

# TORONTO CATHOLIC DISTRICT SCHOOL BOARD REGULAR MEETING Public Session

**AGENDA**  
**June 11, 2020**

**Joseph Martino, Chair**  
Trustee Ward 1

**Angela Kennedy, Vice Chair**  
Trustee Ward 11

**Nancy Crawford**  
Trustee Ward 12

**Frank D'Amico**  
Trustee Ward 6

**Markus de Domenico**  
Trustee Ward 2

**Daniel Di Giorgio**  
Trustee Ward 10

**Taylor Dallin**  
Student Trustee

**Norman Di Pasquale**  
Trustee Ward 9

**Michael Del Grande**  
Trustee Ward 7

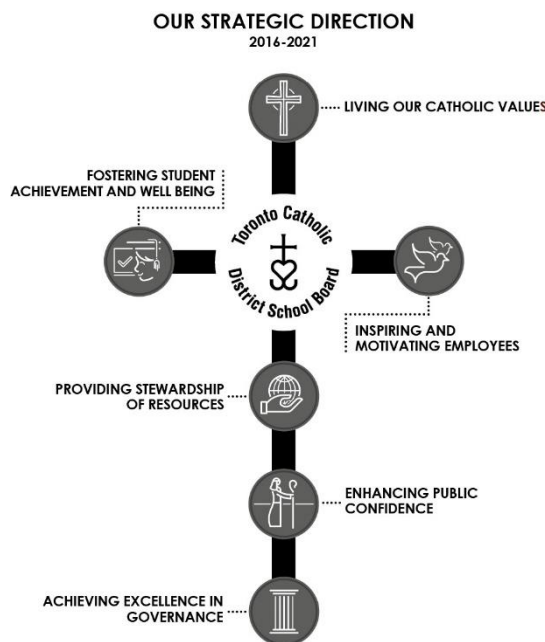
**Ida Li Preti**  
Trustee Ward 3

**Teresa Lubinski**  
Trustee Ward 4

**Maria Rizzo**  
Trustee Ward 5

**Garry Tanuan**  
Trustee Ward 8

**Kathy Nguyen**  
Student Trustee



## **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



**AGENDA  
REGULAR MEETING  
OF THE  
TORONTO CATHOLIC DISTRICT SCHOOL BOARD  
PUBLIC SESSION**

Joseph Martino, Chair

Angela Kennedy, Vice Chair

Thursday, June 11, 2020

7:00 P.M.

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Pages

1. **Call to Order**
2. **Memorials and Opening Prayer**
3. **Singing of O Canada**
4. **Roll Call & Apologies**
5. **Approval of the Agenda**
6. **Reports from Private Session**
7. **Notices of Motions**
  - 7.a **From Student Trustee Dallin regarding Anti-Black and Anti-Indigenous Racism in Schools (To Be Distributed)**
  - 7.b **From Trustee de Domenico regarding Chrome Books Distributed for Distance Learning Remain with Students Until Graduation**
8. **Declarations of Interest**
9. **Approval and Signing of Minutes of the Previous Meetings**

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17.	<b>Matters referred/deferred from Committees/Board</b>	
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### **18.c Preliminary Grants for Student Needs (GSN) Announcement Summary (To Be Distributed)**

## **19. Reports of Officials Requiring Action of the Board of Trustees**

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### **19.c Delegating of Authority for Approval of Summer Contract Awards 2020 (All Wards) 75 - 78**

## **20. Reports from External Committees / Organizations**

## **21. Listing of Communications**

## **22. Inquiries and Miscellaneous**

## **23. Updating of Pending Lists**

### **23.a Annual Report 79 - 83**

### **23.b Master Pending List and Rolling Calendar 84 - 87**

## **24. Closing Prayer**

## **25. Adjournment**



*Markus de Domenico  
Trustee Ward 2*

*E-mail: Markus.deDomenico@tcdsb.org*

*Voicemail: 416-512-3402*

**To:** Regular Board Meeting , June 11, 2020

**From:** Markus de Domenico, Trustee Ward 2

**Subject:** Notice of Motion: Chrome Books distributed for Distance Learning remain with students until Graduation

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

**WHEREAS:** Due to COVID 19, the TCDSB conducted a Technology Survey to identify students and families that needed assistance to learn online and what devices they had or needed. Based on the results of the survey, the Board acquired and distributed over 8,000 encrypted Google Chrome Books to facilitate distance learning to students that did not have devices;

**WHEREAS:** The need for these devices is an ongoing need and the devices play a key part in providing equitable access to education to TCDSB students;

**WHEREAS:** The devices have proven to be highly effective and are a cost efficient method for the Board to facilitate access to online learning;

**WHEREAS:** The need for these devices will not end in September and that the economic status of families may not improve in the next few months or even years;

**WHEREAS:** The TCDSB has an obligation through its equity initiatives to give all students in need an equal opportunity to succeed; and

**WHEREAS:** The Chrome Books were purchased by the Board without funding from the Ministry of Education.

**BE IT RESOLVED:** That the TCDSB allow the students who have currently been provided with a Google Chrome Book to keep these devices until they graduate from the Board or leave the TCDSB;

**BE IT FURTHER RESOLVED THAT:** That the TCDSB send a letter to Minister Lecce requesting full reimbursement of the expense of the devices as the Ministry required the TCDSB to implement an online learning platform;

**BE IT FURTHER RESOLVED THAT:** That the TCDSB work with Rogers Communications to make families aware of the Rogers “Connect for Success” Program that provides inexpensive internet access to families in need;

**BE IT FURTHER RESOLVED THAT:** That the TCDSB establish a help line specifically for tech support of these devices; and

**BE IT FURTHER RESOLVED THAT:** That the TCDSB acquire an internet safety training program for students.

**Markus de Domenico**  
**Trustee, Ward 2**

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through witness, faith, innovation and action.*



## **MINUTES OF THE REGULAR VIRTUAL MEETING OF THE TORONTO CATHOLIC DISTRICT SCHOOL BOARD PUBLIC SESSION**

**THURSDAY, MAY 7, 2020**

### **Trustees:**

J. Martino, Chair – In Person  
A. Kennedy, Vice Chair  
N. Crawford  
F. D’Amico  
M. de Domenico  
M. Del Grande  
D. Di Giorgio  
N. Di Pasquale  
I. Li Preti  
T. Lubinski  
M. Rizzo  
G. Tanuan

### **Student Trustees:**

T. Dallin  
K. Nguyen

### **Staff:**

R. McGuckin  
D. Koenig  
L. Noronha  
A. Della Mora  
M. Caccamo  
S. Camacho  
N. D’Avella  
P. De Cock  
L. DiMarco

M. Eldridge  
D. Friesen  
L. Latham  
S. Vlahos

S. Harris, Recording Secretary  
S. Pellegrini, Assistant Recording Secretary

**External Guest:** A. Robertson, Parliamentarian

## **5. Approval of the Agenda**

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

Results of the Vote taken, as follows:

### **In Favour**

Trustees Crawford  
D'Amico  
de Domenico  
Di Giorgio  
Di Pasquale  
Kennedy  
Martino  
Rizzo

### **Opposed**

Del Grande  
Lubinski  
Tanuan

The Motion was declared

**CARRIED**



## **6. Reports from Private Session**

MOVED by Trustee Kennedy, seconded by Trustee Di Pasquale, that the reports from PRIVATE Session regarding Items 14a) and 15a) labour relations and real estate matters respectively be received.

Trustee Kennedy declared an interest in Item 14a) as she has family members who are employees of this Board, and did not vote nor participate in the discussion.

Results of the Vote taken, as follows:

### **In Favour**

### **Opposed**

Trustees Crawford  
D'Amico  
de Domenico  
Del Grande  
Di Giorgio  
Di Pasquale  
Kennedy  
Lubinski  
Martino  
Rizzo  
Tanuan

The Motion was declared

CARRIED

## **8. Declarations of Interest**

Refer Item 6) for PRIVATE Session.

There were none in PUBLIC, DOUBLE and TRIPLE PRIVATE Sessions.

**9. Approval and Signing of Minutes of the Previous Meetings**

MOVED by Trustee Di Giorgio, seconded by Trustee Lubinski, that Items 9a) and 9c) be adopted as follows:

- 9a) Special Board (Student Achievement) Held April 2, 2020** approved; and
- 9c) Student Achievement and Well Being, Catholic Education and Human Resources Committee Held April 2, 2020** approved.

Results of the Vote taken, as follows:

**In Favour**

**Opposed**

Trustees Crawford  
D'Amico  
de Domenico  
Del Grande  
Di Giorgio  
Di Pasquale  
Kennedy  
Lubinski  
Martino  
Rizzo  
Tanuan

The Motion was declared

CARRIED

Trustee Li Preti connected at 7:11 pm due to prior technical difficulties.

**11. Delegations**

MOVED by Trustee D'Amico, seconded by Trustee Di Pasquale, that Item 11a) be adopted as follows:

**11a) From Paolo De Buono regarding Recognizing Pride** received.

Results of the Vote taken, as follows:

**In Favour**

Trustees D'Amico  
de Domenico  
Di Giorgio  
Di Pasquale  
Li Preti  
Rizzo

**Opposed**

Crawford  
Del Grande  
Kennedy  
Lubinski  
Martino  
Tanuan

The Motion was declared

LOST ON A TIE

MOVED by Trustee Rizzo, seconded by Trustee Tanuan, that Item 11b) be adopted as follows:

**11b) From John Del Grande, Catholic Parent Involvement Committee (CPIC) Chair and Annalisa Crudo-Perri, Ontario Association of Parents in Catholic Education (OAPCE) Executive Director regarding Recommendations from OAPCE-Toronto and CPIC** that the delegates be allowed an additional three minutes to complete their delegation.

Results of the Vote taken, as follows:

**In Favour**

Trustees Crawford  
D'Amico  
de Domenico  
Del Grande  
Di Giorgio

**Opposed**

Di Pasquale  
Kennedy  
Li Preti  
Lubinski  
Martino  
Rizzo  
Tanuan

The Motion was declared

CARRIED

MOVED by Trustee Tanuan, seconded by Trustee Kennedy, that Item 11b) be received and referred to Staff.

MOVED in AMENDMENT by Trustee Crawford, seconded by Trustee Tanuan, that the recommendations from the delegates be adopted, once feasible.

The Chair ruled the AMENDMENT out of order.

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

**In Favour**

**Opposed**

Trustees Crawford  
D'Amico  
Del Grande  
Di Giorgio  
Di Pasquale  
Kennedy  
Li Preti  
Lubinski  
Martino  
Rizzo  
Tanuan

The Main Motion was declared

CARRIED

Trustee de Domenico did not vote/respond.

### **13. Consent and Review**

The Chair reviewed the Order Page and the following Items were held.

16a) Approved Minutes of the Special Education Advisory Committee (SEAC) Meeting Held April 22, 2020 - Trustee Crawford;

18a) The Toronto Catholic District School Board's Response to the COVID-19 Pandemic Crisis – May 7 Update - Trustee Di Pasquale;  
and

18b) Capital and Renewal Program Update – COVID-19 Impact -  
Trustee Rizzo

MOVED by Trustee Kennedy, seconded by Trustee de Domenico, that the Items not held be received and that the staff recommendation be approved.

Results of the Vote taken, as follows:

#### **In Favour**

#### **Opposed**

Trustees Crawford  
D'Amico  
De Domenico  
Del Grande  
Di Giorgio  
Di Pasquale  
Kennedy  
Li Preti  
Lubinski  
Martino

Rizzo  
Tanuan

The Motion was declared

CARRIED

**ITEMS NOT HELD AS CAPTURED IN ABOVE MOTION**

**19a) Monthly Procurement Approvals** that the Board of Trustees approve all procurement activities/awards listed in Appendix A of the Report.

**20a) External Report from the Board of Health – Verbal, Trustee Li Preti;**  
and

**21a) Communication from Councillor Joe Cressy, Chair, Toronto Board of Health regarding Toronto Public Health COVID-19 Response – New Phase of Work**

**16. Matters Recommended by Statutory Committees of the Board**

MOVED by Trustee Crawford, seconded by Trustee Lubinski, that Item 16a) be adopted as follows:

**16a) Approved Minutes of the Special Education Advisory Committee (SEAC) Meeting Held April 22, 2020** received; and:

1. That the Association Reports in respect to learning at home during the COVID-19 crisis be included in the Minutes to Board; and
2. That the Association Reports in respect to learning at home during the COVID-19 crisis be forwarded to the Ministry of Education on behalf of SEAC.

Results of the Vote taken, as follows:

**In Favour**

**Opposed**

Trustees Crawford  
D'Amico  
de Domenico  
Del Grande  
Di Giorgio  
Di Pasquale  
Kennedy  
Li Preti  
Lubinski  
Martino  
Rizzo  
Tanuan

The Motion was declared

CARRIED

**18. Reports of Officials for the Information of the Board of Trustees**

MOVED by Trustee Di Pasquale, seconded by Trustee Li Preti, that Item 18a) be adopted as follows:

**18a) The Toronto Catholic District School Board's Response to the COVID-19 Pandemic Crisis – May 7 Update received.**

MOVED in AMENDMENT by Trustee Di Pasquale, seconded by Trustee Li Preti, that the Chair send a letter to the Minister of Education requesting that recovery funding be provided to school Boards through the Grants for Student Needs (GSNs) to ensure students' successful return to the classroom as a result of COVID-19, including funding for:

1. Mental health and well-being supports; including staffing and resources to support our students' need for intensive social work, psychological and spiritual supports;
2. Additional staffing and resources to address gaps in literacy and numeracy;
3. Additional funding to build educator capacity in digital learning;
4. Transitional staffing resources including special education funding for our children with special needs, many of whom will have been without therapy or respite care for an extended period;
5. Additional devices for our students, working towards a 1:1 student/device ratio without requiring Boards to reallocate funds to purchase IT;
6. That Ontario Catholic Schools Trustees' Association (OCSTA) be encouraged to advocate for the five points above; and
7. That member Boards of OCSTA be copied on the letter from the Chair.

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

**In Favour**

Trustees Crawford  
D'Amico  
de Domenico  
Del Grande  
Di Giorgio  
Di Pasquale  
Kennedy  
Li Preti  
Lubinski  
Martino  
Rizzo  
Tanuan

**Opposed**



The AMENDMENT was declared

CARRIED

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

Trustees Crawford  
D'Amico  
de Domenico  
Del Grande  
Di Giorgio  
Di Pasquale  
Kennedy  
Li Preti  
Lubinski  
Martino  
Rizzo  
Tanuan

The Motion, as amended, was declared

CARRIED

Trustee Martino relinquished the Chair to Trustee Kennedy.

Trustee Martino left the table at 8:46 pm.

MOVED by Trustee Rizzo, seconded by Trustee Lubinski, that Item 18b) be adopted as follows:

- 18b) Capital and Renewal Program Updates – COVID-19 Impact** that issues with city approvals have been lengthy and cumbersome for many years with the City, and the crisis with the pandemic further delays will hinder and

delay many more projects including the considerable backlog of renewal and much needed construction projects.

That TCDSB request the Mayor of the City of Toronto, Premier of Ontario and the Ministry of Education to strongly consider that site plan applications, building permits and other city approvals be considered a high priority following city priorities of affordable housing, to improve the economy by bringing back construction jobs to the marketplace as soon as possible.

Trustee Martino returned to the table at 8:50 pm.

Results of the Vote taken, as follows:

**In Favour**

**Opposed**

Trustees Crawford  
D'Amico  
de Domenico  
Del Grande  
Di Giorgio  
Di Pasquale  
Kennedy  
Li Preti  
Lubinski  
Martino  
Rizzo  
Tanuan

The Motion was declared

CARRIED

Trustee Martino reassumed the Chair.

MOVED by Trustee de Domenico, seconded by Trustee Kennedy, that the meeting resolve into DOUBLE PRIVATE Session.

Results of the Vote taken, as follows:

**In Favour**

**Opposed**

Trustees Crawford  
D'Amico  
de Domenico  
Del Grande  
Di Giorgio  
Di Pasquale  
Kennedy  
Li Preti  
Lubinski  
Martino  
Rizzo  
Tanuan

The Motion was declared

CARRIED

**6. Reports from Private Session**

MOVED by Trustee Kennedy, seconded by Trustee Li Preti, that the reports regarding Human Resources matters discussed in DOUBLE PRIVATE and TRIPLE PRIVATE Sessions be received.

Results of the Vote taken, as follows:

**In Favour**

**Opposed**

Trustees Crawford  
D'Amico  
de Domenico  
Del Grande  
Di Giorgio  
Di Pasquale  
Kennedy  
Li Preti  
Lubinski  
Martino  
Rizzo  
Tanuan

The Motion was declared

CARRIED

**25. 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  
D'Amico  
de Domenico  
Del Grande  
Di Giorgio

Di Pasquale  
Kennedy  
Li Preti  
Lubinski  
Martino  
Rizzo  
Tanuan

The Motion was declared

CARRIED

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SECRETARY

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CHAIR

### **OUR MISSION**

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## **MINUTES OF THE REGULAR VIRTUAL MEETING OF THE TORONTO CATHOLIC DISTRICT SCHOOL BOARD PUBLIC SESSION**

**HELD THURSDAY, MAY 21, 2020**

**Trustees:**

- J. Martino, Chair – In Person
- A. Kennedy, Vice Chair
- N. Crawford
- F. D’Amico
- M. de Domenico
- M. Del Grande
- D. Di Giorgio
- N. Di Pasquale
- I. Li Preti
- T. Lubinski
- M. Rizzo
- G. Tanuan

**Student Trustees:**

- T. Dallin
- K. Nguyen

**Staff:**

- R. McGuckin
- D. Koenig
- L. Noronha
- A. Della Mora
- P. Aguiar
- M. Caccamo
- S. Camacho
- N. D’Avella
- P. De Cock

L. DiMarco  
M. Eldridge  
D. Friesen  
M. Loberto  
L. Maselli-Jackman  
S. Vlahos  
J. Wujek

S. Harris, Recording Secretary  
S. Pellegrini, Assistant Recording Secretary

**External Guest:** A. Robertson, Parliamentarian

## **5. Approval of the Agenda**

MOVED by Trustee Crawford, seconded by Trustee Tanuan, that the Agenda, as amended to include the Addendum, and *Item 20c) Verbal Update from Trustee Crawford regarding Ontario Catholic Schools Trustees' Association (OCSTA) Matters*, be approved.

Results of the Vote taken, as follows:

### **In Favour**

Trustees Crawford  
D'Amico  
de Domenico  
Del Grande  
Di Giorgio  
Di Pasquale  
Kennedy  
Li Preti  
Lubinski  
Martino

### **Opposed**

Rizzo  
Tanuan

The Motion was declared

CARRIED

**6. Reports from Private Session**

MOVED by Trustee Kennedy, seconded by Trustee Lubinski, that the reports from PRIVATE Session regarding human resource and real estate matters be received.

Results of the Vote taken, as follows:

**In Favour**

**Opposed**

Trustees Crawford  
D'Amico  
de Domenico  
Del Grande  
Di Giorgio  
Di Pasquale  
Kennedy  
Li Preti  
Lubinski  
Martino  
Rizzo  
Tanuan

The Motion was declared

CARRIED



## **8. Declarations of Interest**

There were none in PRIVATE Session.

Trustees Del Grande and Kennedy declared an interest in the following Items as they have family members who are employees of the Board.

- 18c) 2020-2021 Budget Consultation Survey Results - Trustee Kennedy;
- 19a) 2020-21 Grants For Student Needs Update and Revised Budget Timelines – Trustee Kennedy; Trustee Del Grande – Recommendation 3: That the implementation of bell time optimization be delayed until September 2021 and the fiscal impact of \$1.6M be funded by the Operating Contingency Reserve;
- 19b) Monthly Procurement Approvals – Trustee Kennedy;
- 19c) 2020 Summer School Tuition Reduction for International Students - Trustees Del Grande and Kennedy; and
- 19d) Monthly Procurement Approvals Report Addendum 1 – Trustee Kennedy

Trustees Del Grande and Kennedy indicated that they would neither participate nor vote in the respective Items.

## **9. Approval and Signing of Minutes of the Previous Meetings**

MOVED by Trustee Li Preti, seconded by Trustee de Domenico, that Item 9a) be adopted as follows:

- 9a) Regular Board Held April 23, 2020 approved.**

Results of the Vote taken, as follows:

**In Favour**

**Opposed**

Trustees Crawford  
D'Amico  
de Domenico  
Del Grande  
Di Giorgio  
Di Pasquale  
Kennedy  
Li Preti  
Lubinski  
Martino  
Rizzo  
Tanuan

The Motion was declared

CARRIED

**10. Presentations**

MOVED by Trustee Li Preti, seconded by Trustee Kennedy, that Item 10a) be adopted as follows:

**10a) From the Chair of the Board (Verbal) received.**

N.B: This was a verbal update regarding the hiring of a new Toronto Catholic District School Board (TCDSB) Director of Education from the Chair of the Executive Search Committee, Trustee Li Preti.

Results of the Vote taken, as follows:

**In Favour**

**Opposed**

Trustees Crawford  
D'Amico  
de Domenico  
Del Grande  
Di Giorgio  
Di Pasquale  
Kennedy  
Li Preti  
Lubinski  
Martino  
Rizzo  
Tanuan

The Motion was declared

CARRIED

MOVED by Trustee Di Pasquale, seconded by Trustee Kennedy, that Item 10b) be adopted as follows:

**10b) From the Student Trustee(s) received.**

Results of the Vote taken, as follows:

**In Favour**

**Opposed**

Trustees Crawford  
D'Amico  
de Domenico  
Del Grande  
Di Giorgio  
Di Pasquale  
Kennedy

Li Preti  
Lubinski  
Martino  
Rizzo  
Tanuan

The Motion was declared

CARRIED

**16. Matters Recommended by Statutory Committees of the Board**

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

- 16a) Approved Minutes of the Catholic Parent Involvement Committee Meeting Held April 20, 2020** received.

Results of the Vote taken, as follows:

**In Favour**

**Opposed**

Trustees Crawford  
D'Amico  
de Domenico  
Del Grande  
Di Giorgio  
Di Pasquale  
Kennedy  
Li Preti  
Lubinski  
Martino  
Rizzo  
Tanuan

The Motion was declared

CARRIED

MOVED by Trustee Rizzo, seconded by Trustee Kennedy, that Recommendations I – V, as follows, be referred to staff for a report to come back at the June 11, 2020 Regular Board Meeting:

- (I) WHEREAS: Parent Reaching Out (PRO) Grants allocations were made available to TCDSB schools and wards in February 2020;

WHEREAS: Schools were not able to spend or schedule PRO Grant sessions due to the COVID-19 lock down;

WHEREAS: Schools have outstanding Parent Involvement Committee (PIC) grants that were not spent and will likely to continue receiving yearly PIC grants;

WHEREAS: School Communities need practical ideas and support to best utilize this grant; and

WHEREAS: Learning from the application process and forms need refinement to ensure that schools have demonstrated the capacity and plans to effectively spend the grant with continued priority towards Equity Poverty Action Network (EPAN) schools.

BE IT RESOLVED THAT:

1. The PRO Grant Ward and school allocations for 2019-2020 school year be rescinded;
2. The funds be deferred to the 2020-2021 school year (subject to approval by the Ministry of Education); and

3. A revised application process for 2020/21 to come back in June be recommended by Catholic Parent Involvement Committee (CPIC).

II) WHEREAS: CPIC has undertaken efforts to reform its Committee with updated Bylaws;

WHEREAS: CPIC aims to be a full statutory Committee of the Board;

WHEREAS: Public agendas should be produced with sufficient material to aid Members in their meeting and being transparent to the community;

WHEREAS: Agenda preparation is taking an excessive amount of manual preparation time from parent volunteers;

WHEREAS: Agendas for all other TCDSB Committees are supported centrally; and

WHEREAS: The TCDSB has invested in eSCRIBE agenda software.

BE IT RESOLVED THAT:

1. Agendas for CPIC be compiled and distributed through eSCRIBE with the support of the TCDSB Recording Secretary;
2. The Chair / Vice-Chair of CPIC to approve the final agenda before distribution consistent with in-force CPIC bylaws; and
3. Recording Secretary support be provided for creation of Minutes of CPIC starting September 2020.

III) WHEREAS: The Ontario Education Act, Regulation 612/00 (School Councils) Consultation with Parents s23 states: A school council shall consult with parents of pupils enrolled in the school about matters under consideration by the council;

WHEREAS: The Ontario Ministry of Education School Councils, A Guide for Members (2001) states that: Characteristics of Effective School Councils: Communicate with the community about their activities;

WHEREAS: School Council Chairs require means to timely communicate with their school community on important issues of concern to parents or activities of the council;

WHEREAS: The Alberta School Council Guide: Alberta School Councils' Association (2007) states: "Communication is the most useful tool to get people interested in the work of school council. Letting parents and community members know about school council meetings and sharing information about school council decisions, directions and activities helps keep them interested. Collect and maintain a list of parents' names, addresses, phone numbers and email addresses. Use email to send meeting notices, event announcements, requests for help and updates on school issues"; and

WHEREAS: The Toronto District School Board of Trustees approved a similar recommendation on Parent Email Sharing with School Councils from Parent Involvement Advisory Committee (PIAC) in May 2019: That school registration forms include a checkbox to allow parents to consent to the sharing of their email with school's school council to facilitate communication increased engagement by the school councils with the school community. PIAC requests that this be completed to be included in the 2019 Fall welcome packages to parents. Collect and maintain a list of parents' names, addresses, phone numbers and email addresses. Use email to send meeting notices, event announcements, requests for help and updates on school issues."

BE IT RESOLVED THAT:

The Board of Trustees by September 2020:

1. Add appropriate checkbox (s) to the annually collected parent consent/information forms and the online Student Online Application for Registration (SOAR) system to allow parents to consent to receiving communications via email directly from their Catholic School Parent Council (CSPC) and CPIC (using only the respective CSPC Chair /CPIC Chair @tcdsb.org accounts); and
2. Setup a working group made up of Board Staff and parent representatives to: implement procedures and tools (both addressing short term and long term) using various systems for the purposes of allowing school councils to effectively and timely communicate with parents of their school community while respecting privacy and unsubscribe requests.

IV) WHEREAS: The COVID-19 school lock down has required all School Board committee meetings to occur virtually;

WHEREAS: CPIC has basic access to tools and technology for facilitating virtual meetings between its Members;

WHEREAS: The Education Act requires Parent Involvement Committee meetings to be open to the public;

WHEREAS: The TCDSB has facilities and technology to broadcast to the public;

WHEREAS: The TCDSB recently broadcast the meeting for Special Education Advisory Committee (SEAC); and



WHEREAS: CPIC needs to keep the credentials and access to its meetings private to prevent unauthorized individuals from entering and/or disrupting the meeting.

BE IT RESOLVED THAT:

The Board facilitate broadcasting of virtual meetings of CPIC in a similar fashion to the Board of Trustee meetings or other mutually agreeable publicly accessible format.

V) That the Board of Trustees engage parents in the recruitment and selection of the next Director of Education for the TCDSB by seeking input into the Director of Education profile.

MOVED in AMENDMENT by Trustee Tanuan, seconded by Trustee Rizzo, that Recommendation V be referred to the Ad Hoc Executive Search Committee:

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

In Favour

Opposed

Trustees Crawford  
D'Amico  
de Domenico  
Del Grande  
Di Giorgio  
Di Pasquale  
Kennedy  
Li Preti  
Lubinski  
Martino  
Rizzo  
Tanuan

The AMENDMENT was declared

CARRIED

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

In Favour

Opposed

Trustees Crawford  
D'Amico  
de Domenico  
Del Grande  
Di Giorgio  
Di Pasquale  
Kennedy  
Li Preti  
Lubinski  
Martino  
Rizzo  
Tanuan

The Motion, as amended, was declared

CARRIED

MOVED by Trustee Crawford, seconded by Trustee Di Giorgio, that Item 16b) were adopted as follows:

- 16b) Approved Minutes of the Special Education Advisory Committee (SEAC) Held May 4, 2020** received.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford  
D'Amico  
de Domenico  
Del Grande  
Di Giorgio  
Di Pasquale  
Kennedy  
Li Preti  
Lubinski  
Martino  
Rizzo  
Tanuan

The Motion was declared

CARRIED

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**18. Reports of Officials for the Information of the Board of Trustees**

MOVED by Trustee Di Pasquale, seconded by Trustee D'Amico, that Item 18a) be adopted as follows:

**18a) Toronto Catholic District School Board's Response to the Covid-19 Pandemic Crisis - May 21, 2020 Update** received.

Time for business expired.

Time to complete the debate on the Item was extended by 15 minutes, as per Article 12.6, based on unanimous vote as follows:

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford  
D'Amico  
de Domenico  
Del Grande  
Di Giorgio  
Di Pasquale  
Kennedy  
Li Preti  
Lubinski  
Martino  
Rizzo  
Tanuan

The Motion was declared

CARRIED

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

In Favour

Opposed

Trustees Crawford  
D'Amico  
de Domenico  
Del Grande  
Di Giorgio  
Di Pasquale  
Kennedy  
Li Preti  
Lubinski  
Martino

Rizzo  
Tanuan

The Motion of Receipt was declared

CARRIED

MOVED by Trustee Rizzo, seconded by Trustee Kennedy, that Item 18b) be adopted as follows:

- 18b) Ratification of Student Trustee Nominee** that the Board of Trustees appoint Keith Andre Baybayon from Marshall McLuhan Catholic Secondary School as Student Trustee for the term August 1, 2020 through to July 31, 2022.

Results of the Vote taken, as follows:

**In Favour**

**Opposed**

Trustees Crawford  
D'Amico  
de Domenico  
Di Giorgio  
Di Pasquale  
Kennedy  
Li Preti  
Lubinski  
Martino  
Rizzo  
Tanuan

The Motion was declared

CARRIED

Trustee Del Grande did not vote/respond.

Trustee Kennedy left the virtual room at 8:55 pm due to a Declaration of Interest in Items 18c) and 19a), as earlier indicated.

MOVED by Trustee de Domenico, seconded by Trustee Di Giorgio, that Item 18c) be adopted as follows:

**18c) 2020-2021 Budget Consultation Survey Results** received.

Results of the Vote taken, as follows:

**In Favour**

**Opposed**

Trustees Crawford  
D'Amico  
de Domenico  
Di Giorgio  
Di Pasquale  
Li Preti  
Lubinski  
Martino  
Rizzo  
Tanuan

The Motion was declared

CARRIED

Trustee Del Grande did not vote/respond.

**19. Reports of Officials Requiring Action of the Board of Trustees**

MOVED by Trustee Di Pasquale, seconded by Trustee Crawford, that Item 19a) be adopted as follows:

**19a) 2020-21 Grants For Student Needs Update and Revised Budget Timelines:**

1. That the Regular Board meeting scheduled for May 28, 2020 and intended for budget discussions be cancelled;
2. That the Board approve the Revised 2020-21 Budget Planning timelines appearing in Section D.3 and establish Special Board meeting dates on June 18 and 25, 2020 to discuss and approve the 2020-21 Budget Estimates; and
3. That the implementation of bell time optimization be delayed until September 2021 and the fiscal impact of \$1.6M be funded by the Operating Contingency Reserve.

Trustee Del Grande declared an interest in Recommendation 3.

The Chair declared that the Question be divided.

Results of the Vote taken regarding Recommendations 1 and 2, as follows:

**In Favour**

Trustees Crawford  
D'Amico  
de Domenico  
Del Grande  
Di Giorgio

**Opposed**

Lubinski

Di Pasquale  
Li Preti  
Martino  
Rizzo  
Tanuan

Recommendations 1 and 2 of the Motion were declared

CARRIED

Results of the Vote taken regarding Recommendation 3, as follows:

**In Favour**

**Opposed**

Trustees Crawford  
D'Amico  
de Domenico  
Di Giorgio  
Di Pasquale  
Li Preti  
Lubinski  
Martino  
Rizzo  
Tanuan

Recommendation 3 of the Motion was declared

CARRIED

Trustee Kennedy returned to the virtual room at 9:17 pm.

Trustee Kennedy left the virtual room at 9:19 pm due to a Declaration of Interest in Items 19b) and 19d), as earlier indicated.



MOVED by Trustee Di Pasquale, seconded by Trustee Di Giorgio, that Items 19b) and 19d) be adopted as follows:

**19b) Monthly Procurement Approvals;** and

**19d) Monthly Procurement Approvals Report Addendum 1** that the Board of Trustees approve all procurement activities/awards listed in Appendix A of the Report.

Results of the Vote taken, as follows:

**In Favour**

Trustees Crawford  
D'Amico  
de Domenico  
Del Grande  
Di Giorgio  
Di Pasquale  
Li Preti  
Martino  
Rizzo  
Tanuan

**Opposed**

Lubinski

The Motion was declared

CARRIED

Trustee Kennedy returned to the virtual room at 9:23 pm.

Trustees Del Grande and Kennedy left the virtual room at 9:24 and 9:26 pm respectively, due to a Declaration of Interest in Item 19c), as earlier indicated.

MOVED by Trustee D'Amico, seconded by Trustee Crawford, that Item 19c) be adopted as follows:

- 19c) 2020 Summer School Tuition Reduction for International Students** that the Board of Trustees approve a \$375 reduction of the 2020 Summer School tuition fee for International Students from \$750 to \$375.

Results of the Vote taken, as follows:

**In Favour**

**Opposed**

Trustees Crawford  
D'Amico  
de Domenico  
Di Giorgio  
Di Pasquale  
Li Preti  
Lubinski  
Martino  
Rizzo  
Tanuan

The Motion was declared

CARRIED

Trustees Del Grande and Kennedy returned to the virtual room at 9:29 pm.

**20. Reports from External Committees/Organizations**

MOVED by Trustee Tanuan, seconded by Trustee Rizzo, that Item 20a) be adopted as follows:

- 20a) Ontario Catholic Schools Trustees' Association (OCSTA) Letter from Nick Milanetti, Executive Director** received.

Results of the Vote taken, as follows:

**In Favour**

**Opposed**

Trustees Crawford  
D'Amico  
de Domenico  
Del Grande  
Di Giorgio  
Di Pasquale  
Kennedy  
Li Preti  
Lubinski  
Martino  
Rizzo  
Tanuan

The Motion was declared

CARRIED

MOVED by Trustee Crawford, seconded by Trustee Tanuan, that Item 20b) be adopted as follows:

- 20b) From Ontario Catholic Schools Trustees' Association (OCSTA) regarding Continuity of Learning** received and referred to staff.

Results of the Vote taken, as follows:

**In Favour**

**Opposed**

Trustees Crawford  
D'Amico  
de Domenico  
Del Grande

Di Giorgio  
Di Pasquale  
Kennedy  
Li Preti  
Lubinski  
Martino  
Rizzo  
Tanuan

The Motion was declared

CARRIED

MOVED by Trustee Crawford, seconded by Trustee Tanuan, that Item 20c) be adopted as follows:

- 20c) Verbal Update on Ontario Catholic Schools Trustees' Association (OCSTA) Matters, Trustee Crawford** received and referred to staff to include the OCSTA Resolutions in a Board Agenda prior to the June 27, 2020 OCSTA Annual General Meeting.

Results of the Vote taken, as follows:

**In Favour**

**Opposed**

Trustees Crawford  
D'Amico  
de Domenico  
Del Grande  
Di Giorgio  
Di Pasquale  
Kennedy  
Li Preti  
Lubinski  
Martino

Rizzo  
Tanuan

The Motion was declared

CARRIED

MOVED by Trustee Lubinski, seconded by Trustee de Domenico, that the meeting resolve into DOUBLE PRIVATE Session.

Results of the Vote taken, as follows:

**In Favour**

Trustees D'Amico  
de Domenico  
Di Giorgio  
Di Pasquale  
Kennedy  
Li Preti  
Lubinski  
Martino  
Rizzo  
Tanuan

**Opposed**

Del Grande

The Motion was declared

CARRIED

Trustee Crawford did not vote/respond.

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SECRETARY

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CHAIR

## **June Student Trustee Board Report**

### **Update from the Student Trustees:**



- On May 19, the Student Trustees hosted the Student Trustee election via StreamYard.
- On May 20, the Student Trustees announced the election results via StreamYard and shared leadership updates/information regarding upcoming leadership opportunities.
- Following the election, the Student Trustees welcomed the Student Trustee-elect, Keith Andre Baybayon, and helped him get settled through meetings and the provision of transition resources.
- On May 21, the Student Trustees launched the CSLIT Executive Council application form. Interviews are to be held shortly after the form closes.
- From May 21 to 24, the Student Trustees attended the online Annual General Meeting for the Ontario Student Trustees' Association (OSTA-AECO). During this conference, they engaged in professional development and learned about career paths, the rights and responsibilities of a Student Trustee, communication, boardroom basics, and more. Trustee Taylor Dallin helped lead several aspects of the conference as Operations Coordinator for OSTA-AECO.
- Throughout the month, the Student Trustees answered students' pandemic-related questions and listened to their concerns.
- Throughout the month, the Student Trustees posted updates to their social media pages to keep students informed of changes in education.
- The Student Trustees used their platforms to advocate for racial justice, promote the Black Lives Matter movement, and provide students with tangible ways to make a meaningful impact.
- A CSLIT celebration of this past year's accomplishments will be held sometime in June.

### **CSLIT:**

#### **Elementary Affairs**

To wrap up the year, the Directors of Elementary Affairs will be holding their final ECSLIT online meeting on Thursday, June 4th. After a successful year, the Directors will be taking time to prepare and transition a new set of Directors into the position of Elementary Affairs.

### Administrative Affairs

This past year, the Director of Administrative Affairs has supported the Student Trustees and the CSLIT Executive in communicating, coordinating, and facilitating CSLIT-related initiatives. For the rest of the term, the Director of Administrative Affairs will assist in preparing for the last General Assembly of the school year, and work with Student Trustees in determining the incoming CSLIT Executive 2020-2021 Team. In addition to this, The Director of Administrative Affairs will ensure that the transition process for the outgoing and incoming CSLIT Executive will run as smoothly as possible, given the current COVID-19 situation.

### Social Affairs

The Director of Social Affairs commends the outstanding work from the CSLIT Executive team and from their subcommittee. The Director is extremely proud and grateful of the planning and execution that they had the chance to partake in before COVID-19. With that being said, due to the pandemic, the annual gala to acknowledge the achievements of students as well as the year-end barbecue will unfortunately not be taking place this year. Even though these events were not executed, the Director of Social Affairs could not be more honoured to have taken part in the planning of these events with their subcommittee. The Director will strive to encourage a plethora of new events for coming years as their subcommittee had amazing leadership and bonding opportunities planned, which were not able to be implemented.

### Social Justice

The Director of Social Justice has been working with the Director of Equity throughout the past year to explore social justice related issues and solutions. Within the past few months, the Director of Social Justice has been conducting work in regards to the #FlattenTheCurveMovement and the Ministry of Health in order to promote physical distancing methods and consult with local governments regarding COVID-19 policies. Unfortunately, certain previously planned projects were unable to be completed due to the pandemic, but the Director of Social Justice is grateful for all the assistance and work from the Social Justice working group and other CSLIT members. The Director of Social Justice hopes the ideas and discussion generated throughout the past term will carry on to future years, and will encourage their subcommittee to continue in their pursuit for social justice.



## Public Relations

As the public relations coordinators come to the end of term, they will continue to promote upcoming Let's Talk Faith seminars, CSLIT meetings, and executive applications on Twitter and Instagram. The coordinators have also created a video summary of all of the acts from the CSLIT talent show and posted it on Instagram as well as the Catholic Student Leadership website.

## Equity

The past month all of the equity team members have been participating in activism online. Justice and fairness is the very foundation of what makes up equity, considering the recent events in both the US and Canada, our team has been involved in showing the TCDSB's solidarity with the black community. We will continue to implement equity whenever, and wherever possible.

## Faith

The CSLIT executive council's Faith Ambassador has accomplished all the necessary tasks and more during the 2019-2020 school year. The Faith Ambassador has created and presented all the prayers for both CSLIT and ECSLIT meetings. In addition to this, presented prayers for other related CSLIT events such as the TCDSB's weekly reflections and Earth Day event. Sub-committee meetings were also made at the CEC every month before quarantine to discuss volunteer opportunities and faith-based events with students across the TCDSB. The Faith sub-committee has also volunteered at the St. Vincent De Paul drive and The Coldest Night Of The Year walk during the school year to put their faith into action. On top of this, the Faith Ambassador has hosted an online bi-weekly faith-based event between April and June called Let's Talk Faith. Here faith-related topics were talked upon with the audience through discussions, reflection videos, games and guest speakers. The CSLIT executive council's Faith Ambassador has accomplished all the necessary tasks and more during the 2019-2020 school year. The Faith Ambassador has created and presented all the prayers for both CSLIT and ECSLIT meetings. In addition to this, presented prayers for other related CSLIT events such as the TCDSB's weekly reflections and Earth Day event. Sub-committee meetings were also made at the CEC every month before quarantine to discuss volunteer opportunities and faith-based events with students across the TCDSB. The Faith sub-committee has also volunteered at the St. Vincent De Paul drive and The Coldest Night Of The Year walk during the school year to put their faith into action. On top of this, the Faith Ambassador has hosted an online bi-weekly faith-based event

between April and June called Let's Talk Faith. Here faith-related topics were talked upon with the audience through discussions, reflection videos, games and guest speakers.

### Angel Foundation for Learning

The Angel Foundation for Learning Subcommittee has done its best to fundraise, advertise, and involve students this past year. Despite the current situation it has been a successful run. After hosting very fruitful fundraisers and having the ability to spark interest in students, the AFL subcommittee was unfortunately unable to continue due to recent events. Moving forward students are encouraged to join the subcommittee and show their support once a new team of CSLIT directors are selected, and CSLIT runs smoothly in the new school year.



# **TORONTO CATHOLIC DISTRICT SCHOOL BOARD**

## **DELEGATION REGISTRATION FORM FOR STANDING OR OTHER COMMITTEES**

**PLEASE BE ADVISED THAT ALL STANDING  
COMMITTEE MEETINGS ARE BEING RECORDED**

For Board Use Only

Delegation No. \_\_\_\_

☐ Public Session

☐ Private Session

☐ Three (3) Minutes

Name	Julie Altomare-Di Nunzio
Committee	Regular / Special Board
Date of Presentation	2020/06/11
Topic of Presentation	Budget Consultation
Topic or Issue	Toronto Elementary Teacher Expenditures
Details	Allocation of funding for elementary teacher positions
Action Requested	information provided to the Association Re: expenditures on elementary teachers
I am here as a delegate to speak only on my own behalf	
I am an official representative of the Catholic School Parent Committee(CSPC)	
I am an official representative of student government	
I am here as a spokesperson for another group or organization	Yes Toronto Elementary Catholic Teachers
I have read, understand and agree to comply with the rules for Delegations as per the TCDSB Delegations Policy T14	Yes
Submittal Date	5/25/2020



# **TORONTO CATHOLIC DISTRICT SCHOOL BOARD**

## **DELEGATION REGISTRATION FORM FOR STANDING OR OTHER COMMITTEES**

PLEASE BE ADVISED THAT ALL STANDING  
COMMITTEE MEETINGS ARE BEING RECORDED

For Board Use Only

Delegation No. \_\_\_\_\_

☐ Public Session

☐ Private Session

☐ Three (3) Minutes

Name	Christin Carmichael Greb
Committee	Regular / Special Board
Date of Presentation	6/11/2020
Topic of Presentation	Synchronous Learning
Topic or Issue	The TCDSB has not required that teachers make a certain number of connections with students per week.
Details	In light of the announcement by the TDSB, and the directive from the Minister of Education, we are requesting that the TCDSB require teachers to make a minimum of 2 connections with students per week.
Action Requested	Action from the TCDSB in regards to synchronous learning.
I am here as a delegate to speak only on my own behalf	
I am an official representative of the Catholic School Parent Committee(CSPC)	Yes Blessed Sacrament Chair
I am an official representative of student government	
I am here as a spokesperson for another group or organization	
I have read, understand and agree to comply with the rules for Delegations as per the TCDSB Delegations Policy T14	Yes
Submittal Date	6/4/2020

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May 29, 2020

**DELIVERED BY EMAIL** (joseph.martino@tcdsb.org)

**PRIVATE AND CONFIDENTIAL**

Mr. Joseph Martino  
Chair  
Toronto Catholic District School Board  
80 Sheppard Avenue East  
Toronto, ON  
M2N 6E8

Dear Mr. Martino:

**Re: Trustee Code of Conduct**

You have asked us to consider and advise on the extent to which trustees of the Toronto Catholic District School Board (the “**TCDSB**”) are bound by the current requirements of the TCDSB’s Trustees Code of Conduct (TCDSB Policy T.04; the “**Code of Conduct**”) that permit a “Roman Catholic Elector and Eastern Right Catholics” to “petition to the Board of Trustees directly” with respect to alleged breaches of the Code of Conduct.

**Brief Conclusion**

The current provisions of the Code of Conduct comply with the requirements of the *Education Act*, and trustees accordingly have a duty under the *Education Act* to comply with those provisions.

In our view, the TCDSB’s Board of Trustees (the “**Board of Trustees**”) have the authority and the mandate under the *Education Act* and the TCDSB’s Operating By-Law Number 174 (the “**Bylaws**”) to address a public petition arising from the Code of Conduct, and are required to do so in accordance with the principles of procedural fairness. While the extent of procedural fairness owed to public petitioners is likely minimal, a failure to acknowledge and make a determination in response to a public petition in accordance with the principles of procedural fairness would likely render such a Board of Trustees determination vulnerable to legal challenge via judicial review, along with potential public and/or reputational damage to the Board of Trustees related to public confidence in the Board of Trustees’ compliance with its own publicly accessible policies, which may be raised. Such minimal procedural fairness measures would include a means for electors to submit a petition directly to the Board of Trustees, and to receive notice of the Board of Trustees’ resulting decision.

As the current provisions of the Code of Conduct requiring the Board of Trustees to receive public petitions are not required by the *Education Act*, the TCDSB may amend its Code of Conduct at any time, through a resolution passed by the Board of Trustees, to remove these provisions.

## Analysis

### *The Code of Conduct Complies With the Requirements of the Education Act*

Sections 218.2 and 218.3 of the *Education Act* and Ontario Regulation 246/18 (Members of School Boards - Code of Conduct; the “**Regulation**”) together set out the legislative requirements that apply to the establishment of the Code of Conduct and the corresponding duties of individual TCDSB trustees. These duties are also impacted by the TCDSB’s Bylaws, as discussed in the next section.

Pursuant to Section 218.2 of the *Education Act*, school boards have the power to “adopt a code of conduct that applies to the members of the board”. In accordance with the modern approach to the interpretation of statutory grants of power to administrative authorities affirmed by the Supreme Court of Canada in *United Taxi Drivers' Fellowship of Southern Alberta v. Calgary (City)*,<sup>1</sup> the language in Section 218.2 grants the TCDSB “broad authority” over a “generally defined” matter. Accordingly, the *Education Act* broadly authorizes the TCDSB to establish a code of conduct in compliance with the provisions in the Act, but does not limit the TCDSB’s authority to establishing a code of conduct that incorporates *only* the requirements set out in the Act.

The Regulation further expressly mandates that every school board “shall adopt a code of conduct that applies to the members of the board” and “shall make its code of conduct available to the public” [emphasis added]. In turn, subsection 218.1(h) of the *Education Act* requires that every “member of the board shall [...] comply with the board’s code of conduct” [emphasis added]. Accordingly, each TCDSB trustee has a duty to comply with the Code of Conduct once it is established or amended and made available to the public as mandated by the *Education Act*.

Section 218.3 of the *Education Act* sets out various requirements that apply to the enforcement of a school board’s trustee code of conduct, once established. These enforcement requirements include:

- The ability for Board of Trustees members who suspect breaches of the trustee code of conduct to bring those alleged breaches to the “attention of the board” (subsection 218.3(1));
- The requirement for the Board of Trustees to “make inquiries” into alleged breaches that are “brought to the attention of the board” (subsection 218.3(2));
- The types of sanctions that may be imposed by the Board of Trustees if a breach of the trustee code of conduct is found (subsection 218.3(3)); and
- Procedures to be followed by the Board of Trustees in finding that a board member has breached the trustee code of conduct and in subsequently addressing a member’s challenge to such findings (subsection 218.3(6) through 218.3(13)).

We confirm that the TCDSB’s Code of Conduct complies with the above requirements and incorporates the language and procedures set out under Section 218.3 of the *Education Act*.

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<sup>1</sup> *United Taxi Drivers' Fellowship of Southern Alberta v. Calgary (City)*, 2004 SCC 19 at para 6.

By expressly permitting any “Roman Catholic Elector and Eastern Right Catholics” to “petition to the Board of Trustees directly” with respect to alleged breaches, the TCDSB’s Code of Conduct also provides for procedures that go beyond the strict requirements of the *Education Act*.

These additional procedures set out in the TCDSB’s Code of Conduct have been established in accordance with the Board of Trustees’ powers provided for in Section 218.2 of the *Education Act* and are not contrary to other requirements set out in the *Education Act*. Indeed, the Code of Conduct’s provision for members of the public to petition the Board of Directors directly is consistent with the Regulation’s requirement for school boards to make their codes of conduct available to the public. As such, pursuant to subsection 218.1(h) of the *Education Act*, members of the TCDSB’s Board of Directors are required to comply with the existing provisions of the Code of Conduct.

### ***Addressing Public “Petitions” Arising from the Code of Conduct***

As the Code of Conduct provides for electors to “petition to the Board of Trustees directly”, this calls for a response to such a petition to be made by the Board of Trustees collectively. Such a response must accordingly be governed by the TCDSB’s Bylaws and the principles of procedural fairness. To the extent that a decision of the Board of Trustees fails to meet these criteria, that decision will be vulnerable to challenge in court via judicial review.

Moreover, should the Board of Trustees decline to carry out an inquiry pursuant to the Code of Conduct and Bylaws, electors will have further avenues to pursue allegations against individual trustees via procedures established under other TCDSB policies, as described below.

### ***The Collective Decision-Making of the Board of Trustees***

The TCDSB is a corporate body, and as such is a distinct legal entity from individual trustees and from the Board of Trustees that oversees its policies. Pursuant to the *Education Act*, individual trustees are “members” of the corporate school board, whose duties include participation in meetings, upholding the implementation of resolutions and complying with the Code of Conduct, as discussed above. The corporate board, as governed by the collective decisions of the Board of Trustees, must in turn fulfill duties and exercise powers to uphold a responsibility for student achievement and effective stewardship of the TCDSB’s resources. The corporate board fulfills its duties and exercises its powers through resolutions passed at duly constituted meetings of the Board of Trustees, which is in turn governed by the Bylaws.

### ***Applicable TCDSB Bylaws***

Various provisions in the TCDSB Bylaws address the duties of members of the Board of Trustees with respect to addressing concerns raised by the public, whether through a petition or other means. These provisions in the Bylaws include the following:

2.1 In addition to any other duties under the Act or this By-law or otherwise, the Board of Trustees shall: [...]

2.1.12 manage the resources entrusted to it in a manner that upholds public confidence. [...]

## 2.2 Trustees

In addition to any other duties under the Act or this By-law or otherwise, each Trustee shall:  
[...]

2.2.4 bring concerns of parents, students, and supporters of the TCDSB to the attention of the Board of Trustees; [...]

## 2.6 Duties of the Chair of the Board of Trustees

In addition to any other duties under the Act or the By-laws or otherwise, the Chair of the Board of Trustees shall: [...]

2.6.5 act as spokesperson to the public on behalf of the Board of Trustees, in consultation with the Director, unless otherwise determined by the Board of Trustees, provided, however, that when there is doubt as to the interpretation of policy, or there is no established policy, the Chair of the Board of Trustees shall seek direction from the Board of Trustees regarding the substance and manner in which the matter is to be expressed;

[emphasis added]

Bylaw 2.2.4 is particularly salient with respect to elector petitions concerning alleged breaches of the Code of Conduct, as that Bylaw requires individual trustees to bring the concerns of parents, students and supporters “to the attention of the Board of Trustees” and the Code of Conduct in turn requires the Board of Trustees to make inquiries with respect to “an alleged breach [of the Code of Conduct] brought to the attention of the Board”. Taken together, these provisions in the Bylaws and Code of Conduct establish a policy-based requirement for the concerns of parents and school board supporters over Code of Conduct breaches to give rise to inquiries by the Board of Trustees.

In the face of these requirements, a decision by the Board of Trustees to *not* inquire into an elector’s petition alleging breaches to the Code of Conduct would likely in itself be considered by a court as an administrative “decision” subject to judicial review.

While no specific timeline or requirements concerning the nature of the Board of Trustees’ “inquiry” is set out in the Code of Conduct, such administrative action must comply with the principles of procedural fairness in order to mitigate against the risk of the Board of Trustees’ corresponding decisions being vulnerable to challenge via judicial review.

### *Principles of Procedural Fairness*

Being a decision-making body established by legislation, the Board of Trustees must exercise its decision-making authority in accordance with the principles of procedural fairness.<sup>2</sup>

Broadly, the principles of procedural fairness require that the Board of Trustees’ administrative decisions “are made using a fair and open procedure, appropriate to the decision being made and its

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<sup>2</sup> See *Schreiber (Township) v. Superior Greenstone District School Board*, 2002 CarswellOnt 2798 (ONSC Div Ct).



statutory, institutional, and social context, with an opportunity for those affected by the decision to put forward their views and evidence fully and have them considered by the decision-maker”.<sup>3</sup>

The extent of procedural fairness owed to an individual who is affected by an administrative decision will differ according to context. In general, less extensive procedural fairness is required where the decision-maker is afforded extensive discretion to choose its own procedure. At the same time, where an individual to be affected by a decision has a legitimate expectation that a certain process will be followed and/or where that individual may be significantly impacted by the resulting decision, more extensive procedures may be called for.

In general, policy-based decisions of a school board’s board of trustees are considered by reviewing courts as managerial or administrative rather than judicial or quasi-judicial in nature, and accordingly give rise to limited procedural fairness requirements.<sup>4</sup> At the same time, the legitimate expectations of electors arising from the above-referenced provisions in the TCDSB’s Code of Conduct and Bylaws likely give rise to a requirement for the Board of Trustees to provide at least a minimal degree of procedure in addressing elector petitions alleging the Code of Conduct breaches. Such minimal procedures would include a means for electors to submit a petition directly to the Board of Trustees, have their petition acknowledged, and to receive notice of the Board of Trustees’ resulting decision.

#### *Alternative Recourses Will Remain Available to Electors Under Other TCDSB Policies*

In the event that the Board of Trustees declines to inquire into an elector petition alleging a breach of the Code of Conduct, electors will retain other recourses against individual trustees pursuant to other TCDSB policies, subject to the nature of the allegations at issue. Such policies include the following publicly-available TCDSB policies:

- *Harassment and Discrimination* (TCDSB Policy H.M.14), allows parents and students who believe they have been harassed or discriminated against, who have witnessed harassment or discrimination, or who have reasonable grounds to suspect harassment or discrimination at the TCDSB to make complaints accordingly, inclusive of filing a complaint against individual trustees;
- The *Respectful Workplace Guidelines* set out the processes for harassment and discrimination complaints against individual trustees to be submitted to the TCDSB’s Director or Education and investigated accordingly;
- *Workplace Violence* (TCDSB Policy H.M. 37), which provides that the TCDSB and its Supervisors shall investigate and deal with all incidents, complaints or threats of workplace violence, inclusive of any incidents involving individual trustees; and
- *Whistleblower Policy* (TCDSB Policy A. 39), which applies to all internal and external stakeholders of the TCDSB community, and provides for an investigation to be carried out by the TCDSB under the supervision of the Director of Education in response to alleged incidences of wrongdoing. The definition of “wrongdoing” under this policy includes conduct that presents a danger to the health, safety, or well-being of TCDSB students and employees.

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<sup>3</sup> *Baker v Canada (Minister of Citizenship and Immigration)*, [1999] 2 S.C.R. 817.

<sup>4</sup> *Simpson v. Ottawa-Carleton (District) School Board*, 1999 CarswellOnt 1279 (ONSC Div Ct), as cited in *Schreiber (Township) v. Superior Greenstone District School Board*, 2002 CarswellOnt 2798 (ONSC Div Ct) at para 28.

### ***The TCDSB May Amend its Code of Conduct***

Pursuant to the Regulation, the TCDSB has authority to carry out a review of the Code of Conduct and, by passage of a resolution of the Board of Trustees, to amend provisions in the Code of Conduct, subject to such amendments being compliant with the requirements of the *Education Act* and other applicable laws.

As discussed above, section 10 of the Code of Conduct presently provides that “[i]n accordance with the provisions of section 218.3 of the Education Act [...] a Roman Catholic Elector and Eastern Right Catholics may petition to the Board of Trustees directly [and if] an alleged breach is brought to the attention of the Board, the Board shall make inquiries into the matter [...].”

As elaborated above, these provisions in the Code of Conduct, when read alongside TCDSB Bylaw 2.2.4, effectively require the Board of Trustees to inquire into alleged breaches of the Code of Conduct that are raised by electors. This is not strictly required by the *Education Act* and is therefore not “[i]n accordance with the provisions of section 218.3 of the Education Act” as currently stated in the Code of Conduct.

To be compliant with the *Education Act* without introducing such additional requirements and corresponding risks related to judicial review, as discussed herein, the above-referenced language under section 10 of the Code of Conduct may be amended to read 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.

If an alleged breach is brought to the attention of the Board by a Trustee who has reasonable grounds to believe that another Trustee has breached this Code of Conduct, the Board shall make inquiries into the matter and shall, based on the results of the inquiries, determine whether there has been a breach.

I trust the foregoing is satisfactory for your purposes. Should you have any further questions in this matter, please do not hesitate to contact me.

Yours truly,

Eric M. Roher  
/emr

112220922:v4



REPORT TO

## REGULAR BOARD

## MONTHLY PROCUREMENT APPROVALS

*“What you heard from me, keep as the pattern of sound teaching, with faith and love in Christ Jesus. Guard the good deposit that was entrusted to you—guard it with the help of the Holy Spirit who lives in us.”*

**2 Timothy 1:13-14**

Created, Draft	First Tabling	Review
June 4, 2020	June 11, 2020	<a href="#">Click here to enter a date</a>
J. Charles, (Acting) Coordinator of Material Management V. Artuso, (Acting) Purchasing Manager P. De Cock, Comptroller of Business Services & Finance		
<b>RECOMMENDATION REPORT</b>		

**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**

As required by the TCDSB Purchasing Policy (FP.01), the Board of Trustees approve any procurement activity/awards in excess of \$50,000. This report submits to the Board of Trustees all procurement activity/awards in excess of \$50,000 subsequent to **May 15, 2020** for review and approval, and further reports will be prepared on a monthly basis for the Corporate Services, Strategic Planning and Property Committee.

*The cumulative staff time required to prepare this report was 40 hours.*

## **B. PURPOSE**

1. This report responds to a TCDSB Purchasing Policy regulation requiring Board of Trustees approval for any procurement activity/award equal to or greater than \$50,000.

## **C. BACKGROUND**

1. The Board Purchasing Policy FP01 provides delegation of authority to the Director of Education to approve the award of all contracts and expenditures not to exceed a threshold of \$50,000 where the Board of Trustees has approved the budget, project or report.
2. In order to facilitate procurement activity and/or awards in excess of the \$50,000 limit, this report recommends approval for the attached list of procurement requisitions and/or awards.

## **D. EVIDENCE/RESEARCH/ANALYSIS**

1. A complete listing and description of procurement requisitions and/or awards appears in Appendix A.

## **E. CONCLUDING STATEMENT**

That the Board of Trustees approve all procurement activities/awards listed in Appendix A.

## Appendix A

No.	Report Name	Vendor Name(s)	Type	Description	Amount
1	Audio Visual System for Saint Maximilian Kolbe Catholic School Project Office RFP Award	Global Unified Solution Services Inc.	New Procurement Award	The supply, delivery and installation of Audio Visual System for SIS Project Offices located at St. Maximilian Kolbe Catholic School	\$63,133.00
2	CS_Jun2020_Ren 2019 122 St. Leo Catholic School at Christ the King Electrical and Other Connections Contractor Award	Kudlak-Baird Limited	New Procurement Award	Eectrical connections for portable placement for St. Leo Catholic School at the former Christ the King site.	\$71,506.89
3	CS_Jun2020_Ren 2019 123 St. Leo Catholic School at Christ the King Portable Relocation Contractor Award	Douglas Hunter Developments Ltd.	New Procurement Award	Relocation and set-up of nine portable classrooms for St. Leo Catholic School site at the former Christ the King	\$153,240.00
4	CS_Jun2020_Ren 2019 087 St. Mother Teresa Catholic Academy Windows and Doors Contractor Award	Alwind Industries Ltd.	New Procurement Award	Replacement of Exterior Windows and Doors at St. Mother Teresa Catholic Academy.	\$672,927.92



## Procurement Award Report

Report Name	Audio Visual System for Saint Maximilian Kolbe Catholic School Project Office RFP Award
Report #	
Division	ICT Services Division
SO/Executive	S. Camacho, Chief Information Officer
Initiator/Requestor	J. Brighton, Senior Project Lead – SIS Project
Report Type	New procurement award

### Tender/RFP Information

RFP/Tender #	OECM RFP	Value + Net HST	\$ 63,133 plus NET HST
Term Start Date	Click or tap to enter a date.	Term End date	Click or tap to enter a date.

### Description of Goods/Service or Change

<ol style="list-style-type: none"> <li>1. A Request for Proposal (RFP) was issued for the supply, delivery and installation of Audio Visual System for SIS Project Offices located at St. Maximilian Kolbe Catholic School through OECM Audio &amp; Visual System Solutions Master Agreement # 2018-317 Second Stage process, on April 28, 2020 and closed on May 15, 2020 based on the budget. All Five (5) OECM Supplier Partners were invited and Seven (7) submissions were received from the following bidders Applied Electronics Ltd, Duplicom Business Products Ltd., Genesis Integration Inc., Global Unified Solution Services Inc. and One Diversified Audio Visual Canada Ltd.</li> <li>2. Bids submissions were reviewed by a team composed by the Staffs from ICT Services Division and Materials Management Department for compliance to the Pass/Fail technical requirements, only one bid pass all the Technical Requirements.</li> </ol>
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3. The bids are solely evaluated based on price. Global Unified Solution Services Inc. is the highest scored Proponent.

### **Procurement Process**

Procurement Type	RFP
Consortium/Group Purchase	Yes - OECM
# of Compliant Bidders/Respondents	1
Name of Recommend Vendor/Bidder	Global Unified Solution Services Inc.
Winning Bid Value + Net HST	\$ 63,133
Budget Source	Replacement of Furniture and Equipment - General
Budget Source approval (Report & Date)	Student Information System Corporate Services January 16, 2020
Under/Over Budget	Within approved budget

### **Formal Award Recommendation**

This report recommends that the award for the Audio Visual System for SIS Project Office to be made to Global Unified Solution Services Inc. be approved at a cost of \$63,133.00 plus net HST.



# Procurement Award Report

## with Project Update

Report To	Monthly Procurement
Report Name	CS_Jun2020_ Ren 2019 122 St. Leo Catholic School at Christ the King Electrical and Other Connections Contractor Award
Report #	Ren 2019 122
Division	Asset Renewal/Environmental Support Services
SO/Executive	M. Farrell, (Acting) Supt. Environmental Support Services D. Friesen, Supt. Capital Development & Asset Renewal
Initiator/Requestor	D. Domet, Supervisor, Preventative Maintenance
Report Type	New procurement award

### Tender/RFP Information

RFP/Tender #		Value Incl. Net HST	71,506.89
Term Start Date	May 29, 2020	Term End date	August 31, 2020

### Description of Goods/Service or Change

Electrical connections of nine portable classrooms at Christ the King Catholic School Site for St. Leo Catholic School relocation for capital construction. Quotation includes all electrical, data networking, fire alarm, security and public address connections and all inspections by the Electrical Safety Authority.



## Procurement Process

Procurement Type	RFQ
Consortium/Group Purchase	No
# of Compliant Bidders/Respondents	3
Name of Recommended Vendor/Bidder	Kudlak-Baird Limited
Winning Bid Value Incl. Net HST	\$71,506.89
Budget Source	School Renewal Allocation
Budget Source approval (Report & Date)	Annual Portable Classroom Plan April 23, 2020
Under/Over Budget	Within approved budget

## Formal Award Recommendation

That a contract for electrical connections for portable placement for St. Leo Catholic School at the former Christ the King site be awarded to Kudlak-Baird Limited in the amount of \$69,995.00 plus net HST of \$1,511.89 for a total of \$71,506.89.

That funding is available from the Portables Refurbishment – Relocation portion of the School Renewal Grant.

# Project Funding Update

*Note: Complete this for any purchasing awards need that have impact on a project budgets*

## Funding Statement

St. Leo at Christ the King - (All amounts include net HST)		
	Cost	Balance
Approved Project Budget A		\$445,627.03
Electrical Contractor Cost	\$71,506.89	
Portable Moving Cost	\$153,240.00	
Consulting, Permits, Other Costs	\$220,880.14	
Total Project Cost		\$445,627.03
<b>Balance</b>		\$0.00

Project Budget Change Needed?	No
Budget Change Amount	None



## Procurement Award Report with Project Update

Report To	Regular Board - Monthly Procurement
Report Name	CS_Jun2020_Ren 2019 123 St. Leo Catholic School at Christ the King Portable Relocation Contractor Award
Report #	Ren 2019 122
Division	Asset Renewal/Environmental Support Services
SO/Executive	M. Farrell, (Acting) Supt. Environmental Support Services D. Friesen, Supt. Capital Development & Asset Renewal
Initiator/Requestor	D. Domet
Report Type	Modification to existing award

### Tender/RFP Information

RFP/Tender #		Value Incl. Net HST	\$153,240.00
Term Start Date	June 1, 2020	Term End date	August 31, 2020

### Description of Goods/Service or Change

Relocation of nine portable classrooms from various TCDSB school sites to the Christ the King Core Hold site for the use of St. Leo Catholic School during school construction. Contract is unit price and sole-sourced to Douglas Hunter Developments Limited. Work includes all dismantling, disposal, transport, set-up, decks, stairs and skirts.

## Procurement Process

Procurement Type	Single/Sole Source
Consortium/Group Purchase	Choose an item.
# of Compliant Bidders/Respondents	N/A
Name of Recommended Vendor/Bidder	Douglas Hunter Developments Ltd.
Winning Bid Value Incl. Net HST	\$153,240.00
Budget Source	School Renewal
Budget Source approval (Report & Date)	Portable Classroom Relocation Plan April 23, 2020
Under/Over Budget	Within approved budget

## Formal Award Recommendation

That a contract in the amount of \$150,000.00 plus net HST of \$3,240 for a total of \$153,240.00, be awarded to Douglas Hunter Developments Limited, based on the unit price agreement, for the complete relocation and set-up of nine portable classrooms for St. Leo Catholic School site at the former Christ the King Core Hold be approved.

That funding is available from the Portables Refurbishment – Relocation portion of the School Renewal Grant.



# Project Funding Update

*Note: Complete this for any purchasing awards need that have impact on a project budgets*

## Funding Statement

St. Leo at Christ the King - (All amounts include net HST)		
	Cost	Balance
Approved Project Budget A		\$445,627.03
Estimated Construction Cost	\$153,240.00	
Electrical costs in report Ren 2019 122	\$71,506.89	
Consulting, Permits, Other Costs	\$220,880.14	
Total Project Cost		\$445,627.03
<b>Balance</b>		<b>(\$0.00)</b>

Project Budget Change Needed?	No
Budget Change Amount	None



## Procurement Award Report with Project Update

Report To	Regular Board – Monthly Procurement
Report Name	CS_Jun2020_Ren 2019 087 St. Mother Teresa Catholic Academy Windows and Doors Contractor Award
Report #	Ren 2019 087
Division	Capital Development and Asset Renewal
SO/Executive	D. Friesen, SO, Capital Development & Asset Renewal
Initiator/Requestor	F. Sangiuliano, Supervisor, Capital Projects
Report Type	New procurement award

### Tender/RFP Information

RFP/Tender #	<b>P-025-20</b>	Value Incl. Net HST	\$672,927.92
Term Start Date	June 18, 2020	Term End date	August 31, 2020

### Description of Goods/Service or Change

Replacement of Exterior Windows and Doors at St. Mother Teresa Catholic Academy.

## Procurement Process

Procurement Type	Tender
Consortium/Group Purchase	No
# of Compliant Bidders/Respondents	3
Name of Recommend Vendor/Bidder	Alwind Industries Ltd.
Winning Bid Value Incl. Net HST	\$672,927.92
Budget Source	School Condition Improvement
Budget Source approval (Report & Date)	Ren 2018-057 (2018-12-12)
Under/Over Budget	Within approved budget

## Formal Award Recommendation

That Alwind Industries Ltd. be awarded a contract in the amount of \$672,927.92, including net HST, for the window and exterior door replacement at S. Mother Teresa Catholic Academy.

That a project contingency be in the amount of \$100,000.00 be included in the project budget.

That funds be made available from the School Condition Improvement grant.





# Project Funding Update

*Note: Complete this for any purchasing awards need that have impact on a project budgets*

## Funding Statement

St Mother Teresa Catholic Secondary School- (all costs include net HST)		
	Cost	Balance
Approved Window Budget		\$730,779.00
Approved Door Budget		\$182,400.00
Total Approved Budget		\$913,179.00
Construction Costs	\$672,927.92	
Window Consulting Fees	\$14,302.40	
Door Consulting Fees	\$9,194.00	
Technical Development Allowance	\$20,000.00	
Contingency Allowance	\$100,000.00	
Total Project Cost		\$ 816,424.32
<b>Balance</b>		\$96,754.68

Project Budget Change Needed?	No
Budget Change Amount	None

## Formal Budget Change Recommendation



REPORT TO

REGULAR BOARD

## APPOINTMENT OF TRUSTEES TO THE INTEGRITY COMMISSIONER REQUEST FOR PROPOSAL PROCESS

*“This is what the Lord says—your Redeemer, the Holy One of Israel: ‘I am the Lord your God, who teaches you what is best for you, who directs you in the way you should go.’”*

Isaiah 48:17

Created, Draft	First Tabling	Review
June 4, 2020	June 11, 2020	<a href="#">Click here to enter a date.</a>

Lloyd Noronha, Associate Director and Chief Financial Officer  
Paul Matthews, General Legal Counsel

### RECOMMENDATION REPORT

#### Vision:

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

#### Mission:

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



Rory McGuckin  
Director of Education

D. Koenig  
Associate Director  
of Academic Affairs

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

## **A. EXECUTIVE SUMMARY**

The Board provided direction to staff in December 2019 to retain Integrity Commissioner services for a 6 month period on an interim basis until funding was secured in the following year's budget for a permanent Integrity Commissioner.

Integrity Commissioner services were retained from an external legal firm over the last 6 month period. An Interim Integrity Commissioner services from a separate firm is being pursued for the next 2 to 3 months.

Notwithstanding that budget approval is not in place for a permanent Integrity Commissioner Office, staff believe it is appropriate to continue a Request for Proposal (RFP) process given that the Board has indicated a strong desire to include this item in the 2020-21 budget.

Given that the Integrity Commissioner Office will report directly to the Board of Trustees, it is appropriate for the RFP evaluation committee to be comprised of Trustees. This report recommends that in addition to the Chair and Vice-Chair, three Trustees be appointed to this committee.

*The cumulative staff time required to prepare this report was 1 hour*

## **B. PURPOSE**

1. To request that three Trustees be appointed to an Integrity Commissioner RFP Evaluation Committee, in addition to the Chair and Vice-Chair.

## **C. BACKGROUND**

1. *In December 2019, the Board approved using one-time funding for Integrity Commissioner Services until such time as funding had been allocated in the upcoming budget process.* At a Special Board meeting on December 9, 2019 the Board resolved to retain Integrity Commissioner services for a 6-month period until permanent funding could be secured.
2. *From January 2020 through to May 2020, Integrity Commissioner services were coordinated through an external legal firm.* Interim

Integrity Commissioner Officer services were provided by a single external legal firm who oversaw the work of all relevant files.

3. ***The March Corporate Services Committee report on the 2020-21 budget confirmed that a permanent Integrity Commissioner Office was a presumed pressure for the following year.*** The budget framework report in March indicated that an Integrity Commissioner Office was a presumed pressure as the Board approached discussions on the 2020-21 budget. The budget allocated to this Office was estimated at \$150,000 annually.
4. ***Staff have prepared a draft RFP document for the retention of Integrity Commissioner services.*** Shortly after the March Corporate Services Committee, where this funding intention was confirmed, staff began working on a RFP document. This co-incided with the onset of COVID-19 issues and was therefore deprioritized at the time. Notwithstanding this, staff continued work on the document and it was vetted by legal counsel in preparation for the RFP process.
5. ***The Board is currently pursuing the services of an Interim Integrity Commissioner from a single source for the next 2-3 months.*** The Board is looking to secure the interim services of an Integrity Commissioner's Office from a different single firm/individual for the next few months while the budget is approved for a permanent Integrity Commissioner and the RFP process can be completed. This is being completed as a limited tendering process in accordance with Broader Public Sector procurement guidelines.

## **D. EVIDENCE/RESEARCH/ANALYSIS**

1. ***Staff are recommending that the RFP process for an Integrity Commissioner Office be pursued in advance of 2020-21 budget approval.*** Due to the COVID-19 pandemic all budget setting processes have been significantly delayed. This is predominantly due to the Ministry's late release of the Grants for Student Needs (GSN) funding materials, which has yet to be announced. The RFP process will take approximately 2 months to complete so staff are recommending that an assumption be made that a permanent Integrity Commissioner Office will be approved in order to move ahead. The RFP can contain a cancellation provision should the budget not be approved.

2. *It is recommended that the Chair, Vice-Chair and three Trustees be appointed to the RFP evaluation committee.* Given that the Integrity Commissioner's Office will report directly to the Board of Trustees, it is appropriate that the Trustees comprise the evaluation committee. The committee would be supported by the Board's General Legal Counsel and procurement staff during the evaluation process.

## **E. STAFF RECOMMENDATION**

That in addition to the Chair and Vice-Chair, the Board appoint three Trustees to the Integrity Commissioner RFP evaluation committee.



## REPORT TO

## CORPORATE SERVICES, STRATEGIC PLANNING AND PROPERTY COMMITTEE

### DELEGATING OF AUTHORITY FOR APPROVAL OF SUMMER CONTRACT AWARDS 2020 (ALL WARDS)

*"I can do all things through Him who strengthens me."  
Philippians 4:13 (NRSVCE)*

Created, Draft	First Tabling	Review
May 19, 2020	June 11, 2020	
J. Charles, (Acting) Coordinator, Materials Management P. De Cock, Comptroller, Business Services D. Friesen, Executive Superintendent of Facilities Services S. Camacho, Chief Information Officer M. Farrell, Superintendent of Environmental Support Services		
<b>RECOMMENDATION REPORT</b>		

**Vision:**

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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**

During the summer period when there are no scheduled Committee or Board meetings, it is anticipated that there will be a number of tender contract awards purchases that would normally require Board approval under the Board Purchasing Policy.

In order to meet the ongoing business requirements of the Board in the areas of Facilities, ICT and Curriculum, there will be a number of contract awards and purchases that will need to be completed prior to the resumption of Board meetings. These awards and purchases are essential to facilitate the ongoing continuity of school operations in September 2020.

This report recommends that the Board delegate authority to the Director of Education or designate, and the Chair of the Board or designate, or the Chair of the Corporate Services Committee to award contracts and approve purchases over \$50,000 for the months of June, July and August 2020.

The Board of Trustees will be updated in the fall with a list of all awards and purchases approved by delegated authority over the summer.

*The cumulative staff time required to prepare this report was 4 hours.*

## **B. PURPOSE**

1. Board approval is required for tender awards for new school construction, major additions and all awards above \$50,000. During the summer period when the Board is not scheduled to meet, the Board typically delegates approval authority to the Director of Education or designate.
2. Timely contract approvals will facilitate the scheduling and implementation of major construction projects and key operational work ahead of the start of school.

## **C. BACKGROUND**

1. *As required by the TCDSB Purchasing Policy (FP.01), the Board of Trustees approve any procurement activity/awards in excess of \$50,000.* The Board Purchasing Policy FP01 provides delegation of authority to the Director of Education to approve the award of all contracts and expenditures



not to exceed a threshold of \$50,000 where the Board of Trustees has approved the budget, project or report.

2. ***Procurement activity continues during the summer months when the Board of Trustees does not meet.*** In order to initiate the design and/or construction process for Capital and Renewal projects, award Maintenance and ICT contracts and complete purchases required for school operations to commence in September, the Board may approve the delegation of authority during the summer to the Director of Education or designate to approve contracts and purchases that exceed \$50,000.

#### **D. EVIDENCE/RESEARCH/ANALYSIS**

1. ***The Board typically delegates approval authority to the Director of Education during the summer period from June until August.*** This avoids costly project delays when there are no scheduled Committee or Board meetings. An information report is provided to the Board in the following September.
2. ***In recent years, the delegation of authority has included one of either the Chair, Vice-Chair of the Board or Chair of Corporate Services.*** In June 2019, the Board approved the delegation of authority to the Director of Education or designate and the Chair or Vice-Chair of the Board or the Chair of the Corporate Services Committee.

#### **E. METRICS AND ACCOUNTABILITY**

1. ***A report listing all contracts awarded during the summer months will be provided to the Corporate Service Committee in September.*** Capital project budgets are monitored through the Board's financial systems and audit processes and the financial status is reported to the Ministry of Education annually through Capital Asset Project Template (CAPT) system.

## **F. IMPLEMENTATION, STRATEGIC COMMUNICATIONS AND STAKEHOLDER ENGAGEMENT PLAN**

1. *Director's Council will recommend contract awards in June, July and August, 2020 prior to circulation to the Chair/Vice-Chair.* The recommendation report to Director's Council will then be sent by email to the Chair of the Board for approval. If the Chair is not available, it will be circulated to the Vice-Chair, and if she is not available it will be circulated to the Chair of Corporate Services.
2. *The appropriate local School Trustees will be informed of major construction awards in their ward.* The local trustee will be informed by email of awards of major Capital construction contracts in their wards during the summer period.

## **G. STAFF RECOMMENDATION**

That the Board delegate authority to the Director of Education or designate, and the Chair or Vice-Chair of the Board, or the Chair of the Corporate Services Committee, to award contracts and approve purchases over \$50,000 from **June 12, 2020 to August 31, 2020**.

# 2020 CALENDAR OF ANNUAL REPORTS & POLICY METRICS

## Appendix A

A = Annual Report

P = Policy Metric Report

Q = Quarter Report

#	Due Date	Committee/Board	Subject	Responsibility of
1	January (P)	Corporate Services	<u>B.R.01 Rental of Surplus School Space &amp; Properties</u> Policy Metric	A.D. Facilities, Business, Community Development
2	February (Q)	Corporate Services	Financial Status Update Report #1	A.D. Facilities, Business, Community Development
3	March (A)	Corporate Services	Budget Series Report: Financial Planning and Consultation Review	A.D. Facilities, Business, Community Development
4	March (A)	Corporate Services	Consensus Student Enrolment Projection	A.D. Facilities, Business, Community Development
5	March (A/P)	Corporate Services	Transportation Annual Report and <u>S.T.01 Transportation</u> Policy Metric	A.D. Facilities, Business, Community Development
6	April (A)	Corporate Services	Budget Series Report: Grants for Student Needs Update	A.D. Facilities, Business, Community Development
7	April (A)	Corporate Services	Annual Portable Plan and Other Accommodations Needs	A.D. Facilities, Business, Community Development
8	April (A)	Corporate Services	Annual Energy Conservation and Demand Management Plan Progress Update	A.D. Facilities, Business, Community Development
9	May (P)	Corporate Services	<u>A.18 Development Proposals, Amendments and Official Plans and Bylaws</u> Policy Metric	A.D. Facilities, Business, Community Development
10	May (Q)	Corporate Services	Financial Status Update Report #2	A.D. Facilities, Business, Community Development
11	May (A)	Corporate Services	Budget Series Report: Preliminary Budget Estimates for the Following Fiscal Year	A.D. Facilities, Business, Community Development
12	June (A)	Corporate Services	Budget Series Report: Recommended Budget Estimates for the Following Fiscal Year	A.D. Facilities, Business, Community Development

# 2020 CALENDAR OF ANNUAL REPORTS & POLICY METRICS

## Appendix A

13	June (A)	Corporate Services	Delegated Authority Report	A.D. Facilities, Business, Community Development
14	September (Q)	Corporate Services	Financial Status Update Report #3	A.D. Facilities, Business, Community Development
15	September (A)	Corporate Services	Capital Program Update	A.D. Facilities, Business, Community Development
16	September (A)	Corporate Services	Delegated Authority Update Report	A.D. Facilities, Business, Community Development
17	October (A)	Corporate Services	Trustee Honorarium Report	A.D. Facilities, Business, Community Development
18	October (A)	Corporate Services	Annual Asset Renewal Plan	A.D. Facilities, Business, Community Development
19	October (A)	Corporate Services	Preliminary Enrolment Report for Elementary and Secondary Schools and S.A.01 <u>Elementary Admission and Placement Policy Metric</u>	A.D. Facilities, Business, Community Development
20	November (A)	Corporate Services	Legal Fees Report	A.D. Facilities, Business, Community Development
21	November (A/Q)	Corporate Services	Audited Financial Statement and Financial Status Update #4	A.D. Facilities, Business, Community Development
22	December (A)	Corporate Services	Budget Series Report: Revised Budget Estimates for the Current Fiscal Year	A.D. Facilities, Business, Community Development
23	December (A)	Corporate Services	Annual Investment Report	A.D. Facilities, Business, Community Development
24	February (A)	Regular Board	School Year Calendar	Associate Director Academic Services
25	March (A)	Regular Board	Staffing Projections Report	Associate Director Academic Services

# 2020 CALENDAR OF ANNUAL REPORTS & POLICY METRICS

## Appendix A

26	August (P)	Regular Board	<u>T.19 Electronic Participation in Meetings of the Board, Committees of the Board, and Committee of the Whole Board Metric</u>	Director of Education
27	August (P)	Regular Board	<u>H.M. 19 Conflict Resolution Department</u>	Associate Director Academic Services
28	October (P)	Regular Board	<u>H.M.33 Acceptance of Hospitality or Gifts Policy Metric</u>	Director of Education
29	October (A)	Regular Board	<b>Student Exit and Entry Survey Results</b>	A.D. Facilities, Business, Community Development
30	November (A)	Regular Board	Annual Report on the Multi Year Strategic Plan	Director of Education
31	November (A)	Regular Board	Annual Calendar of Meetings	Director of Education
32	December (A)	Regular Board	Director's Annual Report	Director of Education
33	October (A)	Special Board	Director's Performance Appraisal (over 3 consecutive Special Board Meetings)	Director of Education
34	January (A)	Student Achievement	Mental Health Report	Associate Director Academic Services
35	<b>January (A)</b>	<b>Student Achievement</b>	<b>CPIC Annual Report including Financial Report</b>	Associate Director Academic Services
36	January (P)	Student Achievement	<u>A.35 Accessibility Standards Policy Metric</u>	Associate Director Academic Services
37	February (P)	Student Achievement	<u>S. 19 External Research Policy Metric</u>	Associate Director Academic Services
38	April (A)	Student Achievement	Non-Resident VISA Student Fees	Associate Director Academic Services
39	May (A)	Student Achievement	Staffing Status Report for Next School Year	A.D. Facilities, Business, Community Development

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40	May (A)	Student Achievement	Ratification of Student Trustee Nominees	Associate Director Academic Services
41	June (P)	Student Achievement	<u>B.B.04 Smoke &amp; Vapour Free Policy Metric</u>	Associate Director Academic Services
42	September (A/P)	Student Achievement	Annual Safe Schools Report and <u>S.S.12 Fresh Start Policy Metric</u>	Associate Director Academic Services
43	September (P)	Student Achievement	<u>H.M. 40 Fair Practice in Hiring and Promotion Policy Metric</u>	Associate Director Academic Services
44	September (P)	Student Achievement	<u>T.07 Community Engagement Policy Report and A.37 Communications Policy Metric and Community Advisory Committees Report</u>	Director of Education
45	October (A)	Student Achievement	Board Learning Improvement Plan Report	Associate Director Academic Services
46	October (A)	Student Achievement	Student Trustees: Voices that Challenge- CSLIT	Associate Director Academic Services
47	October (A)	Student Achievement	International Languages Program Report	Associate Director Academic Services
48	October (A)	Student Achievement	Primary and Junior Division Assessments Of Reading, Writing and Mathematics (EQAO); the Grade 9 Assessment of Mathematics; and the OSSLT Assessment (EQAO)	Associate Director Academic Services
49	October (A)	Student Achievement	<u>S.22 Religious Accommodation Policy Report and S.S.02 Opening or Closing Exercises Policy Report</u>	Associate Director Academic Services
50	November (A)	Student Achievement	K-12 Professional Development Plan for Student Achievement and Well-Being	Associate Director Academic Services

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<b>51</b>	November (A)	Student Achievement	CPIC Annual Report including Financial Report	Associate Director Academic Services
<b>52</b>	November (P)	Student Achievement	Elementary Catholic School Leadership Impact Team Report	Associate Director Academic Services
<b>53</b>	November (P)	Student Achievement	<u>S.24 Combined (Split) Grade Classes for Elementary Schools</u> Policy Report	Associate Director Academic Services
<b>54</b>	December (A/P)	Student Achievement	Accountability Framework for Special Education and <u>S.P.01 Special Education Programs and Services</u> Policy Metric	Associate Director Academic Services
<b>55</b>	December (P)	Student Achievement	<u>S.10 Catholic School Parent Council</u> Policy Metric	Associate Director Academic Services

## MASTER PENDING LIST AND ROLLING CALENDAR TO JUNE 11, 2020

#	Date Requested & Committee/Board	Report Due Date	Destination of Report Committee/Board	Subject	Delegated To
1	Jan-2020 Corporate Services	TBC	Corporate Services	That all options be explored for Dante Alighieri, and that a report come back at the March 12, 2020 or April 16, 2020 Corporate Services Committee meeting <b>(2020-2021 School Relocations Plan)</b>	Associate Director of Facilities, Business & Comm. Dev & CFO
2	Mar-2020 Corporate Services	June 18-25 2020	Regular Board	Report regarding funds spent on the recruitment of international students and the corresponding enrolment over the past 5 years be presented to the Board of Trustees at the May 14, 2020 Corporate Services Committee Meeting <b>(2020-21 Budget Setting Plan and Consultation)</b>	Associate Director of Facilities, Business & Comm. Dev & CFO
3	Mar-2020 Corporate Services	June 18-25 2020	Regular Board	Report regarding the finalized budget estimates for 2020-21, which will be reflective of the Community Consultation and feedback received at various Committee meetings, and finally to the Board of Trustees at the Corporate Services Committee meeting scheduled for June 9, 2020 <b>(2020-21 Budget Setting Plan and Consultation)</b>	Associate Director of Facilities, Business & Comm. Dev & CFO
4	Apr-2020 Regular Board	June 18 2020	Regular Board	That staff prepare a report to come back to Board in June to explore the lending or other ownership option to students who need equipment to fully learn <b>(Toronto Catholic District School Board's Response to the COVID-19 Pandemic)</b>	Director Of Education
5	May-2020 Regular Board	June 18 2020	Regular Board	Report regarding Recommendations I-IV from the Catholic Parent Involvement Committee Meeting Held April 20, 2020 be presented at the June 11, 2020 Board Meeting	Associate Director of Education,



#	Date Requested & Committee/Board	Report Due Date	Destination of Report Committee/Board	Subject	Delegated To
				<p>BE IT RESOLVED THAT:</p> <ol style="list-style-type: none"> <li>1. The PRO Grant Ward and school allocations for 2019-2020 school year be rescinded;</li> <li>2. The funds be deferred to the 2020-2021 school year (subject to approval by the Ministry of Education); and</li> <li>3. A revised application process for 2020/21 to come back in June be recommended by Catholic Parent Involvement Committee (CPIC).</li> </ol> <p>BE IT RESOLVED THAT:</p> <ol style="list-style-type: none"> <li>1. Agendas for CPIC be compiled and distributed through Escribe with the support of the TCDSB Recording Secretary;</li> <li>2. The Chair / Vice-Chair of CPIC to approve the final agenda before distribution consistent with in-force CPIC bylaws; and</li> <li>3. Recording Secretary support be provided for creation of minutes of CPIC starting September 2020.</li> </ol> <p>BE IT RESOLVED THAT: The Board of Trustees by September 2020:</p> <ol style="list-style-type: none"> <li>1. Add appropriate checkbox (s) to the annually collected parent consent/information forms and the online Student Online Application for Registration (SOAR) system to allow parents to</li> </ol>	Academic Services & Associate Director of Facilities, Business & Comm. Dev & CFO

#	Date Requested & Committee/Board	Report Due Date	Destination of Report Committee/Board	Subject	Delegated To
				<p>consent to receiving communications via email directly from their Catholic School Parent Council (CSPC) and CPIC (using only the respective CSPC Chair /CPIC Chair @tcdsb.org accounts); and</p> <p>2. Setup a working group made up of Board Staff and parent representatives to: implement procedures and tools (both addressing short term and long term) using various systems for the purposes of allowing school councils to effectively and timely communicate with parents of their school community while respecting privacy and unsubscribe requests.</p> <p>BE IT RESOLVED THAT:</p> <p>1.The Board facilitate broadcasting of virtual meetings of CPIC in a similar fashion to the Board of Trustee meetings or other mutually agreeable publicly accessible format.</p> <p>2. That Recommendation V be referred to the Executive Search Ad Hoc Committee:</p> <p>That the Board of Trustees engage parents in the recruitment and selection of the next Director of Education for the TCDSB by seeking input into the Director of Education profile.</p>	
6	Mar-2020 Student Achievement	Sept-2020	Student Achievement	Report regarding the feasibility of inviting the three presenters to have in-person workshops on the following topics: Code of	Director Of Education

#	Date Requested & Committee/Board	Report Due Date	Destination of Report Committee/Board	Subject	Delegated To
				Conduct for Trustees; School Board Governance; Integrity Commissioner Office. The report would contain the cost, the proposed time, and any other details that would be of interest and would be of importance to our decision making ( <b>Consideration of Motion From Trustee Kennedy regarding Presentations from Ontario Catholic School Trustees' Association (OCSTA) on Code of Conduct, Integrity Commissioner and School Board Governance</b> )	