendations in this report will be monitored by policy development staff.
2. Further reports will be brought to Board in accordance with the policy review schedule.

F. IMPLEMENTATION

1. The updated policy as approved will be posted on the TCDSB policy register, and will be communicated to parents and the general communities via the TCDSB website.
2. The Communications Department will provide messaging to principals for the purpose of placing the information about the Delegations Policy in school newsletters.

G. STAFF RECOMMENDATION

That the revised policy on Delegations (T.14) provided in Appendix A be adopted.



POLICY SECTION: TRUSTEES
SUB-SECTION:
POLICY NAME: DELEGATIONS
POLICY NO: T.14

Date Approved: November 10, 2010- Board	Date of Next Review: August 2021 January 2025	Dates of Amendments: November 24, 2011- Board December 13, 2012- Board August 25, 2016- Board
Cross References: TCDSB Code of Conduct Policy, S.S.09 TCDSB Operating By-Law Number 175		
Appendix: Delegation Registration Form		

Purpose:

This Policy affirms and promotes the process by which students, parents and community members can present their views and concerns to the Trustees of the Toronto Catholic District School Board.

Scope and Responsibility:

The policy extends to students, parents and community members making deputations to the Board or its committees, **including public Statutory Committees, Standing Committees, Ad-Hoc Committees and Sub-Committees (“Committee(s)”) in accordance with the TCDSB By-Laws.** The Director of Education, with the assistance of the Recording Secretary, is responsible for this policy.

Alignment with MYSP:

Living Our Catholic Values

Strengthening **Enhancing** Public Confidence

Achieving Excellence in Governance



POLICY SECTION: TRUSTEES
 SUB-SECTION:
 POLICY NAME: DELEGATIONS
 POLICY NO: T.14

Policy:

The TCDSB is committed to advocacy for students, parents, and communities. In recognition of the need to hear the concerns of the TCDSB community and of individuals to have a voice in the decision-making process, delegations may be heard at any meeting of the Board of Trustees or ~~Standing~~ Committees, as stipulated in, and limited by, the regulations outlined below. **This Policy is subject to and will be interpreted in accordance with TCDSB By-Law Number 175, as may be amended from time to time.**

Regulations:

Appropriate Forums for Delegations

1. Delegations ~~will~~ **may** be heard at **public** ~~Standing~~ Committees of the Board concerning matters within its terms of reference. The topic of the deputation will determine at which ~~Standing~~ Committee the delegation will be heard. **The Director of Education, in consultation with the Committee’s Chair, retains discretion to reasonably determine whether or not a delegate will be received.**
2. Delegations may be heard at **public** Special Board meetings at the discretion of the Director and Chair of the Board.
3. Given the current division of work between the Board meetings and Committee meetings, delegations will be accepted at the discretion of the Director and Chair of the Board at **public** regular Board **meetings and** only if:
 - a) ~~A new item/report or new information has been placed on the agenda that has not been dealt with at a Standing committees.~~



POLICY SECTION: TRUSTEES
SUB-SECTION:
POLICY NAME: DELEGATIONS
POLICY NO: T.14

a) in exceptional circumstances; or

b) **if** the matter is deemed to be time sensitive.

Delegations heard at regular Board meetings may be the subject only of a motion for receipt, or a motion of referral to the appropriate Committee or to Staff, or a motion of both receipt and referral to the appropriate Committee or to Staff. (By-Laws Section 10.9.11)

4. Delegations may not be received from individuals on matters over which their union or association has jurisdiction.

Procedure for Making a Deputation

5. Those wishing to make a deputation can receive further information and details on the delegation protocol by contacting the Recording Secretary at 416-222-8282 ext. 2293, or by visiting the TCDSB portal site at www.tcdsb.org.
6. Delegations are to register with the Recording Secretary of the Board no later than 11:00 a.m. on the day of the ~~Standing~~ Committee meeting by submitting the Delegation Registration Form to the Recording Secretary and the local Trustee will be notified immediately.
7. Where the Board has initiated community engagement with respect to any matter, delegations will be referred to that consultation process and may not be registered to appear before a ~~Standing~~ Committee meeting.
8. A Delegate may only speak once at a particular meeting. There may be up to a maximum of ten (10) deputations per meeting.



POLICY SECTION: TRUSTEES
SUB-SECTION:
POLICY NAME: DELEGATIONS
POLICY NO: T.14

9. Delegations will be listed on the agenda of the meeting or in an addendum, and their topic and point of view, **subject to the following**, shall be included in the documentation.

- a) **Any visual or written presentation or materials a delegate intends to provide or project on screen during the delegation must be provided five (5) days in advance of the meeting to the Recording Secretary of the Board. The Board reserves the right to accept, reject or modify such materials, with advance notice provided to the delegate.** Private information shall not be included.

10. First priority will be given to delegations speaking to a specific item on the meeting’s agenda and those who have not yet spoken to the issue. Next priority will be given to delegations speaking to time-sensitive topics. **A delegate who has already made a delegation on a specific matter or topic may not be permitted to delegate again on the same matter, without the permission of the Director, in consultation with the Committee’s chair.**

~~10. Delegates who want to show their deputation on the screen in the Boardroom must provide an electronic copy before the meeting.~~

11. Delegations from TCDSB employees shall verbally disclose this information at the time of registration and at the beginning of their deputation.

Time Parameters

12. Delegations who have registered by the specified time may speak for a maximum of three (3) minutes.

13. Delegations who have not registered by the specified time may speak for a maximum of three (3) minutes if approved by 2/3 votes of the members of the Board or ~~Standing~~ Committee. The chair shall put the question at the



POLICY SECTION: TRUSTEES
 SUB-SECTION:
 POLICY NAME: DELEGATIONS
 POLICY NO: T.14

conclusion of the registered delegate. The question will be put immediately without any debate.

14. Delegation period shall be limited to a maximum of 60 minutes at the discretion of the Chair. The maximum time limit may be amended by 2/3 majority present and eligible to vote.

15. Each Trustees may ask questions of the delegation, for a maximum A total of not more than 3 minutes will be allocated to address both the Trustee's questions and the delegate's answers to same.

16. Questions asked by Trustees are limited to clarifying questions only.

Format & Content of Deputations

17. Delegations are requested to:

- a) present concerns in a positive and constructive manner;
- b) maintain a level of decorum which will allow meetings to proceed effectively; and
- c) refrain from the use of abusive or derogatory language.

18. During a deputation in public session of a regular or special Board meeting, or Standing Committee meeting, should the delegate use the name/title/position of any person in a negative, critical or derogatory fashion, directly or indirectly, the Chair of the meeting shall advise the delegation to limit comments to non-personal references. Should personal references continue to be made, the Chair has the authority to stop the delegation from proceeding.



POLICY SECTION: TRUSTEES
 SUB-SECTION:
 POLICY NAME: DELEGATIONS
 POLICY NO: T.14

19. During a deputation in a private session of a regular or special Board meeting, **or Standing Committee meeting**, should a situation arise where a delegate intends to refer to someone in a negative way then the following will apply:

- a) Delegations intending to use the name/title/position of any person in a negative, critical or derogatory fashion must indicate this intention at the time of registration, and, prior to presenting, **the delegate** will be requested to address the **Standing Committee or Board** in private session.
- b) The Board shall inform staff if a delegation intends to speak of them at a **Standing Committee or Board** meeting, in a negative, critical or derogatory fashion. The staff member has the right to be present during the deputation and be represented by the agent of their choice.

20. The Chair of the meeting may expel or exclude from any meeting any person who engages in conduct contrary to the TCDSB Code of Conduct or Respectful Workplace Guidelines, **or who fails to comply with this Policy**.

21. **If a gross misrepresentation on a factual issue is made by a delegate, the Chair of the Committee or Chair of the Board, as applicable, may correct the record from a factual perspective at the subsequent Committee or Board meeting. If the Chair was absent when the gross misrepresentation was made or should the Chair be the subject of the gross misrepresentation, then the Vice-Chair of the Committee or the Vice-Chair of the Board will correct the record, as per above.**



POLICY SECTION: TRUSTEES
SUB-SECTION:
POLICY NAME: DELEGATIONS
POLICY NO: T.14

22. The determination of whether or not a comment is a gross misrepresentation of the facts will be determined by a 2/3 majority of Trustees present when the comment was made.

23. In respect of TCDSB employees delegating to a the Standing Committee where the topic:

a) is personal to the speaker, the restrictions are the same as any delegation.

b) is or may be dealt with under a Collective Agreement to which the Board is a party, such submission shall be dealt with in accordance with the provisions of such Collective Agreement.

24. The public session of ~~Standing Committee~~, Board and Special Board meetings are recorded and broadcast live. The recording is retained as a public record of the proceedings. **Other Committees may be recorded. Delegations that are part of ~~the~~ recorded proceedings are so advised and consent to being recorded.**

25. At the conclusion of the deputation the Chair will advise the delegate as to how the matter will be processed.

26. Where an item has been referred to staff, staff will communicate follow-up actions to the Delegation.

Definitions:

Delegation

A delegation may include: (1) an individual speaking on his or her own behalf;



POLICY SECTION: TRUSTEES
SUB-SECTION:
POLICY NAME: DELEGATIONS
POLICY NO: T.14

(2) an official representative of a TCDSB committee; (3) an official representative of student government; or (4) a spokesperson for another group or organization.

Deputation

A formal talk made to the whole Board or ~~Standing~~ Committee or in a private session of the Board or ~~Standing~~ Committee relating to a specific issue or concern.

Evaluation and Metrics:

The effectiveness of the policy will be determined by measuring the following:

1. Trustees and the Director shall review the process of delegation every three (3) years to ensure that it was fair, equitable and supported the goals of the TCDSB the Multi Year Strategic Plan
2. ~~Staff will develop an assessment tool to determine the efficacy of the policy and administer it after the first year of policy implementation to evaluate the policy.~~



REPORT TO

**GOVERNANCE AND POLICY
COMMITTEE**

UPDATE TO TRUSTEE CODE OF CONDUCT T.04

Good will come to those who are generous and lend freely, who conduct their affairs with justice – Psalm 112:5

Created, Draft	First Tabling	Review
January 2, 2020	January 7, 2020	Click here to enter a date.

M. Eldridge, General Legal Counsel (Acting)
C. Fernandes, Superintendent of Education, Area 4 and Policy Development

RECOMMENDATION REPORT

Vision:

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Mission:

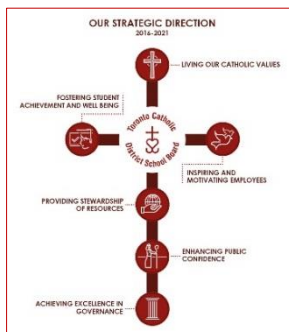
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Rory McGuckin
Director of Education

D. Koenig
Associate Director
of Academic Affairs

L. Noronha
Associate Director of Facilities,
Business and Community
Development, and
Chief Financial Officer



A. EXECUTIVE SUMMARY

This report recommends updating the current policy on Policy T.04 to align with the recent amendments to the *Municipal Conflict of Interest Act* (“MCIA”).

The cumulative staff time required to prepare this report was 3 hours.

B. PURPOSE

This Recommendation Report is on the Order Paper of the Governance and Policy Committee as it recommends policy revision.

C. BACKGROUND

1. The Policy was first approved in September 2010 and has not been amended since February 2016.
2. Changes to this policy reflect recent amendments to the MCIA and alignment with related policies.

D. EVIDENCE/RESEARCH/ANALYSIS

This policy has been amended in consultation with staff from Legal Services.

E. METRICS AND ACCOUNTABILITY

1. Recommendations in this report will be monitored by policy development staff
2. Further reports will be brought to Board in accordance with the policy review schedule.

F. IMPLEMENTATION

The updated policy as approved will be posted on the TCDSB policy register.

G. STAFF RECOMMENDATION

Staff recommends that the revised Trustee Code of Conduct Policy T.04 provided in Report Appendix A be approved.



POLICY SECTION: TRUSTEES
SUB-SECTION:
POLICY NAME: Trustees Code of Conduct
POLICY NO: T.04

Date Approved: September 29, 2010	Date of Next Review: February 2019	Dates of Amendments: April 4, 2012 February 24, 2016
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Cross References:

- Municipal Conflict of Interest Act, R.S.O. 1990, CHAPTER c.M.50*
- Education Act, R.S.O. 1990, c. E. 2*
- ~~T.04~~ Conflict of Interest : Trustees **Policy T.01**
- Municipal Freedom of Information and Protection of Privacy Act R.S.O. 1990, c. m. 56*
- Criminal Code, R.S.C. 1985, c. C-46*
- Ontario Human Rights Code, R.S.O. 1990, c. H. 19**
- Catholic Equity and Inclusive Education Policy H.M. 24**
- The Provincial Code of Conduct and School Board Codes of Conduct PPM No. 128**

Appendix A- Municipal Conflict of Interest Act

Purpose:

The purpose of this policy is to provide trustees and student trustees with direction and guidelines for their conduct and role in Board Governance as a member of the Toronto Catholic District School Board.

Scope and Responsibility:

This policy applies to all trustees and student trustees of the Toronto Catholic District School Board who are responsible for ensuring compliance with this policy.

Alignment with MYSP:

- Living Our Catholic Values
- ~~Strengthening~~ **Enhancing** Public Confidence
- Fostering Student Achievement and Well-Being
- Achieving Excellence in Governance



POLICY SECTION: TRUSTEES
SUB-SECTION:
POLICY NAME: Trustees Code of Conduct
POLICY NO: T.04

Providing Stewardship of Resources
 Inspiring and Motivating Employees

Policy

Deliberate with Many Voices: Act with One

"Act Justly, Love tenderly and walk humbly with your God" (Micah: 8)

Toronto Catholic District School Board trustees represent all ~~the citizens~~ **people** in the Catholic community in the City of Toronto and are responsible to the electorate through the democratic process. Fellow citizens have entrusted trustees through the electoral process **to serve as their advocates on behalf of all students in the community** ~~with the education of all students in the community they serve as their advocates.~~ The public is entitled to expect the highest standard from the school trustees ~~that it~~ **they** elects.

Catholic trustees, as representatives of the Catholic community, must ensure that the mission of Catholic education, as part of the broader mission of the Church is fulfilled. ~~Because of this~~ **Catholic school trustees have a** unique and distinctive mission, ~~Catholic school trustees~~ **and must** honour a set of additional expectations that have been set for them by the Church and by the Catholic community. The vocational call to trusteeship is to serve.

Regulations:

1. Faith, Community and Culture

Each Toronto Catholic District School Board Trustee ("Trustee") shall, within the duties prescribed in the Education Act, its Regulations and other applicable legislation and reflecting a ministry within the Church:

- a) appreciate that Catholic schools are an expression of the teaching mission of the Church;
- b) provide an example to the Catholic Community that reflects the teaching of the Church;
- c) facilitate the best possible Catholic education according to the programs approved by the provincial Minister of Education and supported by the Canadian Conference of Catholic Bishops;



POLICY SECTION: TRUSTEES
SUB-SECTION:
POLICY NAME: Trustees Code of Conduct
POLICY NO: T.04

- d) recognize and rigorously defend the constitutional right of Catholic education and the democratic and corporate authority of the Board;
- e) respect the confidentiality of the Board;
- f) ensure the affairs of the Board are conducted with **equity**, openness, justice and compassion;
- g) work to improve personal knowledge of current Catholic educational research and practices;
- h) affirm a strong sense of ~~Christian~~ Catholic Community; ~~and~~
- i) provide support, encouragement and prayer for the efforts of all persons engaged in the ministry of Catholic Education in Canada; **and**
- j) ~~S~~share in the distribution of Board workload including preparing, attending and participating in meetings, committee or other assignments as appointed.

2. Integrity and Dignity of Office

Trustees occupy positions of public trust and confidence. They are expected to discharge their duties and responsibilities in a professional and ethical manner, consistent with Gospel Values, the teachings of the Catholic church, the *Education Act* and Regulations, the *Municipal Freedom of Information and Protection of Privacy Act* and Regulations, the *Municipal Conflict of Interest Act*, the Board's By-Laws and Policies and any other Act or Regulation that may be applicable to the Trustee's duties. Trustees are compelled to act on or report breaches **of law**, fraud, and/or conflicts-~~to~~-which they witness or come to their attention.

3. Civil Behaviour

Trustees share in the responsibility for creating a positive environment that is safe, harmonious, comfortable, **equitable**, inclusive and respectful. As stewards of the system, Trustees are held to a high standard of conduct and should serve as role models of exemplary behaviour reflective of the values articulated in the Ontario Catholic School Graduate ~~e~~Expectations.



POLICY SECTION: TRUSTEES
SUB-SECTION:
POLICY NAME: Trustees Code of Conduct
POLICY NO: T.04

The following requirements do not adversely affect any right or privilege guaranteed under the Constitution Act 1867: the Canadian Charter of Rights and Freedoms, or the Ontario Human Rights Code.

Among other things, Trustees should:

- respect and comply with all applicable federal, provincial and municipal laws;
- demonstrate honesty and integrity;
- respect differences in people, their ideas, and their opinions;
- treat one another with dignity and respect at all times, and especially when there is disagreement;
- respect and treat others fairly, regardless of, for example, race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, **gender identity, gender expression, age, marital status, family status**, age, or disability; and
- respect the rights of others.

In performing their duties as trustees, and in all matters of communication including: **texts; social media**, email; telephone; and face-to-face meetings with staff, parents and other stakeholders, appropriate language and professionalism are expected. Trustees must adhere to all pertinent Board policies.

Subject to the duty of a Trustee under section 218.1(e) of the *Education Act* to uphold the implementation of any Board resolution after it is passed by the Board, a Trustee may comment on, or disagree with, a decision taken by the Board.

Any Trustee who fails or refuses to comply with the rules of the Board, uses offensive language, disobeys the decisions of the Chair or the Board on points of order **at Board meetings**, or makes any disorderly noise or disturbance **at a Board meeting** may be ordered by the Chair to leave for the remainder of the meeting, and in the case of a refusal to do so, may, on the order of the Chair, be removed from the room where such meeting is taking place and/or the Board Office. Such a removal will be recorded in the Minutes of the meeting.



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Section 207(3) of the *Education Act* addresses the exclusion of persons from board meetings. It provides: “The presiding officer may expel or exclude from any meeting any person who has been guilty of improper conduct at the meeting.”

4. Complying with Legislation

All Trustees will comply with the letter and spirit of all laws of Canada and the Province of Ontario and any contractual obligations of the Board in conducting the business of the Board.

The Trustees acknowledge they may only act on behalf of the Board through resolution and may not act individually or purport to represent the interests of the Board without the knowledge and consent of the Board of Trustees shown through resolution.

Trustees shall ensure that all information they communicate in the course of their duties is accurate and complete.

It is every Trustee's responsibility to **be familiar with** ~~familiarize themselves with their~~ **the** duties and any requirements ~~of them~~ as prescribed by the *Education Act*, the *Municipal Freedom of Information and Protection of Privacy Act*, the *Municipal Conflict of Interest Act*, ~~and~~ any other Act or Regulation that may be applicable to the Trustee's duties ~~from time to time~~, and/or Ministry of Education requirements, ~~and~~ the Board's By-Laws, Policies and General Administrative Procedures.

All Trustees are expected to comply with the following duties of board members as set out in section 218.1 of the *Education Act*: ~~(as amended from time to time):~~

- "A member of a board shall,
- a) carry out his or her responsibilities in a manner that assists the board in fulfilling its duties under this Act, the regulations and the guidelines issued under this Act, including but not limited to the board's duties under section 169.1;
 - b) attend and participate in meetings of the board, including meetings of board committees of which he or she is a member;



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- c) consult with parents, students and supporters of the board on the board's multi-year plan under clause 169.1(1)(f);
- d) ~~use appropriate communication protocols to~~ bring concerns of parents, students and supporters of the board to the attention of the board;
- e) uphold the implementation of any board resolution after it is passed by the board;
- f) entrust the day-to-day operations and management of the board to its staff through the Board's Director of Education;
- g) maintain focus on student achievement and well-being ~~through the development of policies;~~ and
- h) comply with the Board's code of conduct."

5. Upholding Decisions

As a corporate body, ~~of~~ Trustees must:

- a) accept that authority rests with the Board and that they have no individual authority other than that delegated by the Board;
- b) uphold the implementation of any Board resolution after it is passed by the Board;
- c) comply with Board policies and procedures; and
- d) refrain from speaking on behalf of the Board unless authorized to do so.

6. Avoidance of Personal Advantage and Conflict of Interest

All Trustees are expected to comply with the provisions of the Municipal Conflict of Interest Act, ~~attached as Appendix A~~ [Municipal Conflict of Interest Act R.S.O. 1990, chapter M.50](#), which requires that Trustees declare and disclose the general nature of the interest for all direct and indirect pecuniary conflicts of interest and abstain from making a decision.

Trustees are not permitted to vote on or discuss matters in which they have a direct or indirect pecuniary interest. The direct or indirect pecuniary interest of a parent, spouse or child is deemed to be the interest of the Trustee. Subsection 3(1) of the *Municipal Conflict of Interest Act* provides:



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“For the purpose of this Act, the pecuniary interest, direct or indirect, of a **parent or the spouse**...or any child of the member shall, if known to the member, be deemed to be also the pecuniary interest of the member.”

Any direct or indirect financial interest on the part of the Trustee may raise a conflict of interest. A direct conflict of interest will arise where the Trustee himself or herself stands to benefit or suffer financially by a decision of the Board.

Where a Trustee, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, or any other conflict of interest in any matter and is present at a meeting of the Board at which the matter is the subject of consideration, the Trustee shall:

- a) prior to any consideration of the matter of the meeting, disclose the interest and the general nature thereof;
- b) not take part in the discussion of, or vote on any question in respect of the matter;
- ~~e)not discuss the issue with any other person;~~
- c) not attempt in any way whether before, during or after the meeting to influence the voting on such question; and
- d) **where the meeting is not open to the public, in addition to complying with c) above, the trustee shall forthwith** leave the meeting or the part of the meeting during which the matter is under consideration.

Where the interest of the Trustee has not been disclosed by reason of the Trustee’s absence from the meeting, the Trustee shall disclose the interest and otherwise comply with the above requirements ~~of~~ **at** the first meeting of the Board attended by the Trustee after the meeting referred to above.

When the meeting is open to the public, every declaration of interest shall be recorded in the minutes of the Board **or Committee** meeting. When the meeting is not open to the public, every declaration of interest, **but not the general nature of that interest**, shall be recorded in the minutes of the next meeting of the Board that is open to the public.

At a meeting at which a trustee discloses an interest, or as soon as possible afterwards, the trustee shall file a written statement of the interest and its general nature with the Director of Education in his/her capacity as secretary of the Board.



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- The Board shall establish and maintain a registry in which shall be kept:**
- a) The written statement filed by a trustee disclosing an interest and its general nature.**
 - b) A copy of the minutes of the meeting at which a declaration of interest was recorded.**

It is an expectation of the Board that Trustees will not only comply with the requirements of the *Municipal Conflict of Interest Act*, but also avoid conflicts of interest as defined by this Code of Conduct.

Every Trustee is responsible and accountable for exercising good judgement and avoiding situations that might present a conflict of interest, or the appearance of a conflict of interest, ~~and where a conflict of interest might exist each Trustee has an affirmative duty to disclose such conflict when it becomes apparent.~~

No Trustee shall use his or her position, authority or influence for personal, financial or material gain or **for** personal business purposes or for the personal, financial or material gain or business purposes of a relative, friend and/or business associate. Every Trustee shall uphold and enhance all Board business operations by:

- a) maintaining an unimpeachable standard of integrity in all their relationships, both inside and outside the Board;
- b) fostering the highest standard of professional competence amongst those for whom they are responsible;
- c) complying with and being seen to comply **with** the letter and spirit of:
 - The laws of Canada and the Province of Ontario,
 - Contractual obligations applicable to the Board; ~~and~~
- d) rejecting and denouncing any business practice that is improper or inappropriate or **that** may appear to be improper or inappropriate.

A Trustee shall not use his or her position, authority or influence to give any person or organization special treatment that might, or might be perceived to, advance the interests of the Trustee, or the interests of a relative, friend and/or business associate of the Trustee.



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A Trustee must not participate in any decision or recommendation in which he or she or a relative, friend or business associate may have a financial, commercial or business interest.

Where a trustee, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter that is being considered by an officer or employee of the Board, or by a person or body to which the Board has delegated a power or duty, the trustee shall not use his or her office in any way to attempt to influence any decision or recommendation that results from consideration of the matter.

~~All Trustees shall disclose a conflict of interest and/or the general nature of the interest, to the Board of Trustees.~~

7. Lobbying

A lobbyist is an individual, business or organization that is lobbying a member of the Board. It is usually defined as direct or indirect efforts to solicit support and influence decisions on behalf of another party or an organization, often away from public scrutiny.

- a) “Consultant lobbyist” means a person who, for payment, lobbies on behalf of a client and includes, but is not limited to government relations consultants, lawyers, accountants, or other professional advisors who provide lobbying services for their clients;
- b) “Corporate in house lobbyist” means an owner or employee of a company or corporation that carries on commercial activities for financial gain.

On occasion, lobbyists may attempt to communicate with Trustees for the purpose of influencing Trustees with respect to the procurement of goods and services and the awarding of contracts. Trustees ~~may~~ **must** re-direct such inquiries to the Director of Education. Trustees must not communicate with a lobbyist during a procurement process and must not use their influence to gain nor advance the interests of any particular party during a procurement process.



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Trustees shall be vigilant in their duty to serve public interest when faced **dealing** with lobbying activity.

8. Respect for Confidentiality

All Trustees acknowledge that, as part of their duties to the Board they may be privy to private, confidential **information including information that is** and/or legally privileged, financial, business, **or and/or commercial labour relations** information belonging to the Board that may provide a financial, business, commercial or competitive advantage, ~~and that they~~ **In addition, trustees** may be privy to private and confidential student ~~and or~~ personnel information, and/or legal matters and opinions. ~~Such information may include, but is not limited to, information relating to the Board's organizational structure, operations, business plans, technical projects, business costs, research data results, inventions, trade secrets or other work produced, developed by or for the Board.~~

Except as required by law, all Trustees and former Trustees agree not to use, directly or indirectly, for the Trustee's benefit or the benefit of any person, organization, firm, or other entity, the Board's proprietary or confidential information disclosed or entrusted to that Trustee, and Trustees recognize that such inappropriate use of confidential information for their benefit may constitute a breach of trust contrary to section 122 of the Criminal Code (Canada).

The confidentiality of personal/educational student and family information received in the course of duties must be respected, protected and kept confidential. Information received should not be discussed or reviewed in public or where another student, parent, employee or member of the school community or public could accidentally overhear or read such information.

Except as required by law, and in accordance with the *Education Act* and *Municipal Freedom of Information and Protection of Privacy Act*, all Trustees agree not to use or disclose the personal and/or educational information of students and their families that may come to the attention of a Trustee.



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A Trustee's duty of confidentiality with respect to private and confidential financial, business and/or commercial information, personnel information, student information, and legal matters and opinions survives his or her term as Trustee.

9. Board Resources

No Trustee shall use Board resources for personal gain including re-election campaign work. No Trustee shall permit relatives, friends and/or business associates to use Board resources for personal gain. Trustees recognize that such inappropriate use of Board resources, directly or indirectly, for their benefit may constitute a breach of trust contrary to section 122 of the *Criminal Code* (Canada).

All Trustees shall comply with Board Policies and General Administrative Procedures regarding the use of Board resources, including information technology resources.

10. Enforcement of Code of Conduct and the *Municipal Conflict of Interest Act*

In accordance with the provisions of section 218.3 of the Education Act, a breach of this Code of Conduct by a Trustee may be dealt by the following procedures:

A Trustee who has reasonable grounds to believe that another Trustee has breached this Code of Conduct may bring the alleged breach to the attention of the Board alternatively a Roman Catholic Elector and Eastern Right Catholics may petition to the Board of Trustees directly.

If an alleged breach is brought to the attention of the Board, the Board shall make inquiries into the matter and shall, based on the results of the inquiries, determine whether there has been a breach.

If the Board determines that a Trustee has breached this Code of Conduct, the Board may impose one or more of the following sanctions; progressive approach to sanctions will be considered when dealing with Trustee issues including personal contact, clarification, redirection, request for an apology, reprimand, censure and or other sanctions as per board motion:



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- 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 Trustee from sitting on one or more committees of the Board, for the period of time specified by the Board.
- d) Removal of the Chair or Vice-Chair of the Board or Committee.

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 that are not available to the members of the public.

In appropriate circumstances, the Board may also resolve to disassociate the Board from any action or statement of a Trustee.

If a Board determines that a Trustee has breached this Code of Conduct, the Board shall give the Trustee written notice of the determination and of any sanction imposed by the Board.

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 14 days after the notice is received by the Trustee.

The Board shall consider any submissions made by the Trustee and shall confirm or revoke the determination within 14 days after the Trustee's submissions are received.

If the Board revokes a determination that a Trustee has breached this Code of Conduct, any sanction imposed by the Board is also revoked.

If the Board confirms a determination that a Trustee has breached this Code of Conduct, the Board shall, within 14 days after the Trustee's submissions were received, confirm, vary or revoke the sanction(s) imposed by the Board.

If a sanction is varied or revoked, the variation or revocation shall be deemed to be effective as of the date the original determination about the alleged breach was made by the Board.



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Despite subsection 207(1) of the *Education Act* which requires meetings of the Board to be open to the public, but subject to the requirements below for specific resolutions of the Board to be made in public, the Board may close to the public the part of the meeting during which a breach or alleged breach of this Code of Conduct is considered when the breach or alleged breach involves any of the following matters:

- a) the security of the property of the Board;
- b) the disclosure of intimate, personal or financial information in respect of a Trustee or committee, an employee or prospective employee of the Board or a student or his or her parent or guardian;
- c) the acquisition or disposal of a school site;
- d) ~~A progressive approach to sanctions will be considered when dealing with Trustee issues including personal contact, clarification, redirection, request for an apology, reprimand, censure and or other sanctions as per board motion;~~
- d) decisions in respect of negotiations with employees of the Board; or
- e) litigation affecting the Board.

The Board shall do the following things by resolution at a meeting of the Board, and the vote on the resolution shall be open to the public:

- a) Make a determination that a Trustee has breached this Code of Conduct.
- b) Impose a sanction on a Trustee for a breach of this Code of Conduct.
- c) Confirm or revoke a determination regarding a Trustee's breach of this Code of Conduct.
- d) Confirm, vary or revoke a sanction after confirming or revoking a determination regarding a Trustee's breach of this Code of Conduct.

A Trustee who is alleged to have breached this Code of Conduct shall not vote on any of the resolutions listed above.

When a resolution listed **described** above is passed, the resolution shall be recorded in the Minutes of the meeting.

The *Statutory Powers Procedure Act* does not apply to any of the enforcement provisions under section 218.3 of the *Education Act*.



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Nothing in this Code of Conduct prevents a Trustee's breach of the *Municipal Conflict of Interest Act* from being dealt with in accordance with that Act.

A trustee who is subject to a Board inquiry to determine whether the trustee has breached the Code of Conduct has a right to retain and be represented by legal counsel throughout the process. Legal expenses **incurred by the trustee** will not be ~~paid~~ **reimbursed** unless extraordinary circumstances are determined by Board motion.

The required vote on any resolutions of determination or sanctions will be made by a 2/3 majority of all Trustees on the Board not including the accused Trustee.

11. Guidelines for Gifts and Hospitality

Moderate hospitality and gifts are an accepted courtesy of a business relationship. However, the recipients should not allow themselves to reach a position whereby they might be influenced in making a business decision as a consequence of accepting such hospitality.

Trustees should not use their position for improper gain or benefit, nor under any circumstances accept gifts of more than ~~\$25.00~~ **\$100.00**.

12. This document will be ~~present and~~ reviewed with newly elected Trustees and signed only as having been received and understood.

Definitions:

Trustee

A person elected or acclaimed to the office of trustee of the Board pursuant to the provisions of the *Municipal Elections Act* or appointed to the office of trustee pursuant to the provisions of the Education Act.

Evaluation and Metrics:

The effectiveness of the policy will be determined by measuring the following:



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There will be a review by Trustees of this policy every two years ~~starting in January 2018~~ to ensure understanding, awareness and effectiveness.

GOVERNANCE AND POLICY COMMITTEE PENDING LIST TO JANUARY 7, 2020

#	Date Requested & Committee/Board	Report Due Date	Destination of Report Committee/Board	Subject	Delegated To
1	Mar-2017 Governance and Policy	TBC	Governance and Policy	Report regarding consultations with CLSIT and conversations with the Archdiocese in regards to the content of the policy (Update to Chaplaincy Program Policy)	Superintendent Fernandes
2	June-2017 GAP	TBC	Governance and Policy	Staff to bring back after the Ministry of Education's Transportation report is considered (Update to Transportation Policies S.T.01, 03, 04 and 05)	Superintendent Fernandes
3	Sep-2017 Governance and Policy <i>This is being addressed with the upgrades to the Board and other Committee Meeting Rooms</i>	TBC	Governance and Policy	Staff to look at options to improve efficiencies for Trustees, staff and the public to gain greater Order Paper, report and back up materials (Inquiry from Trustee Crawford regarding Gaining greater Order Paper, Report, and Backup Materials Efficiencies with e-Scribe)	Director of Education
4	Jan-2018 Corporate Services <i>This item will be combined with #2 above</i>	TBC	Governance and Policy	That the report and related policy be referred to the Governance and Policy Committee for consideration (Non-Qualifying Transportation Students by Trustee Ward (All Wards))	Superintendent Fernandes

#	Date Requested & Committee/Board	Report Due Date	Destination of Report Committee/Board	Subject	Delegated To
5	Jan-2018 Governance and Policy Regulations (#10,11) on Lobbying are found in the Updated F.P.01 Purchasing Policy, June 2019	TBC Also found in T.04 Trustee Code of Conduct- Reg. #7	Board	That staff look at various lobbying policies of the City of Toronto and other school Boards and draft a lobbying policy for the TCDSB (Policy Priority Update January 2018)	Superintendent Fernandes
6	Mar-2018 Regular Board	TBC Feb - 2020	Governance and Policy	That the matter be referred to the Governance and Policy Committee (Photographing and Filming of Individuals at Board and Committee Meetings)	Superintendent Fernandes
7	May-2018 Governance and Policy	TBC May 2020	Governance and Policy	Staff was requested to add the policy to the Governance and Policy Committee work plan for the development of an Omnibus policy (Update to School Events Communications and Invitee Protocols Policy (S.02)).	Superintendent Fernandes
8	Jun-2018 Corporate Services	TBC	Governance and Policy	That the Pupil Accommodation Review Policy and Operating Procedures be referred to the Governance and Policy Committee to be updated to reflect changes to the Pupil Accommodation Review Guidelines with extensive community and Section E Implementation,	Superintendent Fernandes

#	Date Requested & Committee/Board	Report Due Date	Destination of Report Committee/Board	Subject	Delegated To
				Strategic Communications and Stakeholder Engagement Plan (Ministry Memo 2018: B10 – Final Pupil Accommodation Review Guidelines and Updated on Integrated Planning and Supports for Urban Education)	
9	Jan-2019 Governance and Policy	Jan 2020 May 2020	Governance and Policy	Review the Director Performance Appraisal policy in one year, including the challenges during an election year and the “parked” items from the November 21, 2018 Special Board meeting, TRIPLE PRIVATE Session (Review of the Director Performance Appraisal)	Superintendent Fernandes
10	Jan-2019 Governance and Policy	TBC March 2020	Governance and Policy	That all existing and new policies be reviewed to reflect the Ontario Human Rights Commission (OHRC) Accessible Education for Students with Disabilities Policy Document and that once completed, that they be brought back to GAP Committee; and That staff develop a policy reflective of the OHRC Accessible Education for Students with Disabilities Policy Document (SEAC Minutes, 2018-09-19, Item 9g) Ontario Human Rights	Superintendent Fernandes

#	Date Requested & Committee/Board	Report Due Date	Destination of Report Committee/Board	Subject	Delegated To
				Commission (OHRC) Policy Document Article on Special Education Inclusion	
11	<p>Mar-2019 Special Board</p> <p><i>Subject to NEW Ministry policy/regulation dealing with student exclusions</i></p>	TBC	Governance and Policy	<p>That the TCDSB establish a comprehensive policy regarding the refusal to admit special education students and those with special needs and disabilities to school; and</p> <p>That a refusal to admit policy should depend on the TCDSB ensuring that students excluded from attending school are provided an equivalent educational program; and</p> <p>That students should not be excused unless it can be demonstrated that the student presents an imminent risk to health or safety; and</p> <p>That the policy include:</p> <p>Circumstances when a refusal to admit is permitted, and when it is not permitted;</p> <p>Procedures that must be followed when refusing to admit a student;</p>	

#	Date Requested & Committee/Board	Report Due Date	Destination of Report Committee/Board	Subject	Delegated To
				<p>Timelines dictating the maximum number of consecutive days a student can be excused from school;</p> <p>An appeal process; and</p> <p>Data documentation and process for reporting to SEAC and Board.</p> <p>That the policy should include where the TCDSB refuses to accommodate students with special education disabilities in regular classrooms without needed supports or services, the principal be required to provide written notice and rationale of this to the family and that the Superintendent be copied; and</p> <p>That a refusal to admit policy be referred to the Governance and Policy Committee; and that staff prepare a comprehensive report on the implementation of a refusal to report policy.</p>	
12	Apr-2019 Student Achievement	TBC Feb-2020	Governance and Policy	That staff create a policy regarding Forms of Acceleration for Gifted and Talented Students and that it be presented to the Governance and Policy Committee for consideration	Superintendent Fernandes

#	Date Requested & Committee/Board	Report Due Date	Destination of Report Committee/Board	Subject	Delegated To
13	May-2019 Governance and Policy	TBC	Governance and Policy	Report stating Staff's position on a policy on Catholic Curriculum (Recommendation from the March 26, 2019 Catholic Education and Living Our Catholic Values Sub-Committee Meeting)	Superintendent Fernandes
14	Sep-2019 Governance and Policy	Jan-2020	Governance and Policy	Trustee Code of Conduct Policy T.04	Superintendent Fernandes
15	Sep-2019 Governance and Policy	Jan-2020 Feb-2020	Governance and Policy	Catholic School Parent Councils Policy S.10	Superintendent Fernandes

Governance and Policy Committee
2020 Policy Priority Schedule
 Policy titles are linked to policy documents

GAP Date	Policy	Policy #	Key Contact (s)
January 7	Trustees Code of Conduct	T.04	M. Eldridge/C. Caldwell
	Delegations	T.14	M. Eldridge/C. Caldwell
	Catholic Parent Involment Committee	P.04	J. Wujek
	Caretaker Deployment (Rescindment)	H.S.03	C. Fernandes/C.Caldwell
February 11	Strategic Reserves Policy (NEW)	TBD	L.Noronha/P.De Cock
	Acceleration and Retention of Students (NEW)	TBD	L.Maselli-Jackman
	Catholic School Parent Councils	S.10	J. Wujek
March 3	Workplace Accommodation for Employees with Disab	H.M.38	C. Caldwell/A. Della Mora
	Accessibility Standards for Services and Facilities	A.36	C. Caldwell/F.Cifelli
	Alcohol, Cannabis and Other Drugs	S.S.03	L.DiMarco/M. Caccamo
April 14	Guidelines For Trustees, Parents and Staff in Address	A.33	J. Wujek
	Meta-Policy	M.01	M. Eldridge/C. Caldwell
	ICod Policy (NEW)	TBD	M. Eldridge/C. Caldwell
May 12	Performance Appraisal: Director of Education	H.C.06	M. Eldridge/C. Caldwell
	Complaint Against a Staff Member	H.M.30	A. Della Mora
	Harassment and Discrimination	H.M.14	A. Della Mora
June 2	Fresh Start	S.S.12	M. Caccamo
	Board Recognized Charitable Foundations	A.09	P. De Cock
September 8			
October 6			
November 10			

December 7	<u>Pupil Accommodation Review</u>	S.09	M. Loberto