

GOVERNANCE AND POLICY COMMITTEE REGULAR MEETING Public Session

AGENDA
March 2, 2020

Nancy Crawford, Chair
Trustee Ward 12

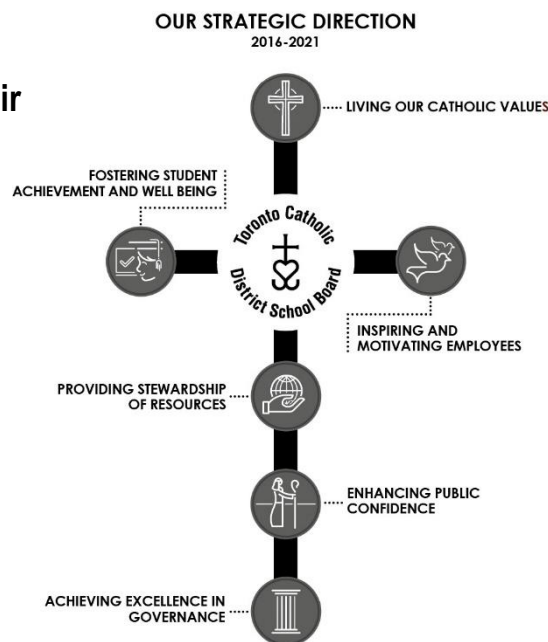
Joseph Martino
Ex-Officio

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
Assistant Recording Secretary: Sarah Pellegrini, 416-222-8282 Ext. 2207

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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AGENDA THE REGULAR MEETING OF THE GOVERNANCE AND POLICY COMMITTEE

PUBLIC SESSION

Nancy Crawford, Chair

Michael Del Grande, Vice Chair

Monday, March 2, 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 February 11, 2020 for Public Session.	1 - 19
7. Delegations	
8. Presentation	
9. Consideration of Motions for which previous notice has been given	
9.a From Trustee de Domenico regarding Lunchtime Supervisors	20
10. Consent and Review	

11. Unfinished Business

12. Matters referred or deferred

Deferred from the February 11, 2020 Governance and Policy Meeting

- | | | |
|------|---|---------|
| 12.a | Update to the International Languages Elementary (ILE) Policy
S.P.05 | 21 - 41 |
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13. Staff Reports

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| 13.a | Update to Trustee Code of Conduct T.04 | 42 - 61 |
| 13.b | Update to Delegations Policy T.14 | 62 - 73 |

14. Listing of Communications

15. Inquiries and Miscellaneous

16. Updating of Pending List

- | | | |
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| 16.a | Monthly Pending List | 74 - 78 |
| 16.b | Annual Policy Priority Schedule | 79 - 80 |

17. Adjournment

OUR MISSION

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

HELD TUESDAY, FEBRUARY 11, 2020

PRESENT:

Trustees:

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

Non-Voting Trustees: M. de Domenico – via Teleconference
D. Di Giorgio – via Teleconference
I. Li Preti – via Teleconference
M. Rizzo – via Teleconference

Staff:

R. McGuckin
L. Noronha
P. De Cock
L. Di Marco
C. Fernandes
L. Maselli-Jackman
J. Wujek
C. Caldwell

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

3. Roll Call and Apologies

An apology was extended on behalf of Trustee Martino.

4. Approval of the Agenda

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

MOVED in AMENDMENT by Trustee Di Pasquale, seconded by Trustee Kennedy, that Item 13b) Update to Catholic School Parent Councils Policy S.10 be reordered prior to 13a) Update to the International Languages Elementary (ILE) Policy S.P.05.

Results of the Vote taken on the AMENDMENT as follows:

In Favour

Opposed

Trustees Crawford
Del Grande
Di Pasquale
Kennedy

The AMENDMENT was declared

CARRIED

Trustee Lubinski did not vote.

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

In Favour

Opposed

Trustees Crawford
Del Grande
Di Pasquale
Kennedy

The Motion, as amended, was declared

CARRIED

Trustee Lubinski did not vote.

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 January 7, 2020 be approved.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
Del Grande
Di Pasquale
Kennedy

The Motion was declared

CARRIED

Trustee Lubinski did not vote.

Trustee Lubinski disconnected via Teleconference and joined the table at 7:18 pm.

MOVED by Trustee Del Grande, seconded by Trustee Kennedy, that the Agenda be reopened.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
Del Grande
Di Pasquale
Kennedy
Lubinski

The Motion was declared

CARRIED

MOVED by Trustee Del Grande, seconded by Trustee Lubinski, that Item 13b) Update to Catholic School Parent Councils Policy S.10 be reordered after Item 7a) Delegation: John Del Grande, Chair of Toronto Catholic Parent Involvement Committee (CPIC), regarding Parent Council Policy Recommendations.

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 Del Grande, seconded by Trustee Kennedy, that Item 7a) be adopted as follows:

- 7a) Delegation: John Del Grande, Chair of Toronto Catholic Parent Involvement Committee (CPIC), regarding Parent Council Policy Recommendations** received and referred to staff for a report at the March 2, 2020 Governance and Policy (GAP) Committee Meeting.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford	Di Pasquale
Del Grande	Kennedy
Lubinski	

The Motion was declared

CARRIED

13. Staff Reports

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

- 13b) Update to Catholic School Parent Councils Policy S.10** that the Item be deferred to the March 2, 2020 GAP Committee Meeting.

Results of the Vote taken, as follows:

In Favour

Trustees Crawford
Del Grande
Lubinski

Opposed

Di Pasquale
Kennedy

The Motion was declared

CARRIED

12. Matters Referred or Deferred

MOVED by Trustee Di Pasquale, seconded by Trustee Kennedy, that Item 12a) be adopted as follows:

- 12a) Delegation: Gillian Vivona, representative of the Toronto Secondary Unit, regarding Trustees Code of Conduct** received.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
Del Grande
Di Pasquale
Kennedy
Lubinski

The Motion was declared

CARRIED

Trustee de Domenico disconnected at 8:14 pm and reconnected at 8:16 pm.

MOVED by Trustee Di Pasquale, seconded by Trustee Kennedy, that Item 12b) be adopted as follows:

- 12b) Update to Trustee Code of Conduct T.04** that the revised Trustee Code of Conduct Policy T.04 provided in Report Appendix A be approved.

MOVED in AMENDMENT by Trustee Di Pasquale, seconded by Trustee Kennedy, that *Respectful Workplace Guidelines* be included in the Cross References, Page 4 of the Addendum.

MOVED in AMENDMENT by Trustee Di Pasquale, seconded by Trustee Kennedy, that ... *a Trustee may comment on, or disagree with, a decision taken by the Board* be deleted from the first paragraph, Regulation 3, Page 8 of the Addendum.

Trustee Del Grande left the table at 8:31 pm.

MOVED in AMENDMENT to the AMENDMENT by Trustee Kennedy, seconded by Trustee Di Pasquale, that the sentence *Subject to the duty of a Trustee...* be replaced with *In accordance with Section 218.1(e) of the*

Education Act, Trustees shall uphold the implementation of any Board resolution after it is passed by the Board, Regulation 3, Page 8 of the Addendum.

Trustee Del Grande returned to the table at 8:34 pm.

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

In Favour

Opposed

Trustees Crawford
Di Pasquale
Kennedy

Del Grande
Lubinski

The AMENDMENT to the AMENDMENT was declared

CARRIED

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

In Favour

Opposed

Trustees Crawford
Di Pasquale
Kennedy

Del Grande
Lubinski

The AMENDMENT was declared

CARRIED

Trustee Di Giorgio joined the meeting via Teleconference at 8:38 pm.

Trustee Rizzo joined the meeting via Teleconference at 8:41 pm.

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

MOVED in AMENDMENT by Trustee Di Pasquale, seconded by Trustee Kennedy, that *strategic* be placed in square brackets between *multi-year* and *plan*, Regulation 4(c), Page 9 of the Addendum.

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

MOVED in AMENDMENT by Trustee Di Pasquale, seconded by Trustee Kennedy, that Regulation 10, Page 15 of the Addendum, be revised as follows:

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 of Trustees, referencing the Regulation in this policy.

Trustee Li Preti disconnected via Teleconference at 8:55 pm.

Results of the Vote taken the AMENDMENT, as follows:

In Favour

Opposed

Trustees Crawford
Del Grande
Di Pasquale
Kennedy
Lubinski

The AMENDMENT was declared

CARRIED

Trustee Rizzo disconnected via Teleconference at 8:58 pm and reconnected at 8:59 pm.

MOVED in AMENDMENT by Trustee Kennedy, seconded by Trustee Di Pasquale, that the sentence *Alternatively a Roman Catholic Elector and Eastern Right Catholics may petition the Board of Trustees directly* be deleted, Regulation 10, first paragraph, Page 15 of the Addendum.

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

MOVED in AMENDMENT by Trustee Kennedy, seconded by Trustee Di Pasquale, that the following be added after the first sentence, Regulation 10, Page 15 of the Addendum:

The Trustee shall write a formal letter to the Chair of the Board and Director, unless the Chair of the Board is the subject of the alleged breach in which case the Vice Chair.

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

Time for business expired and was extended by 15 minutes, as per Article 12.6, by unanimous vote to complete the debate on the Item.

MOVED by Trustee Del Grande, seconded by Trustee Di Pasquale, that Staff review the Ontario Public School Boards' Association template for the Trustee Code of Conduct to bring into our Trustees' Code of Conduct those items that more fully explain the process of Trustees' Code of Conduct, and return with a new draft policy to the March 2, 2020 GAP Committee Meeting.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
Del Grande
Di Pasquale

Kennedy
Lubinski

The Motion was declared

CARRIED

9. Notices of Motion

- 9a) From Trustee de Domenico regarding Lunchtime Supervisors** will be considered at the March 2, 2020 GAP Committee Meeting.

WHEREAS: There is an imminent need for lunch time supervisors at many TCDSB Schools;

WHEREAS: Currently, lunchtime Supervisors require a Pastoral Letter in order to get hired for this position; and

WHEREAS: A Pastoral Letter is difficult to obtain and takes time especially for those who are new to the community and have the availability to work immediately at an ad hoc basis.

BE IT RESOLVED: That the Toronto Catholic District School Board allow potential Lunchtime Supervisor candidates who are baptized Catholic, to apply for the position without a Pastoral Letter.

13. Staff Reports

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

- 13a) Update to the International Languages Elementary (ILE) Policy S.P.05** that the revised ILE Policy, S.P.05, provided in Appendix A of the Report,

and the accompany Operating Procedures, provided in Appendix B of the Report, be approved for consultation.

MOVED by Trustee Lubinski, seconded by Trustee Del Grande that the Item be deferred, for accommodation purposes, to the March 2, 2020 GAP Committee Meeting.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
Del Grande
Di Pasquale
Kennedy
Lubinski

The Motion was declared

CARRIED

The Chair declared a 10-minute recess.

The meeting resumed with Trustee Crawford in the Chair.

PRESENT:

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

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

- 13c) Strategic Reserve Policy FM.09** that the GAP Committee recommend to Board the approval of the draft Strategic Reserve Policy.

Trustee Lubinski left the table at 10:01 pm.

Trustee Li Preti reconnected via Teleconference at 10:02 pm.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
Del Grande
Di Pasquale
Kennedy

The Motion was declared

CARRIED

Trustee Lubinski returned to the table at 10:03 pm.

MOVED by Trustee Del Grande that Item 13d) be adopted as follows:

- 13d) New Policy on Age-Appropriate Placement - Curriculum and Program Supports** that the Item be deferred.

Trustee Kennedy left the table at 10:09 pm and returned at 10:09 pm.

With the unanimous consent of the Committee, Trustee Del Grande withdrew his deferral motion.

MOVED by Trustee Kennedy, seconded by Trustee Lubinski:

1. That the Policy be deferred and referred to the Special Education Advisory Committee; and
2. That the Policy be provided to the Catholic Schools Parent Council (CSPC) Chairs and invite their feedback by March 30, 2020, and that feedback be shared by Staff at the April 14, 2020 GAP Committee Meeting.

Trustee Crawford requested that the Question be divided.

Results of the Vote taken on Part 1 of the Motion, as follows:

In Favour

Opposed

Trustees Crawford
Del Grande
Di Pasquale
Kennedy
Lubinski

Part 1 of the Motion was declared

CARRIED

Results of the Vote taken on Part 2 of the Motion, as follows:

In Favour

Opposed

Trustees Del Grande	Crawford
Kennedy	Di Pasquale
Lubinski	

Part 2 of the Motion was declared

CARRIED

16. Updating of Pending List

MOVED by Trustee Di Pasquale, seconded by Trustee Del Grande, that Item 16a) be adopted as follows:

16a) Monthly Pending List received.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
Del Grande
Di Pasquale
Kennedy
Lubinski

The Motion was declared

CARRIED

Trustee Li Preti disconnected via Teleconference at 10:36 pm.

MOVED by Trustee Lubinski, seconded by Trustee Kennedy, that Item 16b) be adopted as follows:

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 Di Pasquale, seconded by Trustee Lubinski, 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



*Markus de Domenico
Trustee Ward 2*

E-mail: Markus.deDomenico@tcdsb.org

Voicemail: 416-512-3402

To: Governance and Policy Committee Meeting , March 2, 2020

From: Markus de Domenico, Trustee Ward 2

Subject: Consideration of Motion – Lunch time Supervisors be allowed to apply for the position without a Pastoral Letter

MOVED BY: Markus de Domenico, Toronto Catholic District School Board

WHEREAS: There is an imminent need for lunch time supervisors at many TCDSB Schools;

WHEREAS: Currently, lunchtime Supervisors require a Pastoral Letter in order to get hired for this position;

WHEREAS: A Pastoral Letter is difficult to obtain and takes time especially for those who are new to the community and have the availability to work immediately at an ad hoc basis;

BE IT RESOLVED THAT: that the Toronto Catholic District School Board allow potential Lunchtime Supervisor candidates who are baptized Catholic, to apply for the position without a Pastoral Letter.

**Markus de Domenico
Trustee, Ward 2**



REPORT TO

GOVERNANCE AND POLICY
COMMITTEE

UPDATE TO THE INTERNATIONAL LANGUAGES
ELEMENTARY (ILE) POLICY S.P. 05

"He rules the world with righteousness; he judges the peoples with equity." Psalm 9:8

Created, Draft	First Tabling	Review
February 4, 2020	February 11, 2020	Click here to enter a date.
L. DiMarco, Superintendent, Curriculum Leadership & Innovation; Academic ICT 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
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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 International Languages Elementary (ILE) Policy, S.P. 05, to conform to current practices and policies, as requested at the Student Achievement Committee Meeting on January 9, 2020.

The cumulative staff time required to prepare this report was 16 hours.

B. PURPOSE

1. At the Student Achievement Committee Meeting on January 9th, 2020, the following motion was passed:
The Superintendent of Curriculum will work with the IL Department and the Superintendent of Governance and Policy to complete a draft to the ILE policy for Governance.
2. This Recommendation Report is on the Order Paper of the Governance and Policy Committee as it recommends policy revision.

C. BACKGROUND

1. The International Languages Elementary (ILE) Policy S.P.05 was last amended on November 13, 2003 and it has not been reviewed since.
2. Up to September 2018, the ILE integrated day program was offered in an extended school day delivery model, during which the regular 5-hour school day was extended by 30 minutes, for a total of 330 minutes.
3. In the academic year of 2018-2019, due to language appearing in the collective agreement between the Toronto Catholic District School Board and the Toronto Elementary Catholic Teachers of the Ontario English Catholic Teachers' Association and an arbitration ruling regarding the ILE program, the program could not be delivered in an extended day format. This necessitated the delivery of the ILE program to be changed from an extended model to an integrated model during the regular 5-hour instructional day, as a one-year pilot with permission from the Ministry of Education.

4. In the academic year of 2019-2020, the ILE program continued in the integrated day delivery model, and is delivered for 30 minutes, 4 times per week within the 5-hour instructional day.
5. Changes to this policy reflect current practices in the delivery of the ILE program, and is aligned with the TCDSB's Multi-Year Strategic Plan (MYSP).

D. EVIDENCE/RESEARCH/ANALYSIS

1. This policy has been amended in consultation with staff from the Communications, Equity, Curriculum, International Languages and Special Services Departments, as well as, the TCDSB's Legal Department.

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

That the revised International Languages Elementary (ILE) Policy, S.P. 05, provided in Appendix A, and the accompanying Operating Procedures, provided in Appendix B, be approved for consultation.



POLICY SECTION: Students

SUB-SECTION: Programs

POLICY NAME: International Languages **Elementary (ILE)** Program

POLICY NO: S.P.05

Date Approved:	Date of Next Review: January, 2025	Dates of Amendments: September, 1977; May, 1978; October 1986; January, 1995; November, 1996; July 9, 2001- Board; November 13, 2003- Board
Appendix: <ul style="list-style-type: none"> Appendix A: International Languages Elementary (ILE) Operating Procedures 		

Purpose:

This policy provides the conditions by which International Languages Elementary (ILE) programming in Toronto Catholic District School Board (TCDSB) shall be governed.

Scope and Responsibility:

The policy extends to all elementary schools of the board. The Director of Education is responsible for this policy.

Alignment with Multi Year Strategic Plan (MYSP):

Living Our Catholic Values

Enhancing Public Confidence

Fostering Student Achievement and Well-Being



POLICY SECTION: Students
SUB-SECTION: Programs
POLICY NAME: International Languages **Elementary (ILE)** Program
POLICY NO: S.P.05

Policy:

The TCDSB shall establish International Languages Programs, ~~where warranted,~~
~~1. On an extended school day basis; OR~~
~~2. On an after school and/or weekend basis;~~
subject to the following regulations

This policy provides the conditions that govern International Languages instruction in elementary schools of the Toronto Catholic District School Board. This policy further provides the conditions by which International Languages programs operate within the TCDSB, subject to Ministry of Education regulations and guidelines. It further establishes the criteria for the review of International Languages Elementary (ILE) programs.

Regulations:

A. International Languages Elementary Integrated Day Program

1. **International Languages Elementary (ILE)** classes may be established upon the written request of a **Catholic School Parent Council** ~~Catholic School Advisory Council, or the local school community, or upon the recommendation of the~~ to the principal ~~to the area superintendent of.~~ **The request will then be forwarded by the principal to the school's superintendent, who will oversee the process, as outlined in the operating procedures of this policy.**

2. **Classes may be offered in an integrated day delivery model, where:**

- i. **the conditions in the operating procedures have been met;**
- ii. **the results of the survey of the parents of students in kindergarten to grade 7, indicate that 67% of the families in the school community with children in kindergarten to grade 7, are in favour of the ILE program to**



POLICY SECTION: Students

SUB-SECTION: Programs

POLICY NAME: International Languages **Elementary (ILE)** Program

POLICY NO: S.P.05

be delivered in an integrated day model beginning in the following school year; and

iii. approval of the Board of Trustees.

3. The viability of an existing International Languages Elementary (ILE) integrated day program shall be reviewed when a request for a survey has been received through the school principal from the Catholic School Parent Council (CSPC). Further, to establish the viability of the program, in addition to the steps outlined in the operating procedures, the following shall be considered:

- i. to remove/change an existing ILE program requires that 67% of the families, with children in kindergarten to grade 7, must be in favour; and**
- ii. if the survey concludes that the ILE program is to be removed/changed, a recommendation will be made to the Board of Trustees through the Director of Education.**

4. New International Languages Elementary (ILE) integrated day programs shall be established upon the written request from the school's Catholic School Parent Council to the principal, subject to the regulations outlined in this policy and its operating procedures, and shall be brought to the Board of Trustees for consideration upon the recommendation of the Director of Education. Factors that shall be considered in establishing new ILE integrated day programs will be:

- i. consultation with the school community to assess the desire to establish a new program;**
- ii. financial implications of implementing the program; and**
- iii. availability of staff to deliver the program.**

5. The participation of a student in an International Languages **Elementary (ILE) integrated day program will be mandatory at a school that is offering ILE integrated**



POLICY SECTION: Students

SUB-SECTION: Programs

POLICY NAME: International Languages **Elementary (ILE)** Program

POLICY NO: S.P.05

day programs. Students with an **Individual Education Plan (IEP)** or English As A **as a Second Language (ESL)** **students will be accommodated however upon parental request** may be **considered for exemption** ~~exempted upon parental request~~. Parents must complete and sign the initial student registration form. 6-(b)) Provisions will be made for the learning activities for those exempted.

3. ~~Types of Classes:~~

- ~~a) International languages classes shall be offered outside of the regular school hours of instruction.~~
- ~~b) Notwithstanding (a) above, classes shall be offered on an extended day basis in an integrated day delivery model, where the operating procedures process for adding the classes has been adhered to, and the results of the survey indicating that the parents of 67% of the students attending the school requested the classes in an extended school day basis an integrated day delivery model.~~

4. ~~Viability of Existing Programs:~~

-

~~(a) Schools which currently offer the Extended Day Program may request through their CSAC that the Board consider conducting a survey of that local school community to determine the feasibility of their International Language Program. If as a result of the needs assessment, certain International Languages Programs or the International Language Program in the school is recommended to be reduced, a report will be submitted to Board on the impact the reduction would have on the jobs of the International Languages Instructors.~~

-

~~(b) Prior to surveying the local school community to determine parent support for an International Languages Program, the matter shall be fully discussed with the Catholic School Advisory Council. At such meeting the implications (pro and con) for the students in implementing an extended day or outside of school hours program are to be reviewed.~~



POLICY SECTION: Students

SUB-SECTION: Programs

POLICY NAME: International Languages **Elementary (ILE)** Program

POLICY NO: S.P.05

-
(c) ~~Where the extended day program is considered viable for the following year, the International Languages Program may continue.~~

-
(d) ~~Where the extended day program is not viable for the following school year, the area superintendent of education and principal shall inform the local school community at a meeting, and an effort will be made to continue classes in an after school hours/weekend program.~~

B. ILE After-Hours Program

6. International Languages classes may be offered outside of the regular school hours of instruction.

7. An after-hours and/or weekend International Languages **ILE class may be established where there are a minimum of 23 pre-registered students from any division (i.e., JK-SK; Primary (Grades 1-3); Junior (Grades 4-6); Intermediate (Grades 7-8)) in a given language, in accordance with the provisions outlined in the operating procedures of this policy, upon a written request to the International Languages Department.**

8. The viability of an International Languages Elementary (ILE) after-hours class/center shall be reviewed when low enrolment levels create organizational or program delivery challenges. The following criteria shall be considered in determining the viability of an ILE after-hours center/class:

- i. an ILE after-hours program is considered viable if there are more than 23 registered students in each division, in each language, by November 30th ; and**
- ii. an ILE after-hours class is considered viable if there are a minimum of 23 registered students in the class by November 30th.**



POLICY SECTION: Students

SUB-SECTION: Programs

POLICY NAME: International Languages **Elementary (ILE)** Program

POLICY NO: S.P.05

5.

~~(a) School communities will also be surveyed, upon request of their Catholic School Advisory Committees to determine if a new Extended Day program will be provided.~~

~~(b) All requests shall be forwarded through the principal and the area superintendent of education and processed through the Special Services Division.~~

9. A new International Languages Elementary (ILE) after-hours center/class may be established upon a written request to the International Languages Department, subject to the regulations outlined in this policy and its operating procedures. Factors that shall be considered in establishing an ILE after-hours center/class are:

- i. consultation with the school community to assess the desire to establish a new center/class;**
- ii. financial implications of implementing the center/class; and**
- iii. availability of staff to deliver the program.**

~~6. (a) In every school where an International Languages Program is to be offered on an extended day basis, the principal and the area superintendent of education will ensure that there will be a minimum of five hours instruction in addition to the International Languages Program.~~

7.

~~8. A fee of \$15.00 per year per student enrolled in the Extended Day program will be included in the budget of the program.~~



POLICY SECTION: Students

SUB-SECTION: Programs

POLICY NAME: International Languages **Elementary (ILE)** Program

POLICY NO: S.P.05

9**10**. Transportation to and from International Languages **Elementary (ILE)** programs is a parental responsibility.

40**11**. Regular full time classroom teachers may not be employed to teach an International Languages **Elementary (ILE)** program except after 6 p.m. on a school day and on days when the school is not in session.

44**12** International language instructors shall be hired according to the requirements for employment of the instructional staff of TCDSB.

Definitions

International Languages (Elementary) ILE Program:

An elementary program that applies to the learning of all languages, other than Canada's official languages.

Integrated ILE Delivery Model:

The International Language(s) determined through the results of the surveys, as per the operational procedures, that are delivered for 30 minutes, 4 times per week, within 300-minute instructional day.

ILE After-Hour Programs:

The International Languages(s), which are predominantly the Heritage Languages of the students and/or parents, that are delivered in 30, 2½ hour sessions, after-school or on the weekend.

Evaluation and Metrics:

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



POLICY SECTION: Students

SUB-SECTION: Programs

POLICY NAME: International Languages **Elementary (ILE)**
Program

POLICY NO: S.P.05

The Annual International Languages Elementary (ILE) Report will serve as an assessment of the ILE programs in supporting student achievement and well-being.

**TCDSB International Languages Elementary (ILE) Program
Operating Procedures**

Preamble:

School boards operate language programs according to the Education Act and its supporting regulations and policy/program memoranda.

The International Languages Elementary (ILE) integrated day programs within the TCDSB, are subject to Ministry of Education regulations and guidelines, that require schools to meet the requirement for five hours of curriculum instruction. The ILE integrated day programs at TCDSB operates within the regulated 300 minute school day, under the approval of the Ministry of Education and in agreement with TCDSB Policy S.P.05.

The ILE after-hour programs at TCDSB are subject to Ministry of Education regulations and guidelines and operate for 2.5 hours of instruction each week, for each language, for 30 sessions per academic year, in agreement with TCDSB Policy S.P.05.

A: Existing Programs

1. The approved preliminary protocol being used is as follows:

- ~~– It is understood that a request for a survey shall be for extenuating circumstances only.~~
- ~~– Requests for a survey will come to the Director of Education from the school's Catholic School Advisory Council (CSAC) through a letter to the local Superintendent of Education. The Superintendent of Education, Special Services and the Superintendent of Education for the school will prepare a report for the Board.~~
- ~~– Minutes of the CSAC meeting where the request was discussed, including the motion for a survey, which was moved and seconded, will be attached to the letter of request.~~
- ~~– The school community will be made aware that they can make a delegation before the Board of Trustees with respect to this request outlining the rationale for the request.~~
- ~~– The local trustee will be informed by the CSAC of the intent of the community to request a survey.~~
- ~~– While the CSAC may initiate the process at any time, the report to the Trustees will be submitted annually, no later than March of any given year.~~

**TCDSB International Languages Elementary (ILE) Program
Operating Procedures**

- ~~– The Board of Trustees will determine if there is a sufficient need to grant the request and approve accordingly.~~
- ~~– A needs assessment committee representing parents on both sides of the issue (maximum of four) and school principal will oversee the distribution of the surveys and the tallying of the results. The tallying of results will be scrutinized by the local school superintendent where required.~~
- ~~– The needs assessment is to be sent to parents of students in grades JK – 7 in the school community and a response of at least 90% of the parents is required~~

A. Reviewing an Existing International Languages Elementary (ILE) Integrated Day Program

- 1. A school community with an existing ILE integrated day program may wish to review its viability, in any academic year, consistent with Policy S.P.05, Regulation 5, by considering a number of factors to ensure that the current ILE delivery model supports the needs of the students. Viability includes:**
 - a) adding a language;**
 - b) changing the current language to a different language; OR**
 - c) discontinuing the ILE program.**

A request to determine viability must adhere to Policy S.P.05 and to the operating procedures outlined in this appendix, and can only occur once every 3 years.

- 2. At least two weeks in advance of a Catholic School Parent Council (CSPC) meeting any parent may submit a request, to the chair and to the principal, to add an agenda item to the next CSPC meeting to discuss the viability of an existing ILE program.**
- 3. Upon the determination of the time and date of such meeting, where the request will be discussed, the principal will inform the school superintendent and the Trustee.**
- 4. The principal must ensure that the school community receives advanced notification that the upcoming CSPC meeting will include an open discussion about the viability of the existing ILE program.**

**TCDSB International Languages Elementary (ILE) Program
Operating Procedures**

- 5. At the CSPC meeting, all parents will have the opportunity to bring forward their views regarding any of the three possibilities:**
 - a) adding a language;**
 - b) changing the current language to a different language; AND/OR**
 - c) discontinuing the ILE program.**

- 6. After hearing input from the community, the CSPC voting members (i.e., The Council members elected at the first CSPC meeting of the year) will determine one of the following actions, using the standard CSPC voting process:**
 - a) to request a survey of the school community to add a language (the new language must be specified);**
 - b) to request a survey of the school community to change the current language to a different language (the proposed language must be specified);**
 - c) to request a survey of the school community to discontinue the ILE program; OR**
 - d) to NOT proceed with requesting a survey of the school community regarding the ILE program viability.**

- 7. The principal must provide the school community with advance notice, as outlined above, of the public discussion that will occur at the CSPC meeting regarding the viability of the ILE program. The advance notice of the meeting must be communicated using a variety of methods, such as, but not limited to, school messenger and social media.**

- 8. At this CSPC meeting, the implications (pro and con) for all students must be reviewed. In addition, all parents must be given the opportunity to ask questions and/or delegate on the matter.**

- 9. Once the matter has been fully discussed, the CSPC voting members will determine one, of the four options, as outlined in 3B, to pursue. Similar to**

**TCDSB International Languages Elementary (ILE) Program
Operating Procedures**

any other vote at a CSPC meeting, only the elected CSPC voting members may participate in the vote.

10. The result of the vote as to whether or not to proceed with the request for a survey, will be recorded in the CSPC meeting minutes.

11. If the vote result is in favor of requesting a survey, the CSPC chair will then write a letter to the principal outlining the details of the request to conduct a survey and the results of the vote. Meeting minutes must accompany the letter.

12. The principal will then forward the request to the school superintendent no later than November 1st of the year preceding the September for which potential implementation could occur.

13. The superintendent will then discuss the request to conduct a survey, with the Director of Education.

14. If the request to conduct the survey is approved by the Director of Education, the local superintendent will work with the TCDSB Research and International Languages Departments to administer the survey.

15. The purpose of the viability survey could only be one of the following:

- a) to add a language;
- b) to change the current language to a different language; OR
- c) to discontinue the ILE program.

16. The International Languages and Research Departments will oversee the distribution of the surveys and the compilation of the results.

17. The survey will be sent to parents (one per family) of students in grades JK-7 in the school community. A positive response of at least 67% of all families of students in grades JK-7 in the school community, is required for a change to be made to an existing ILE program.

**TCDSB International Languages Elementary (ILE) Program
Operating Procedures**

- 18. Once the results of the survey are compiled and shared with CSPC, the superintendent of curriculum, the coordinator of International Languages, the superintendent of special services, and the superintendent of education for the school, will prepare a recommendation report for the Board of Trustees based on the survey results.**
- 19. The superintendent of education for the school will inform the principal when the report will be presented to the Board of Trustees. The principal will ensure that the school community is made aware of the meeting date.**
- 20. The report with the recommendations will be presented at Board no later than March 31st.**
- 21. Where the Board of Trustees approve that the ILE integrated day program should continue for the following year, the existing ILE program may continue.**
- 22. Where the Board of Trustees approve that the existing ILE integrated day program should not continue in the subsequent school year, the area superintendent of education and the principal will inform the local school community. As well, an effort will be made to offer classes in an ILE after-hours delivery model, no later than April of the year preceding the September for which potential implementation could occur.**
- 23. Approved changes to the existing program would take effect in the subsequent September.**

B. Reviewing Existing ILE After-Hours Programs

The Curriculum and the International Languages Departments, conduct yearly reviews of all existing ILE after-hours programs. The review is governed by Policy S.P.05, Regulation 6, and the following procedures:

**TCDSB International Languages Elementary (ILE) Program
Operating Procedures**

- 1. If after November 30th, a class/center is not considered viable, as outlined in the Policy S.P.05, a comprehensive review of the class/center will be conducted from November 1st to January 30th of the same school year, while allowing the class/center to operate for the year.**
- 2. The review will include, but will not limited to, the following:**
 - a) student registration patterns;**
 - b) patterns of student attendance;**
 - c) demographics of the school where the class/center is located, as well as, the demographics of neighboring schools;**
 - d) number of pre-registered students by June 30th of the proceeding academic year; and**
 - e) the availability of instructors for the language(s) offered at the center.**
- 3. Once the review is completed, the matter will be discussed with the local trustee, and with the community at a meeting where the classes are offered, no later than April of the year preceding the September for which potential changes could occur.**
- 4. Where the ILE after-hours class/center is considered viable for the next school year, the class/center may continue.**
- 5. Where the ILE after-hours class/center is not considered viable for the next school year, the superintendent of curriculum and the IL coordinator will inform the parents of the registered students and an effort will be made to continue the class(es) at an existing viable center.**

~~B: New Programs~~

- ~~1. New programs will be governed by the new Policy S.P. 05, 5. (a) (b).~~**

~~-~~

~~(a) School communities will also be surveyed, upon request of, their Catholic School Advisory Councils to determine if a new Extended Day Program will be provided.~~

**TCDSB International Languages Elementary (ILE) Program
Operating Procedures**

~~(b) All requests shall be forwarded through the principal and the area superintendent of education and processed through the Special Services Department.~~

~~-~~

~~For any information regarding this protocol or the policy, please contact the Coordinator Community Relations, 416-222-8282, ext. 2591.~~

C. Establishing a New ILE Integrated Day Program

All newly proposed ILE integrated day programs within the TCDSB, are subject to Ministry of Education regulations and guidelines, that require schools to meet the requirement for five hours of curriculum instruction, and to Policy S.P.05, Regulation 1 and 7, and the following operating procedures:

1. At least two weeks in advance of a Catholic School Parent Council (CSPC) meeting, any parent may submit a request to the chair and to the principal to add an agenda item to the next CSPC meeting, to discuss the viability of establishing a new ILE integrated day program.
2. Upon the determination of the time and date of the CSPC meeting where the request will be discussed, the principal will inform the school superintendent and the Trustee.
3. The principal must ensure that the school community receives advanced notification that the upcoming CSPC meeting will include an open discussion about the viability of establishing a new ILE integrated day program.
4. At the CSPC meeting, all parents will have the opportunity to bring forward their views regarding any of the two possibilities:
 - a) establishing a new ILE integrated day program; AND/OR
 - b) not establishing a new ILE integrated day program.
5. After hearing input from the community, the CSPC voting members (i.e., The Council members elected at the first CSPC meeting of the year) will determine one of the following actions using the standard CSPC voting process:

**TCDSB International Languages Elementary (ILE) Program
Operating Procedures**

- a) to request for a survey of the school community to add a new ILE program (the proposed language(s) must be specified);
 - b) to NOT proceed with requesting a survey of the school community regarding the establishing of a new ILE integrated day program.
6. The principal must provide the school community with advance notice, as outlined above, of the public discussion that will occur at the CSPC meeting regarding the viability of establishing a new ILE integrated day program. The advanced notice of the meeting must be communicated using a variety of methods, such as, but not limited to, school messenger and social media.
 7. At this CSPC meeting, the implications (pro and con) for all students must be reviewed. In addition, all parents must be given the opportunity to ask questions and/or delegate on the matter.
 8. Once the matter has been fully discussed, the CSPC voting members will determine one, of the two options, as outlined in 3B, to pursue. Similar to any other vote at a CSPC meeting, only the elected CSPC voting members may participate in the vote.
 9. The result of the vote as to whether or not to proceed with the request for a survey, will be recorded in the CSPC meeting minutes.
 10. If the vote result is in favor of requesting a survey, the CSPC chair will then write a letter to the principal outlining the details of the request to conduct a survey and the results of the vote. Meeting minutes must accompany the letter.
 11. The principal will then forward the request to the school superintendent no later than November 1st of the year preceding the September for which potential implementation could occur.
 12. The superintendent will then discuss the request to conduct a survey, with the Director of Education.

**TCDSB International Languages Elementary (ILE) Program
Operating Procedures**

- 13.If the request to conduct the survey is approved by the Director of Education, the superintendent will work with the TCDSB Research and International Languages Departments to administer the survey.**
- 14.The purpose of the viability survey could only be one of the following:**
 - a) to add a new ILE integrated day program (the proposed language(s) must be specified; OR**
 - b) not to add a new ILE integrated day program.**
- 15.The International Languages and Research Departments will oversee the distribution of the surveys and the compilation of the results.**
- 16.The survey will be sent to parents (one per family) of students in grades JK - 7 in the school community. A positive response of at least 67% of all families of students in grades JK-7 is required to establish a new ILE program.**
- 17.Once the results of the survey are compiled and shared with the CSPC, the superintendent of curriculum, the coordinator of International Languages, the superintendent of special services, and the superintendent of education for the school, will prepare a recommendation report for the Board of Trustees based on the survey results.**
- 18.The superintendent of education for the school will inform the principal when the report will be presented to the Board of Trustees. The principal will ensure that the school community is made of the meeting date.**
- 19.The report with the recommendations will be presented at Board no later than March 31st. The Board of Trustees will consider the recommendations provided in the report and follow the voting process for reports.**

**TCDSB International Languages Elementary (ILE) Program
Operating Procedures**

- 20. Where the Board of Trustees approve that a new ILE integrated day program can be established, the new ILE integrated day program would take effect for the subsequent September.**
- 21. Where the Board of Trustees approve that a new ILE integrated day program should not be established in the subsequent school year, the area superintendent of education and the principal will inform the local school community. As well, an effort will be made to offer classes in an ILE after-hours delivery model, no later than April of the year preceding the September for which potential implementation could occur.**

D. Establishing a New ILE After-Hours Class

All ILE new after-hours programs within the TCDSB, are subject to Ministry of Education regulations and guidelines, and to Policy S.P.05, Regulation 2 and 8, and the following operating procedures:

- 1. To open a new class in an existing viable center, a formal written request must be made to the International Languages Department no later than January 31st of the year preceding the September for which the class is to be added.**
- 2. If by November 30th, when registration closes, the class has 23 students, or more, registered, the class will continue at the center where the class was scheduled.**
- 3. If by November 30th, when registration closes, there is not a sufficient number of students registered for the class to continue at its current location, the local trustee will be informed and an effort will be made to redirect the registered students to another existing viable center.**



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	March 2, 2020	Click here to enter a date.

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

RECOMMENDATION REPORT

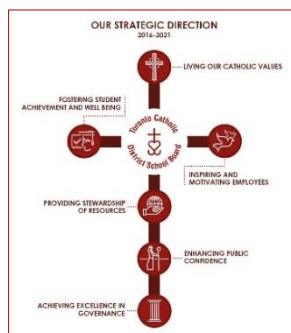
Vision:

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 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 5 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.
3. This policy appeared at the January 2020 Governance meeting but was deferred.

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

The Respectful Workplace Guidelines, H.M.14

~~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.

This policy is interpreted through the lens of the Catholic faith as articulated by the teachings of the Church, having due regard for the following:

- **Teachings of the Catholic Church, as expressed through various documents of the Universal Church, the Bishops of Canada, the Bishops of Ontario, and the Archdiocese of Toronto.**
- **Education Act, Sections 1 (4); 169.1; 301**
- **Program Policy memorandum (PPM) 128 Provincial Code of Conduct and School Board Codes of Conducts, August 29, 2019.**
- **Ontario Human Rights Code, Sections 1; 19.**



POLICY SECTION: TRUSTEES

SUB-SECTION:

POLICY NAME: Trustees Code of Conduct

POLICY NO: T.04

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

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.



POLICY SECTION: TRUSTEES

SUB-SECTION:

POLICY NAME: Trustees Code of Conduct

POLICY NO: T.04

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;
- 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



POLICY SECTION: TRUSTEES

SUB-SECTION:

POLICY NAME: Trustees Code of Conduct

POLICY NO: T.04

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.

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: **text messaging and other social media communication**; 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.



POLICY SECTION: TRUSTEES

SUB-SECTION:

POLICY NAME: Trustees Code of Conduct

POLICY NO: T.04

~~Subject to the duty of a Trustee under~~ **In accordance with** section 218.1(e) of the *Education Act* **to Trustees shall** 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.

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~~



POLICY SECTION: TRUSTEES

SUB-SECTION:

POLICY NAME: Trustees Code of Conduct

POLICY NO: T.04

~~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;
- c) consult with parents, students and supporters of the board on the board's multi-year **[strategic]** 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.



POLICY SECTION: TRUSTEES

SUB-SECTION:

POLICY NAME: Trustees Code of Conduct

POLICY NO: T.04

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:

“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;
- ~~c) 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.



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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.

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:



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- 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.

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 ~~b~~**B**oard. 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.



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- 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.

Trustees shall be vigilant in their duty to serve public interest when ~~faeed~~ **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



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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.

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:



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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 Rite Catholics may petition to the Board of Trustees directly.~~ This is done through the Chair of the Board. In the case of an allegation of a breach by the Chair, this section shall be modified where appropriate to read the Vice-Chair of the Board.

Any allegation of a breach of this Code of Conduct must be brought to the attention of the Chair no later than six (6) weeks after the breach comes to the attention of the Trustee reporting the breach. Notwithstanding the foregoing, the Chair and the Director of Education may agree to extend this timeline in extenuating circumstances.

The Trustee making the complaint may bring the breach to the attention of the Board by providing the Chair with a written, signed complaint setting out the following:

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

The complaint and any response to the complaint and the investigation of the complaint shall remain confidential until it is before the Board of Trustees for a decision as to whether or not the Trustee has breached this Code of Conduct.

If an alleged breach is brought to the attention of the ~~Board Chair~~, the ~~Board Chair and the Director of Education~~, shall ~~make inquiries~~ retain an independent, external investigator or Integrity Commissioner to investigate ~~into~~ the matter and shall, based on the results of the ~~inquiries~~ investigation, determine whether there has been a breach.



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Procedural fairness will govern the investigation. The investigation will be conducted in private. The investigation may involve both written and oral statements by any witnesses, the Trustee bringing the complaint and the Trustee who is alleged to have breached the Code of Conduct.

The Trustee who is alleged to have breached the Code shall have an opportunity to respond to the allegations if an investigation is conducted, A trustee who is subject to a Board inquiry to determine whether the trustee has breached the Code of Conduct and 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.

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

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:

- 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.

Nothing in this Policy prevents the Chair of any meeting of the Board or Committee of the Board from exercising their power pursuant to s. 207(3) of the Education Act



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to expel or exclude from any meeting any person who has been guilty of improper conduct at the meeting. For greater clarity, this can be done at the sole discretion of the Chair without the necessity of completing an investigation.

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 appropriate, the original sanction may be stayed pending reconsideration.**

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.

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:



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- 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.

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.

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

A Trustee who is alleged to have breached this Code of Conduct shall not vote on any of the resolutions listed above. **A Trustee who is alleged to have breached this Code of Conduct may be present during the deliberations, but shall not participate in the deliberations and shall not be required to answer any questions at that meeting. Further, the Trustee alleged to have breached the Code shall not improperly try to influence the vote on the decision of the breach or sanction.**



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~~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.

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. **If the subject-matter of the investigation is being investigated by police, a charge has been laid, or if the matter is being dealt with in accordance with a procedure established under another Act, the investigation may be suspended until the police investigation, charge or matter under another Act has been finally disposed of.**

~~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.



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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:

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



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	March 2, 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:

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 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.
3. The policy was reviewed at the January 2020 Governance meeting and has been updated with recommendations of the committee.

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
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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



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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 delegates** 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. Given the current division of work between the Board meetings and Committee meetings, **delegations delegates** 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.~~
a) in exceptional circumstances; or
 - b) **if** the matter is deemed to be time sensitive.

~~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.**~~



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2. **Delegations Delegates** may be heard at **public** Special Board meetings at the discretion of the Director and Chair of the Board.
3. **Delegations Delegates** will **may** be heard at **public** Standing Committees of the Board concerning matters within **it's the Committee's** terms of reference. The topic of the deputation will determine at which Standing Committee the **delegation delegate** 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.**

~~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.~~
- c) **in exceptional circumstances; or**
- d) **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 Delegates** 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)



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

Procedure for Making a Deputation

6. Those wishing to make a deputation can **receive obtain** 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.
7. **Delegations Delegates** 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, **if the matter is Ward specific**.
8. Where the Board has initiated community engagement with respect to any matter, **delegations delegates** will be referred to that consultation process and may not be registered to appear before a ~~Standing~~ Committee meeting.
9. A Delegate may only speak once at a particular meeting.
10. There may be up to a maximum of ten (10) deputations per meeting.
11. **Delegations Delegates** 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.



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- a. **Any visual or written presentation or materials a delegate intends to provide or project on screen during the deputation must be provided 72 hours 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 notice of same provided to the delegate at least 24 hours before the meeting. Personal or private information included in the delegate's materials will be removed shall not be included.**

12. First priority will be given to **delegations delegates** 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 delegates** speaking to time-sensitive topics. **A delegate who has already made a deputation 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.~~

13. **Delegations Delegates who are from** TCDSB employees shall verbally disclose this information at the time of registration and at the beginning of their deputation.

Time Parameters

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

~~15. 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~~



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~~of the Board or Standing Committee. The chair shall put the question at the~~

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

Up to two delegates who have not registered by the deadline may speak in special circumstances for a maximum of three minutes if approved by 2/3 of all members of the Board or Committee. The delegate must also complete the Registration Form.

18. 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~~ of all members of the Board or Committee.

19. ~~Each~~ Trustees may ask questions of the ~~delegation delegate~~. ~~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.~~

20. Questions asked by Trustees are limited to clarifying questions only. No questions of staff shall be permitted.

Format & Content of Deputations

21. ~~Delegations~~ Delegates ~~will 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.



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22. 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 delegate~~ to limit comments to non-personal references. Should personal references continue to be made, the Chair has the authority to stop the ~~delegation delegate~~ from proceeding.

23. The Board may decide to move a public deputation to a private session.

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, ~~or~~ 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 delegate~~ intends to speak of them at a ~~Standing Committee~~ **or Board** meeting, in a negative, ~~or~~ 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.

24. The Chair of the meeting may expel or exclude **a delegate** from ~~any the~~ meeting **should they engage in** ~~any person who engages in~~ conduct contrary to the TCDSB Code of Conduct, ~~or~~ Respectful Workplace Guidelines, **or fail to comply with this Policy.**

25. **If a gross misrepresentation on a factual issue is made by a delegate during their deputation, the Chair of the Committee or Chair of the Board, as applicable, may correct the record from a factual perspective**



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at the meeting where the misrepresentation is made. If the Chair is absent when the gross misrepresentation is 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 may correct the record, as per above.

28.If it's not readily apparent to the Chair or Vice-Chair, as the case may be, whether or not a comment is a gross misrepresentation of the facts, the Chair or Vice-Chair and the Director of Education will determine whether an investigation should be conducted. If an investigation is conducted and the investigation determines that a gross misrepresentation was made, the Chair or Vice-Chair may correct the record from a factual perspective at the next meeting.

29.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 delegate**.
- 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.

30.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 Delegates** that are part of the recorded proceedings are so advised and consent to being recorded.

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



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32. Where an item has been referred to staff, staff will communicate follow-up actions to the **delegations delegate**.

Definitions:

Delegation

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

(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.~~

GOVERNANCE AND POLICY COMMITTEE

PENDING LIST TO MARCH 02, 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	Mar-2018 Regular Board	TBC	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
4	May-2018 Governance and Policy	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

#	Date Requested & Committee/Board	Report Due Date	Destination of Report Committee/Board	Subject	Delegated To
5	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, 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)	Superintendent Fernandes
6	Jan-2019 Governance and Policy	Apr-2020	Governance and Policy	<p>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</p> <p>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 Commission (OHRC) Policy Document Article on Special Education Inclusion)</p>	Superintendent Fernandes

#	Date Requested & Committee/Board	Report Due Date	Destination of Report Committee/Board	Subject	Delegated To
7	Jan-2019 Governance and Policy	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
8	Mar-2019 Special Board	TBC <i>Subject to NEW Ministry policy/regulation dealing with student exclusions</i>	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</p>	Superintendent Fernandes

#	Date Requested & Committee/Board	Report Due Date	Destination of Report Committee/Board	Subject	Delegated To
				<p>permitted, and when it is not permitted;</p> <p>Procedures that must be followed when refusing to admit a student;</p> <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</p>	

#	Date Requested & Committee/Board	Report Due Date	Destination of Report Committee/Board	Subject	Delegated To
				report policy.	
9	Apr-2019 Student Achievement	TBC	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
10	February 2020 Governance & Policy	Apr-2020	Governance and Policy	Received and referred to Staff to come back with a report at the March 2, 2020 Governance and Policy Meeting (Parent Council Policy Recommendations).	Superintendent Fernandes
11	February 2020 Governance & Policy	Apr-2020	Governance and Policy	That the Policy be provided to the Catholic Schools Parent Council (CSPC) Chairs and invite their feedback by March 30, 2020, and that feedback be shared by Staff at the April 14, 2020 Governance and Policy Meeting (New Policy on Age Appropriate Placement - Curriculum and Program Supports).	

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 Involvement Committee	P.04	J. Wujek
	Caretaker Deployment (Rescindment)	H.S.03	C. Fernandes/C.Caldwell
February 11	Strategic Reserves Policy (NEW)	F. M.09	L.Noronha/P.De Cock
	Acceleration and Retention of Students (NEW)	S.P.03	L.Maselli-Jackman
	Catholic School Parent Councils	S.10	J. Wujek
	International Languages (Elementary)	S.P.05	L.DiMarco
	Trustees Code of Conduct	T.04	M. Eldridge/C. Caldwell
March 2	International Languages (Elementary)	S.P.05	L. DiMarco
	Delegations	T.14	M. Eldridge/C. Caldwell
	Trustees Code of Conduct	T.04	M. Eldridge/C. Caldwell
April 14	Electronic Communication System- Acceptable Use	A.29	S. Camacho
	Performance Appraisal: Director of Education	H.C.06	M. Eldridge/C. Caldwell
	Permits	B.R.05	M. Loberto
	Acceleration and Retention of Students (NEW)	S.P.03	L.Maselli-Jackman
	Catholic School Parent Councils	S.10	J. Wujek
May 12	Guidelines For Trustees, Parents and Staff in Address	A.33	J. Wujek
	ICod Policy (NEW)	TBD	M. Eldridge/C. Caldwell
	Alcohol, Cannabis and Other Drugs	S.S.03	L.DiMarco/M. Caccamo
	Workplace Accommodation for Employees with Disab	H.M.38	C. Caldwell/A. Della Mora
June 2	Complaint Against a Staff Member	H.M.30	A. Della Mora
	Harassment and Discrimination	H.M.14	A. Della Mora
	Accessibility Standards for Services and Facilities	A.36	C. Caldwell/F.Cifelli
September 8	Board Recognized Charitable Foundations	A.09	P. De Cock
October 6	Meta-Policy	M.01	M. Eldridge/C. Caldwell

November 10			
December 7	<u>Pupil Accommodation Review</u>	S.09	M. Loberto