

# GOVERNANCE AND POLICY COMMITTEE REGULAR MEETING Public Session

## REVISED AGENDA April 6, 2021

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

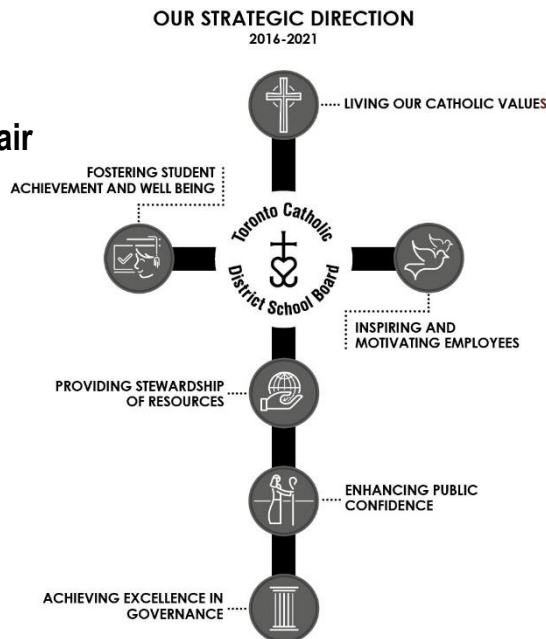
**Nancy Crawford**  
Ex-Officio

**Norman Di Pasquale, Vice-Chair**  
Trustee Ward 9

**Joseph Martino**  
Ex-Officio

**Ida Li Preti**  
Trustee Ward 3

**Teresa Lubinski**  
Trustee Ward 4



### 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**

**Dr. Brendan Browne**  
Director of Education

**Joseph Martino**  
Chair of the Board

## **TERMS OF REFERENCE FOR GOVERNANCE AND POLICY COMMITTEE**

The Governance Framework Committee is responsible for:

A. Ensuring that governance structures, policies, protocols, processes and performance metrics:

- i). advance the vision of the TCDSB, rooted in Catholic values and teachings.
- ii). support the achievement of our Multi-Year Plan.
- iii). conform to best practices.
- iv). provide strategic cohesion and consistency.
- v). comply with the Education Act and other pertinent legislation.

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

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

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

E. Ensuring ongoing governance reviews of the Board.

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

## LAND ACKNOWLEDGEMENT

Out of our deep respect for Indigenous peoples in Canada, we acknowledge that all Toronto Catholic District School Board properties are situated upon traditional territories of the Anishinabek (a-ni-shna-bek), the Haudenosaunee (hoh-Dee-noh-Shoh-nee) Confederacy, and the Wendat peoples. We also acknowledge the land covered by Treaty 13 is held by the Mississaugas of the Credit First Nation and Toronto is subject to The Dish with One Spoon covenant. We also recognize the contributions and enduring presence of all First Nations, Métis, and Inuit peoples in Ontario and the rest of Canada.

### La Reconnaissance du Territoire

Nous témoignons du plus grand respect pour les Peuples autochtones au Canada et nous avons à cœur de souligner que tous les immeubles du Toronto Catholic District School Board sont situés sur les terres traditionnelles de la Nation Anishinabek, de la Confédération de Haudenosaunee et des Wendats. Il est également important de noter que le territoire visé par le Traité 13 est celui des Mississaugas de la Première Nation Credit et que celui de Toronto est protégé par l'accord d'« un plat à une cuillère ». Nous tenons également à rappeler la présence pérenne et l'importance des contributions des Premières Nations, des Metis et des Inuits en Ontario, et dans tout le Canada.

### OUR MISSION

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## REVISED AGENDA THE REGULAR MEETING OF THE GOVERNANCE AND POLICY COMMITTEE

### PUBLIC SESSION

Markus de Domenico, Chair

Norman Di Pasquale, Vice Chair

Tuesday, April 6, 2021

7:00 P.M.

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	Pages
1. Call to Order	
2. Opening Prayer	
3. Land Acknowledgement	
4. Roll Call & Apologies	
5. Approval of the Agenda	
6. Declarations of Interest	
7. Approval and Signing of the Minutes of the Meeting held March 2, 2021	1 - 16
8. Delegations	
9. Presentation	
10. Notices of Motion	
11. Consent and Review	

<b>12. Unfinished Business</b>	
<b>13. Matters referred or deferred</b>	
<b>14. Staff Reports</b>	
14.a. Update to Delegations and Public Participation Policy T.14	17 - 38
14.b. Rescindment of Vandalism Policy B.M. 01	39 - 42
14.c. B.P. 02 Plaques for New Schools	43 - 48
<b>15. Listing of Communications</b>	
<b>16. Inquiries and Miscellaneous</b>	
<b>17. Updating of Pending List</b>	
17.a. Monthly Pending List	49 - 54
17.b. Annual Policy Priority Schedule	55 - 56
<b>18. Adjournment</b>	

## **OUR MISSION**

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# **MINUTES OF THE REGULAR VIRTUAL MEETING OF THE GOVERNANCE AND POLICY COMMITTEE PUBLIC SESSION**

**HELD TUESDAY, MARCH 2, 2021**

## **PRESENT:**

### **Trustees:**

M. de Domenico, Chair – In Person  
N. Di Pasquale, Vice-Chair  
N. Crawford - Ex-Officio  
I. Li Preti  
T. Lubinski

### **Non-Voting Trustees:**

A. Kennedy  
M. Rizzo

### **Staff:**

B. Browne  
C. Fernandes  
M. Loberto  
P. Matthews  
M. Meehan  
C. Onyia

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

### **External Guest:**

A. Robertson, Parliamentarian

## **4. Roll Call and Apologies**

Trustee Martino was absent.

**5. Approval of the Agenda**

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

The Motion was declared

CARRIED

**6. Declarations of Interest**

There were none.

**7. Approval and Signing of the Minutes**

MOVED by Trustee Di Pasquale, seconded by Trustee Crawford, that the Minutes of the Meeting held February 2, 2021 be approved.

The Motion was declared

CARRIED

**8. Delegations**

MOVED by Trustee Di Pasquale, seconded by Trustee Crawford, that Item 8a) be adopted as follows:

- 8a) From Paolo De Buono regarding Delegations and Public Participation Policy T.14** received and referred to Staff.

Results of the Vote taken, as follows:

**In Favour**

**Opposed**

Trustees Crawford  
de Domenico  
Di Pasquale  
Li Preti  
Lubinski

The Motion was declared

CARRIED

**14. Staff Reports**

MOVED by Trustee Di Pasquale, seconded by Trustee Crawford, that Item 14a) be adopted as follows:

- 14a) Update to Delegations and Public Participation Policy (T.14)** that the report along with the following list of recommendations from Trustee Rizzo be referred to Staff:

Policy

Add:

Delegates may be heard at all Committees of the Board including Standing, Regular Board, Advisory and Ad-hoc;

Members of the public are welcome to bring issues or concerns through a delegation addressing a Committee or Board (by speaking or submitting a written communication);



The objective of the Delegation Policy is to set out an understandable process for the public to address Committees and Board through delegations (i.e. by speaking in person or through written submission).

## Add Section on Confidentiality

### Confidential Matters

The Director, Board Chair or Chair of a Committee may determine at the Committee Agenda setting meeting to schedule a delegation in closed session if the matter is deemed to be of a confidential nature as per the Education Act.

Private Session means a meeting of the Board or any Committee of the Board which is closed to the public in accordance with the Education Act, when the subject matter under consideration involves:

- (a) the security of the property of the Toronto Catholic District School Board (TCDSB);
- (b) the disclosure of intimate, personal or financial information in respect of a member of the Board or Committee, an employee or prospective employee of the TCDSB or a pupil or his or her parent or guardian;
- (c) the acquisition or disposal of a school site;
- (d) decisions in respect of negotiations with employees of the TCDSB;
- (e) litigation affecting the TCDSB; or
- (f) an ongoing investigation under the Ombudsman Act respecting the Board of Trustees

This is now in Act and needs updating (f):

Addressing a Committee: Delegation Procedures (consider revising title from Appropriate forums for Delegates)

Add:

This Delegation Procedure is intended to ensure that members of the public can provide information and perspectives to Trustees and Staff.

Given the current division of work between the Board meetings and Committee meetings – Strike out.

Rationale: Policies should not reflect circumstances of today as they should stand on own over time. Current division of work irrelevant to policy.

Add: private to public

a) A new item/report or new information has been placed on the agenda that has not been dealt with at a Standing Committee.

Retain:

Rationale: If a report has not been dealt with at Standing Committee and is on Board Agenda as a new Item/Addendum for example, there is no opportunity for public input.

Possible Consideration:

If an Agenda is posted after the deadline, or is new the public will be notified on the website and additional time will be provided to submit delegation requests.

Add:

If a delegate is denied opportunity to speak, the Director/Chair or Chair of Committee will provide a valid reason for denying the delegation based on TCDSB policies and inform the delegate through the Recording Secretary.

Rationale: The delegate does not get clarity at the present time on why they are denied opportunity to speak leading to potential criticism. Provides transparency and accountability fostering public confidence.

Send To Bylaw Ad Hoc Committee For Amendment

The Director of Education, in consultation with the Committee's Chair, retains discretion to reasonably determine whether or not a delegate will be received.

All of above seems to have been struck out.

Retain And Add:

If a delegate is denied opportunity to speak the Director/Chair must provide a valid reason for denying the delegation based on TCDSB policies and inform the delegate.

Add:

Private to public

If a delegate is denied opportunity to speak, the Director/Chair must provide a valid reason for denying the delegation based on TCDSB policies and inform the delegate

Add:

Private to public

The topic and delegation form will determine at which Committee.

If a delegate is denied opportunity to speak, the Director/Chair must provide a valid reason for denying the delegation based on TCDSB policies and inform the delegate

Only receipt and referral to the appropriate Committee or to Staff. (By-Laws Section)

Delegation only receipt and referral to staff as above.

This needs clarity:

No definition of what this means.

Board never hears about it again when referred to Staff unless a report is requested although it is Board practice to allow requests of Staff.

Change to clearly define referral to Staff and action requested.

Or allow reports in special circumstances and define circumstances.  
It seems that too many reports are generated and this may be cut down if clarity is provided.

It may be appropriate to allow Director to make decision for a report.

Or simply amend to allow reports if approved by Board.

Suggestion: If the delegation addressed a matter not an item on the Agenda for that meeting, a Trustee may move a motion requesting consideration of the matter at another meeting. Discussion of the matter addressed by the delegation will then take place at that regular meeting of the Committee or Board.

Send To Bylaw Ad Hoc Committee to Amend

Add:

A request for delegation can be submitted via email, by phone, by fax, through regular mail or in person to the Recording Secretary.

Comment: Contact numbers may change. Perhaps just website should provide address, fax, email, phone etc.

Add:

The Recording Secretary will notify the local Trustee immediately, if the matter is Ward specific and if the delegate identifies as a resident of a specific Ward.

Change:

Delegates are requested to provide a written copy of their intended delegation in full by 11a.m on the day of the meeting.

Add:

Or may be denied opportunity to delegate. If accommodations are required this may be waived.

Suggestion:

The delegation requests are expected to be received by 2:00 p.m. two working days before the meeting. Every effort will be made to post the meeting agendas on the public website five) working days before a meeting. If an agenda is posted after the said deadline, the public will be notified and additional time will be provided to submit delegation requests.

Add:

Delegates are will be expected to present their remarks as submitted through the application process. Upon receipt of a delegation request, the Recording Secretary will consult with the Director or designate and assist the delegate in accommodating the delegate's concerns. The issue may be referred to be heard at a different Committee/Board or to a Staff member for direct follow-up.

There may be up to a maximum of ten (10) deputations per meeting.

Add:

The Director, Board Chair or Chair of the Committee will consider hearing late delegation requests while taking into account the number of delegations already received by the deadline and/or by approval by members at the time of approval of the agenda.

When there are several delegates registered to speak on the same topic affecting the same school, and there are other delegates registered or wishing to register to speak to different topics on the Agenda or of a time-sensitive nature, the Director and the Chair of the Committee may restrict the number of delegates on the same topic affecting the same school to three delegates, or if the issue is significant a special meeting may be called to hear delegates and deal with the issue of importance.

And:

If the number of oral delegation requests is high, the Recording Secretary in consultation with the Director or designate may request that delegates be contacted and propose that the delegate submit a written delegation instead of an oral delegation

If a Special Meeting is called to hear delegations, the corresponding agenda item will be deferred. The Recording Secretary will contact delegates as soon as possible informing them about the change in their delegation meeting time.

Change to:

A delegation may be made on a topic only once within a 12-month period, unless the subject matter of the delegation has changed substantially.

Consider leaving this:

Delegates who want to present their deputation on the screen in the Boardroom must provide an electronic copy two days prior to the meeting.

Add:

Delegations /Delegates who are from TCDSB employees shall verbally disclose this information at the time of registration and at the beginning of their deputation. No employees/former employees will be able to delegate on issues the union has jurisdiction. The employee who delegates must comply with TCDSB Employee Conflict of Interest Policy and confirm that they have read and adhere to the Employee Conflict of Interest Policy.

Add Section:

Subject Matter

Delegates may address a Committee on an item of the Agenda or on another matter relevant to the mandate of the Committee.

Time Parameters.

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

Change To:

Delegations who may not have registered in time may speak for two minutes

If the Chair determines that the number of expected delegates/delegations far exceeds ten, he/she may recommend to the Director to call a Special Board meeting to hear all delegates/delegations. Alternatively, by a majority vote of trustees a special meeting dealing with the significant issue may be held.

Delete:

Delegates may opt to delegate remotely or via a written deputation to be read by staff

Very confusing to public if differing views from staff recommendation as an example.

Three minutes will be allocated to address both the Trustee's questions and the delegate's answers to same.

Add:

The Chair shall state at the onset that answers and questions must be within the three- minute timeline for each Trustee/delegate responses.

Questions asked by Trustees are limited to clarifying questions only. No questions of Staff shall be permitted unless approved by Trustees on a majority vote.

Rationale: to clarify factual information as an example.

Format and Content of Deputations

Delegates will be requested to:

Add: Delegates are expected to provide input:

Follows Add:

Delegates are encouraged to voice concerns but avoid negative or derogatory personal references or cross debate with other delegates, Staff or Trustees.

Remove:

No one may display signs or placards, applaud debating participants or engage in conversations or other behaviour that may disrupt a meeting;

The Chair or Vice-Chair may request the delegate to apologize in the moment;

A delegate who makes a public and misleading statement against a Trustee and refuses to apologize shall not be allowed to delegate until such time as a public apology is made.

Remove except for (Governance and Policy Committee) from Appendix B form.

Trustee de Domenico relinquished the Chair to Trustee Di Pasquale.

MOVED in AMENDMENT by Trustee de Domenico, seconded by Trustee Li Preti:

BE IT RESOLVED THAT: Delegates to the Board may not specifically use the name of a Trustee or refer to a Trustees Ward number at any point in their delegation.

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

In Favour

Opposed

Trustees Crawford  
de Domenico  
Di Pasquale  
Li Preti

Lubinski



The AMENDMENT was declared

CARRIED

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

In Favour

Opposed

Trustees Crawford  
de Domenico  
Di Pasquale  
Li Preti

Lubinski

The Motion, as amended, was declared

CARRIED

Trustee de Domenico reassumed the Chair.

MOVED by Trustee Di Pasquale, seconded by Trustee Li Preti, that Item 14b) be adopted as follows:

- 14b) Update to Permits Policy (B.R.05)** that the Governance and Policy Committee recommend to Board that the changes to the procedures of Permits Policy B.R.05 outlined in the body of this report, including Appendix A and Appendix C of the report, be approved.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford  
de Domenico  
Di Pasquale  
Li Preti

Lubinski

The Motion was declared

CARRIED

MOVED by Trustee Di Pasquale, seconded by Trustee Crawford, that Item 14c) be adopted as follows:

- 14c) Age-Appropriate Placement: Curriculum/Program Supports** that the Governance and Policy Committee recommend to Board that the newly created Policy on Age-Appropriate Placement: Curriculum/Program Supports, provided in Report Appendix A, and the accompanying TCDSB Operational Procedures, provided in Report Appendix B, be adopted.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford  
de Domenico  
Di Pasquale  
Li Preti  
Lubinski

The Motion was declared

CARRIED

MOVED by Trustee LiPreti, seconded by Trustee Di Pasquale, that Item 14d) be adopted as follows:

- 14d) Update to Delegation and Public Participation Policy (T.14) (With Appendix C- Delegation Registration Quick Fact Sheet) (Refer Item 14a) that this Item be referred back to Staff.**

Results of the Vote taken, as follows:

**In Favour**

**Opposed**

Trustees Crawford  
de Domenico  
Di Pasquale  
Li Preti  
Lubinski

The Motion was declared

CARRIED

**17. Updating of Pending List**

MOVED by Trustee Di Pasquale, seconded by Trustee Crawford, that Item 17a) be adopted as follows:

- 17a) Monthly Pending List** received.

Results of the Vote taken, as follows:

**In Favour**

**Opposed**

Trustees Crawford  
de Domenico  
Di Pasquale  
Li Preti  
Lubinski

The Motion was declared

CARRIED

MOVED by Trustee Di Pasquale, seconded by Trustee Crawford, that Item 17b) be adopted as follows:

**17b) Annual Policy Priority Schedule** received.

Results of the Vote taken, as follows:

**In Favour**

**Opposed**

Trustees Crawford  
de Domenico  
Di Pasquale  
Li Preti  
Lubinski

The Motion was declared

CARRIED

**18. Adjournment**

MOVED by Trustee Li Preti, seconded by Trustee Di Pasquale, that the meeting be adjourned.

The Motion was declared

CARRIED

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SECRETARY

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CHAIR



## REPORT TO

GOVERNANCE AND POLICY  
COMMITTEEUPDATE TO DELEGATIONS AND PUBLIC  
PARTICIPATION POLICY T.14

*For we are His workmanship, created in Christ Jesus for good work, which God prepared beforehand that we should walk in them. **Ephesians 2:10***

**Created, Draft**

March 2, 2021

**First Tabling**

April 6, 2021

**Review**

Paul Matthews, General Legal Counsel

**RECOMMENDATION REPORT****Vision:**

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**Mission:**

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



Brendan Browne, PhD  
Director of Education

D. Koenig  
Associate Director  
of Academic Affairs

Steve Camacho  
Acting Associate Director of  
Education  
Facilities, Business and  
Community Development

## **A. EXECUTIVE SUMMARY**

At the March 2, 2021 of the Governance and Policy Committee, the Committee reviewed changes to the Delegations Policy T.14. The Committee asked staff to make additional revisions to the Policy and to advise the Committee with respect to various issues raised at the meeting.

The draft policy reflects issues raised at the committee and by a trustee who is not a member of the committee. The policy also reflects consideration of the delegation policies of Dufferin-Peel Catholic District Board, Halton Catholic District School Board, Toronto District School Board and Halton District School Board (“Four Comparator Boards”). (See proposed draft policy at Appendix A)

*The cumulative staff time required to prepare this report was 8 hours*

## **B. PURPOSE**

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

## **C. BACKGROUND**

1. This policy was originally drafted in November of 2010. The policy was last revised in August of 2016.
2. At the March 2, 2021 Governance and Policy Committee, the Committee reviewed a version of the policy (See Appendix B) and asked that there be several revisions and raised issues on various topics within the policy. The revised proposed draft policy is included at Appendix A

## **D. EVIDENCE**

This proposed policy is a complete revision of the existing policy and is submitted in consultation with the Director of Education and General Legal Counsel.

## **E. METRICS AND ACCOUNTABILITY**

1. Recommendations in this report will be monitored by the Director, with the support of Legal Services.
2. Recommended changes to the draft policy include:
  - (i) Requiring all prospective delegates to submit their request to delegate two (2) business days before the meeting. Four Comparator Boards all require that requests to delegate be submitted in advance ranging from two (2) days to seven (7) days before the meeting.
  - (ii) This draft policy, consistent with all Four Comparator Boards, gives the Chair of the Board and/or Committee and the Director of Education the right to refuse a request to delegate to ensure compliance with Federal and Ontario law and Board policy. Three of the Four Comparator Boards have a similar rule.
  - (iii) The Board's current policy permits up to ten (10) delegates per meeting. Three of the Four Comparator Boards restrict the number to 5 or 6 delegations per meeting. The draft policy proposes to limit the number of delegates to seven, which can be increased by a 2/3 vote of all Trustees eligible to vote.
  - (iv) The draft policy proposes that the Chair of the Board or Committee and the Director of Education be given broad discretion to refuse a staff members' request to delegate for reasons including, that the subject matter is relevant to the staff member's employment or professional interest. All Four Comparator Boards have a similar rule.
  - (v) To protect the legal and reputational interest of the Board, this policy proposes that all delegates must submit a written copy of their deputation at the time of registering to delegate. Assistance will be provided by the Recording Secretary's Office, for perspective delegates who require assistance in submitting the deputation in writing. One of Four Comparator Boards has a similar rule.



## **F. IMPLEMENTATION**

When finalized by the Committee, this policy will be presented to the Board of Trustees for its consideration and approval.

## **G. STAFF RECOMMENDATION**

Staff recommends that the Committee adopt the draft policy attached at Appendix A.



POLICY SECTION: TRUSTEES

SUB-SECTION:

POLICY NAME: DELEGATIONS AND PUBLIC PARTICIPATION

POLICY NO: T.14

<b>Date Approved:</b> November 10, 2010 - Board	<b>Date of Next Review:</b> January 2025	<b>Dates of Amendments:</b> November 24, 2011 – Board December 13, 2012 – Board August 25, 2016 – Board
<b>Cross References:</b> TCDSB Code of Conduct Policy, S.S.09 TCDSB Operating By-Law Number 175 <i>Ontario Human Rights Code</i> <i>Canadian Charter of Rights and Freedoms</i>		
<b>Appendix A – Delegation Registration Form</b>		

**Purpose:**

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

**Scope and Responsibility:**

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



**POLICY SECTION: TRUSTEES**

**SUB-SECTION:**

**POLICY NAME: DELEGATIONS AND PUBLIC PARTICIPATION**

**POLICY NO: T.14**

### **Alignment with MYSP:**

Living Our Catholic values

Enhancing Public Confidence

Achieving Excellence in Governance

### **Policy:**

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

### **Regulations:**

#### ***Appropriate Forums for Delegations***

1. Given the current division of work between Board meetings and Committee meetings, delegates will be accepted at the discretion of the Director and Chair of the Board at Regular or Special Board meetings only:
  - (i) In exceptional circumstances; or
  - (ii) If the matter is deemed to be time sensitive.



**POLICY SECTION: TRUSTEES**

**SUB-SECTION:**

**POLICY NAME: DELEGATIONS AND PUBLIC PARTICIPATION**

**POLICY NO: T.14**

2. Delegates may be heard at public Committees of the Board on an item on the agenda or concerning matters within the Committee's terms of reference. The topic of deputation will determine at which Committee the delegate will be heard. The Director of Education, in consultation with the Committee's Chair, retains discretion to reasonably determine whether or not a deputation will be received.
3. Delegates may be the subject of a motion for receipt, or a motion of referral to the appropriate Committee or to Staff, or a motion of both receipt and referral to the appropriate Committee or to Staff. (By-Laws Section 10.9.11)
4. Where the Board has initiated community engagement with respect to any matter, delegates will be referred to that consultation process and will not be registered to appear before a Committee meeting.

### ***Submitting a Request to Delegate***

5. Those wishing to make a deputation can obtain further information and details on the delegation protocol by contacting the Recording Secretary Office at 416-222-8282 ext. 2293, or by visiting the TCDSB portal site at [www.tcdsb.org](http://www.tcdsb.org).
6. The local Trustee will be notified if a delegate registers to make a deputation on a subject matter that is Ward specific.



**POLICY SECTION: TRUSTEES**

**SUB-SECTION:**

**POLICY NAME: DELEGATIONS AND PUBLIC PARTICIPATION**

**POLICY NO: T.14**

7. Potential delegates shall submit a Delegation Request Form to the Recording Secretary's Office no later than noon, two (2) business days preceding the meeting at which the individual or group intends to delegate.

If the meeting is on:	The Delegation Request Form <b><u>MUST</u></b> be submitted by:
Monday	Thursday at noon
Tuesday	Friday at noon
Wednesday	Monday at noon
Thursday	Tuesday at noon
Friday	Wednesday at noon

8. All delegates must submit a written copy of their deputation to the Recording Secretary's Office with the Delegation Request Form two (2) business days preceding the meeting at which the individual or group intends to delegate.
9. If a delegate requires accommodation to submit their request, they should contact the Recording Secretary's Office for assistance.
10. A deputation may be made on a topic only once to the Board or any Committee within a 12-month period, unless the subject matter of the delegation has changed substantially since the prior deputation was made.



**POLICY SECTION: TRUSTEES**

**SUB-SECTION:**

**POLICY NAME: DELEGATIONS AND PUBLIC PARTICIPATION**

**POLICY NO: T.14**

### ***Delegation Requirements***

11. A Delegate may only speak once at a particular meeting.
12. There may be up to a maximum of seven (7) deputations per meeting.
13. Delegates and their topic of deputation will be listed on the agenda of the meeting. Private information shall not be included.
14. Delegates will:
  - (i) present concerns in a positive and constructive manner;
  - (ii) maintain a level of decorum which will allow meetings to proceed effectively; and
  - (iii) refrain from the use of abusive or derogatory language.
15. Delegates are not permitted to:
  - (i) make negative or derogatory personal references, or
  - (ii) cross debate with other delegates, staff or Trustees of the Board.
16. During a deputation, should the delegate use offensive language or the name/title/position of any person in a negative, critical, or derogatory fashion, directly or indirectly, the Chair of the meeting shall advise the delegate to cease using offensive language or refrain from negative or derogatory personal references. Should derogatory language or personal references continue to be made, the Chair has the authority to stop the delegate from proceeding.



**POLICY SECTION: TRUSTEES**

**SUB-SECTION:**

**POLICY NAME: DELEGATIONS AND PUBLIC PARTICIPATION**

**POLICY NO: T.14**

17. The Board may decide to move a public deputation to a private session. During a deputation in a private session of a regular or special Board meeting or Committee meeting, should a situation arise where a delegate intends to refer to someone in a negative way then the following will apply:
  - (i) Delegates intending to use the name/title/position of any person in a negative or critical fashion must indicate this intention at the time of registration and prior to presenting. The delegate will be required to address the Committee or Board in private session.
  - (ii) The Board shall inform staff if a delegate intends to speak about them at a Committee or Board meeting, in a negative or critical fashion. The staff member has the right to be present during the deputation and be represented by the agent of their choice.
18. The Chair of the meeting may expel or exclude a delegate from the meeting should they engage in conduct contrary to the TCDSB Code of Conduct or Respectful Workplace Guidelines, or fail to comply with this Policy.
19. The Chair of the Board or Committee and the Director of Education reserves the right to refuse any delegation request to ensure compliance with applicable law including, but not limited to, the *Ontario Human Rights Code*, the *Canadian Charter of Rights and Freedoms* and relevant privacy law. A person who is denied a request to delegate will be provided a written reason for the denial.
20. Commercial enterprises are prohibited from delegating before the Board of Trustees or a Committee of the Board for the purpose of promoting their product or service.



**POLICY SECTION: TRUSTEES**

**SUB-SECTION:**

**POLICY NAME: DELEGATIONS AND PUBLIC PARTICIPATION**

**POLICY NO: T.14**

21. No one may display signs or placards, applaud debating participants or engage in conversations or other behaviours that may disrupt a meeting.
22. Board and Committee meetings may be recorded and broadcast live. The recording is retained as a public record of the proceedings. Delegates that are part of recorded proceedings are so advised and consent to being recorded.
23. At the conclusion of the deputation the Chair will advise the delegate as to how the matter will proceed. Where an item has been referred to staff, staff will communicate follow-up actions to the delegate.

### ***Delegations by Staff***

24. Employees of the Board or representatives of employees are not permitted to delegate to the Board or Committee:
  - (i) to express to their views relative to their employment or professional interest;
  - (ii) is or may be a matter dealt with by the employees' professional association or under a Collective Agreement to which the Board is a party, such submission shall be dealt with in accordance with the provision of such Collective Agreement;
  - (iii) a request for delegation from staff, regardless of topic, will be considered and may be accepted solely at the discretion of the Board or Committee Chair in consultation with the Director of Education.
25. Delegates who are TCDSB employees shall disclose this information at the time of registering to delegate and at the beginning of their deputation.





**POLICY SECTION:** TRUSTEES  
**SUB-SECTION:**  
**POLICY NAME:** DELEGATIONS AND PUBLIC PARTICIPATION  
**POLICY NO:** T.14

***Time Allotted for Delegation***

26. The length of time allotted for a delegate speaking to the Board of Trustees or a Committee of the Board will be up to a maximum of three (3) minutes.
27. The delegation period shall be limited to a maximum of 60 minutes. The maximum time limit may be amended by a 2/3 vote of all members of the Board or Committee eligible to vote.
28. A Trustee may ask questions of the delegate for a maximum of 3 minutes.
29. Questions asked by Trustees are limited to clarifying questions only. No questions of staff are permitted.

**Definitions:**

**Delegate**

A delegate may include:

- (1) an individual speaking on his or her own behalf;
- (2) an official representative of a TCDSB committee;
- (3) an official representative of student government; or
- (4) a spokesperson for another group or organization.



**POLICY SECTION: TRUSTEES**

**SUB-SECTION:**

**POLICY NAME: DELEGATIONS AND PUBLIC PARTICIPATION**

**POLICY NO: T.14**

### **Deputation**

A formal presentation made to the whole Board or Committee of the Board relating to a specific issue or concern.

### **Evaluation and Metrics:**

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

Trustees and the Director shall review the process of delegation every three (3) years to ensure that it is fair, equitable and supported the goals of the TCDSB the Multi Year Strategic Plan.



POLICY SECTION: TRUSTEES

SUB-SECTION:

POLICY NAME: DELEGATIONS AND PUBLIC

PARTICIPATION

POLICY NO: T.14

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

**Purpose:**

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

**Scope and Responsibility:**

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

**Alignment with MYSP:**

Living Our Catholic Values

Strengthening **Enhancing** Public Confidence

Achieving Excellence in Governance



POLICY SECTION: TRUSTEES

SUB-SECTION:

POLICY NAME: DELEGATIONS AND PUBLIC PARTICIPATION

POLICY NO: T.14

**Policy:**

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

**Regulations:***Appropriate Forums for Delegations*

1. Given the current division of work between **the** Board meetings and Committee meetings, **delegations delegates** will be accepted at the discretion of the Director and Chair of the Board at **public** regular Board **meetings** only if:
  - a) ~~A new item/report or new information has been placed on the agenda that has not been dealt with at a Standing committees.~~
  - a) **in exceptional circumstances; or**
  - b) **if** the matter is deemed to be time sensitive.

~~Delegations will **may** be heard at **public** Standing Committees of the Board concerning matters within its terms of reference. The topic of the deputation will determine at which Standing Committee the delegation will be heard.~~  
**The Director of Education, in consultation with the Committee's Chair, retains discretion to reasonably determine whether or not a delegate will be received.**



POLICY SECTION: TRUSTEES

SUB-SECTION:

POLICY NAME: DELEGATIONS AND PUBLIC PARTICIPATION

POLICY NO: T.14

2. **Delegations Delegates** may be heard at **public** Special Board meetings at the discretion of the Director and Chair of the Board.
3. **Delegations Delegates** will **may** be heard at **public** Standing Committees of the Board concerning matters within **it's the Committee's** terms of reference. The topic of the deputation will determine at which Standing Committee the **delegation delegate** will be heard. **The Director of Education, in consultation with the Committee's Chair, retains discretion to reasonably determine whether or not a delegate will be received.**

~~Given the current division of work between the Board meetings and Committee meetings, delegations will be accepted at the discretion of the Director and Chair of the Board at **public** regular Board **meetings and** only if:~~

- a) ~~A new item/report or new information has been placed on the agenda that has not been dealt with at a Standing committees.~~
- c) **in exceptional circumstances; or**
- d) **if** ~~the matter is deemed to be time sensitive.~~

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

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



POLICY SECTION: TRUSTEES

SUB-SECTION:

POLICY NAME: DELEGATIONS AND PUBLIC PARTICIPATION

POLICY NO: T.14

**5. Delegates may not be received from employees on matters over which their union or association has exclusive jurisdiction (see Regulation 26).**

*Procedure for Making a Deputation*

6. Those wishing to make a deputation can ~~receive~~ **obtain** further information and details on the delegation protocol by contacting the Recording Secretary at 416-222-8282 ext. 2293, or by visiting the TCDSB portal site at [www.tcdsb.org](http://www.tcdsb.org).
7. ~~Delegations~~ **Delegates** are to register with the Recording Secretary of the Board no later than 11:00 a.m. on the day of the ~~Standing~~ Committee meeting by submitting the Delegation Registration Form to the Recording Secretary and the local Trustee will be notified immediately, **if the matter is Ward specific**.
8. Where the Board has initiated community engagement with respect to any matter, ~~delegations delegates~~ will be referred to that consultation process and may not be registered to appear before a ~~Standing~~ Committee meeting.
9. A Delegate may only speak once at a particular meeting.
10. There may be up to a maximum of ten (10) deputations per meeting.
11. ~~Delegations~~ **Delegates** will be listed on the agenda of the meeting or in an addendum, and their topic and point of view, **subject to the following**, shall be included in the documentation.



POLICY SECTION: TRUSTEES

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- a. Any visual or written presentation or materials a delegate intends to provide or project on screen during the deputation must be provided 72 hours in advance of the meeting to the Recording Secretary of the Board. The Board reserves the right to accept, reject or modify such materials, with notice of same provided to the delegate at least 24 hours before the meeting. Personal or private information included in the delegate's materials will be removed.

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

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

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

### *Time Parameters*

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

~~15. Delegations who have not registered by the specified time may speak for a maximum of three (3) minutes if approved by 2/3 votes of the members~~



POLICY SECTION: TRUSTEES

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POLICY NAME: DELEGATIONS AND PUBLIC PARTICIPATION

POLICY NO: T.14

~~of the Board or Standing Committee. The chair shall put the question at the conclusion of the registered delegate. The question will be put immediately without any debate.~~

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

16. Delegation period shall be limited to a maximum of 60 minutes ~~at the discretion of the Chair~~. The maximum time limit may be amended by 2/3 ~~majority present and eligible to vote~~ of all members of the Board or Committee.

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

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

### *Format & Content of Deputations*

19. ~~Delegations Delegates~~ will ~~are requested to:~~

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

20. During a deputation in public session of a regular or special Board meeting, ~~or Standing Committee meeting~~, should the delegate use the





POLICY SECTION: TRUSTEES

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name/title/position of any person in a negative, critical or derogatory fashion, directly or indirectly, the Chair of the meeting shall advise the **delegation delegate** to limit comments to non-personal references. Should personal references continue to be made, the Chair has the authority to stop the **delegation delegate** from proceeding.

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

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

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

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

**23. No one may display signs or placards, applaud debating participants or engage in conversations or other behaviour that may disrupt a meeting.**

**24. If a gross misrepresentation on a factual issue is made by a delegate**



POLICY SECTION: TRUSTEES

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during their deputation, the Chair of the Committee or Chair of the Board, as applicable, may correct the record from a factual perspective at the meeting where the misrepresentation is made. If the Chair is absent when the gross misrepresentation is made or should the Chair be the subject of the gross misrepresentation, then the Vice-Chair of the Committee or the Vice-Chair of the Board may correct the record, as per above. The Chair or Vice-Chair may request the delegate to apologize in the moment.

25.If it's not readily apparent to the Chair or Vice-Chair, as the case may be, whether or not a comment is a gross misrepresentation of the facts, the Chair or Vice-Chair and the Director of Education will determine whether an investigation should be conducted. If an investigation is conducted and the investigation determines that a gross misrepresentation was made, the Chair or Vice-Chair may correct the record from a factual perspective at the next meeting. A delegate who makes a public and misleading statement against a Trustee and refuses to apologize shall not be allowed to delegate until such time as a public apology is made.

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

- a) is personal to the speaker, the restrictions are the same as any ~~delegation~~ delegate.
- b) is or may be dealt with under a Collective Agreement to which the Board is a party, such submission shall be dealt with in accordance with the provisions of such Collective Agreement.

27.The public session of ~~Standing Committee~~, Board and Special Board meetings are recorded and broadcast live. The recording is retained as a public record of the proceedings. **Other Committees may be recorded. Delegations**



POLICY SECTION: TRUSTEES

SUB-SECTION:

POLICY NAME: DELEGATIONS AND PUBLIC PARTICIPATION

POLICY NO: T.14

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

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

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

### Definitions:

#### **Delegation**

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

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

### Deputation

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

### Evaluation and Metrics:

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

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



REPORT TO

## GOVERNANCE AND POLICY COMMITTEE

### RESCINDMENT OF VANDALISM POLICY B.M.01

*For what does it profit a man, if he should gain the whole world, and lose his soul? Or what will a man give in exchange for his soul?*

*Matthew 16:26*

Created, Draft	First Tabling	Review
March 9, 2021	April 8, 2021	
M. Farrell, Superintendent Environmental Support Services C. Fernandes, Superintendent of Education, Area 4 and Policy Development		
<b>RECOMMENDATION REPORT</b>		

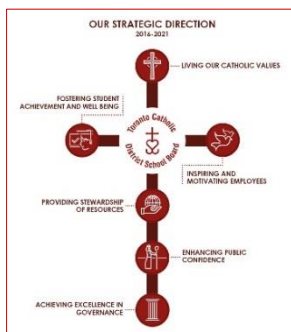
**Vision:**

*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.*



Brendan Browne, PhD  
Director of Education

D. Koenig  
Associate Director  
of Academic Affairs

S. Camacho  
Acting Associate Director of  
Facilities, Business and  
Community Development

## **A. EXECUTIVE SUMMARY**

This report recommends the rescindment of the policy B.M. 01 Vandalism as the policy is superseded by current practice and policies.

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

## **B. PURPOSE**

This Recommendation Report is on the Order Paper of the Governance and Policy Committee to recommend the rescindment of the Vandalism Policy (H.M.01). New policies and/or regulations have come into effect since its last revision in June of 1986 that address vandalism on TCDSB properties, making this policy redundant.

## **C. BACKGROUND**

1. Policy was last reviewed in June 1986 and has not been amended since that time. Given other developments, the policy is no longer relevant.
2. The developments relate to policies and legislation that have been introduced which have further clarified how vandalism is addressed within school communities. The Suspension and Expulsion Policy S.S.01 and Operational Procedures updated in 2021 addresses process for dealing with vandalism acts committed by students. Legal statutes for mischief and trespass.
3. Under the Education Act section 306(1), a principal may consider suspension of a student for committing an act of vandalism that causes extensive damage to school property at the pupil's school or to property located on the premises of the pupil's school.
4. The TCDSB Code of Conduct Policy S.S.09 and accompanying guidelines provides a mechanism to address acts of vandalism from all members of the school community. In regulation 9 of the policy, it is stated that the TCDSB will "collaborate with other district school boards, Toronto Police Services and community organizations to provide coordinated prevention and intervention programs and services in support of safe and accepting school communities."
5. To deal with vandalism by persons other than students, the board utilizes a security service to monitor its properties and buildings on a regular basis during non-school hours. This includes responding to reports of vandalism to

property and unauthorized entry. The latter involves the attendance of Toronto Police Services (TPS). Under the boards Video Surveillance Policy B.M. 07, video footage is shared with TPS upon request to further police investigations.

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

This policy has been reviewed in consultation with staff from the Facilities and Communications Departments, Field Superintendents and Legal Services.

#### **E. IMPLEMENTATION**

The policy will be rescinded and removed from the TCDSB policy register.

#### **F. STAFF RECOMMENDATION**

Staff recommends that the Policy on Vandalism B.M. 01 provided in Report Appendix A, be rescinded.

**B.M.01 Vandalism  
Policy**

The Board shall cooperate with the Crown in the prosecution of individuals apprehended in connection with vandalism or theft of school Board property.

*BM p 126, 19 Jun 86; BM p 114, Oct 72.*



## REPORT TO

GOVERNANCE AND POLICY  
COMMITTEE

## B.P.02 PLAQUES FOR NEW SCHOOLS

*To him the gatekeeper opens.*

*The sheep hear his voice, and he calls his own sheep by name and leads them out. John 10:3*

## Created, Draft

## First Tabling

## Review

February 24, 2021

April 6, 2021

Shazia Vlahos, Chief of Communications and Government Relations

Deborah Friesen, Superintendent, Capital Development, Asset Management and Renewal

Cristina Fernandes, Superintendent of Education, Area 4 and Policy

Lyn Northey, Sr. Coordinator, Capital Development, Asset Management and Renewal

Emma Moynihan, Supervisor, Communications and Public Relations

## RECOMMENDATION REPORT

**Vision:**

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

**Mission:**

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

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



Dr. Brendan Browne  
Director of Education

D. Koenig  
Associate Director  
of Academic Affairs

S. Camacho  
Acting Associate Director of  
Facilities, Business and  
Community Development, and  
Chief Financial Officer



## **A. EXECUTIVE SUMMARY**

This report recommends updating the current Plaques for New Schools Policy B.P.02 to ensure a uniform, standard design for new school plaques.

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

## **B. PURPOSE**

To establish guidelines for consistent, cost effective and aesthetically suited plaques to commemorate the opening and blessing of new schools.

This policy outlines the design of the plaques, as well as the material used.

## **C. BACKGROUND**

1. The Plaques for New Schools Policy B.P.02 was first approved in January 1987 and has not been amended since.
2. It has been customary to commemorate the opening of a new building with the creation of a perpetual plaque to be mounted to the interior of the school wall near the front entrance.
3. As plaque content and designs have varied from school to school, there is a need to amend this policy to ensure a cost effective and attractive product at all TCDSB school sites.
4. All new plaques will be consistent with the TCDSB's corporate branding strategy.

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

1. A review of existing school plaques took place in Spring 2020. This review found vast inconsistencies between material used, placement of plaques, and content included on plaques.
2. In order to set expectations for school communities and a standard for all TCDSB school plaques, Figure A has been developed to direct plaque content and design.
3. In the year that a school begins operation, a plaque, in a standard form, shall be erected inside the front door. It shall be inscribed with the following information:

- TCDSB logo
  - Name of school
  - Text: Dedicated to witness, faith, innovation and action through Catholic Education
  - All trustees on the Board, at the time, beginning with the Chair and Vice-Chair
  - Director of Education
  - Year of new school opening
4. The plaque shall remain on display for the lifetime of the school.
  5. Plaques must be consistent with the TCDSB's corporate branding strategy, see Figure A for instructions and example.
  6. Plaque material of choice will reflect a contemporary and economical option that will be consistent with TCDSB corporate branding.

## **E. METRICS AND ACCOUNTABILITY**

The Communications Department will ensure that all new plaques are consistent with the TCDSB's corporate branding strategy.

A suitable plaque shall be installed in all new schools within construction costs.

## **F. STAFF RECOMMENDATION**

Staff recommends the approval of the revised Plaques for New Schools Policy B.P.02 (Appendix A).



**POLICY SECTION:** BUILDINGS/PLANT/GROUNDS-PLANT

**SUB-SECTION:**

**POLICY NAME:** PLAQUES FOR NEW SCHOOLS

**POLICY NO:** B.P.02

<b>Date Approved:</b>	<b>Date of Next Review:</b> April 2026	<b>Dates of Amendments:</b> <i>BM p 34, 22 Jan 87; BM p 126, 19 Jun 86; BM, 79.</i>
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**Purpose:**

To establish guidelines for consistent, cost effective and aesthetically suited plaques to commemorate the opening and blessing of new schools.

**Scope and Responsibility:**

It has been customary to commemorate the opening of a new building with the creation of a perpetual plaque to be mounted to the interior of the school wall near the front entrance. This policy outlines the design of the plaques, as well as the material used, to ensure a cost effective and attractive product at all TCDSB school sites. The Communications Department will ensure that all new plaques are consistent with the TCDSB’s corporate branding strategy.

**Alignment with MYSP:**

- Living Our Catholic Values
- Enhancing Public Confidence
- Fostering Student Achievement and Well-Being
- Achieving Excellence in Governance
- Providing Stewardship of Resources
- Inspiring and Motivating Employees

**Policy:**

A suitable plaque shall be installed in all new schools within construction costs.



**POLICY SECTION:** BUILDINGS/PLANT/GROUNDS-PLANT  
**SUB-SECTION:**  
**POLICY NAME:** PLAQUES FOR NEW SCHOOLS  
**POLICY NO:** B.P.02

### **Regulations:**

1. In the year that a school begins operation, a plaque, in a standard form, shall be erected inside the front door. It shall be inscribed with the following information:

- a) TCDSB logo
- b) Name of school
- c) Text: Dedicated to witness, faith, innovation and action through Catholic Education
- d) All trustees on the Board, at the time, beginning with the Chair and Vice-Chair ~~and Honorary Treasurer~~
- e) Director of Education
- f) Year of new school opening

2. The plaque shall remain on display for the lifetime of the school.

3. Plaques must be consistent with the TCDSB's corporate branding strategy, see Appendix A for instructions and example.

4. Plaque material of choice will reflect a contemporary and economical option that will be consistent with TCDSB corporate branding.

### **Evaluation and Metrics:**

The effectiveness of the policy will be determined by a review and inspection of new school plaques to take place at each new school/facility opening to ensure TCDSB branding has been accurately reflected.

### **Figure A**

In order to remain consistent with TCDSB's corporate branding strategy, plaques shall:



**POLICY SECTION:** BUILDINGS/PLANT/GROUNDS-PLANT

**SUB-SECTION:**

**POLICY NAME:** PLAQUES FOR NEW SCHOOLS

**POLICY NO:** B.P.02

- Include the TCDSB logo
- Use variations of the font Century Gothic ONLY
- Include School Name
- Include “Opened [month] [year]”
- Include text: Dedicated to witness, faith, innovation and action through Catholic Education
- List all trustees on the Board, at the time, beginning with the Chair and Vice-Chair; and the Director of Education

Content and design should align with the following style:



**SCHOOL NAME**  
**CATHOLIC SCHOOL**

---

*Dedicated to witness, faith, innovation and action through Catholic Education.*

**TRUSTEES OF THE BOARD**

Joseph Martino, Chair	Nancy Crawford, Vice-Chair
Markus de Domenico	Michael Del Grande
Ida Li Preti	Garry Tanuan
Teresa Lubinski	Norm Di Pasquale
Maria Rizzo	Daniel Di Giorgio
Frank D'Amico	Angela Kennedy
Student Name, Student Trustee	Student Name, Student Trustee

**DIRECTOR OF EDUCATION**  
Brendan Browne

OPENED MONTH + YEAR

## GOVERNANCE AND POLICY COMMITTEE

### PENDING LIST TO APRIL 6, 2021

#	Date Requested & Committee/Board	Report Due Date	Destination of Report Committee/Board	Subject	Delegated To
1	Mar-2017 Governance and Policy	TBC	Governance and Policy	Report regarding consultations with CLSIT and conversations with the Archdiocese in regards to the content of the policy ( <b>Update to Chaplaincy Program Policy</b> )	Superintendent Fernandes
2	June-2017 GAP	TBC	Governance and Policy	Staff to bring back after the Ministry of Education's Transportation report is considered ( <b>Update to Transportation Policies S.T.01, 03, 04 and 05</b> )	Superintendent Fernandes
3	Mar-2018 Regular Board	TBC	Governance and Policy	That the matter be referred to the Governance and Policy Committee ( <b>Photographing and Filming of Individuals at Board and Committee Meetings</b> )	Superintendent Fernandes
4	May-2018 Governance and Policy	TBC	Governance and Policy	Staff was requested to add the policy to the Governance and Policy Committee work plan for the development of an Omnibus policy ( <b>Update to School Events Communications and Invitee Protocols Policy (S.02).</b> )	Superintendent Fernandes
5	Jun-2018 Corporate Services	TBC	Governance and Policy	That the Pupil Accommodation Review Policy and Operating Procedures be referred to the Governance and Policy Committee to be updated to reflect changes to the Pupil Accommodation	Superintendent Fernandes

#	Date Requested & Committee/Board	Report Due Date	Destination of Report Committee/Board	Subject	Delegated To
				Review Guidelines with extensive community and Section E Implementation, Strategic Communications and Stakeholder Engagement Plan ( <b>Ministry Memo 2018: B10 – Final Pupil Accommodation Review Guidelines and Updated on Integrated Planning and Supports for Urban Education</b> )	
6	Jan-2019 Governance and Policy	TBC	Governance and Policy	<p>That all existing and new policies be reviewed to reflect the Ontario Human Rights Commission (OHRC) Accessible Education for Students with Disabilities Policy Document and that once completed, that they be brought back to GAP Committee; and</p> <p>That staff develop a policy reflective of the OHRC Accessible Education for Students with Disabilities Policy Document (<b>SEAC Minutes, 2018-09-19, Item 9g) Ontario Human Rights Commission (OHRC) Policy Document Article on Special Education Inclusion</b>)</p>	Superintendent Fernandes
7	Mar-2019 Special Board	TBC  <i>Subject to NEW Ministry policy/regulation dealing with</i>	Governance and Policy	That the TCDSB establish a comprehensive policy regarding the refusal to admit special education students and those with special needs and disabilities to school; and	Superintendent Fernandes

#	Date Requested & Committee/Board	Report Due Date	Destination of Report Committee/Board	Subject	Delegated To
		<i>student exclusions</i>		<p>That a refusal to admit policy should depend on the TCDSB ensuring that students excluded from attending school are provided an equivalent educational program; and</p> <p>That students should not be excused unless it can be demonstrated that the student presents an imminent risk to health or safety; and</p> <p>That the policy include:</p> <p>Circumstances when a refusal to admit is permitted, and when it is not permitted;</p> <p>Procedures that must be followed when refusing to admit a student;</p> <p>Timelines dictating the maximum number of consecutive days a student can be excused from school;</p> <p>An appeal process; and</p> <p>Data documentation and process for reporting to SEAC and Board.</p> <p>That the policy should include where the</p>	



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8				TCDSB refuses to accommodate students with special education disabilities in regular classrooms without needed supports or services, the principal be required to provide written notice and rationale of this to the family and that the Superintendent be copied; and  That a refusal to admit policy be referred to the Governance and Policy Committee; and that staff prepare a comprehensive report on the implementation of a refusal to report policy ( <b>Accountability Framework for Special Education 2018-19</b> )	
	July 2020 Special Board	TBC	Governance and Policy	That the Strategic Reserves Policy be directed to the Governance and Policy Committee to consider a revision to this policy to allow for increased funding of the playground Reserve ( <b>2020-21 Budget Estimates Overall and Instructional</b> )	Superintendent Fernandes
	August 2020 Regular Board	June 2021	Governance and Policy	That the draft documents in Appendix A and Appendix B of the report be referred to the Governance Committee and Policy Committee and the By-Law Committee for their consideration ( <b>Revision of Toronto Catholic District School Board (TCDSB) By-Law #175 to Include the Authority of the Integrity Commissioner in the Governance Model</b> )	Superintendent Fernandes

#	Date Requested & Committee/Board	Report Due Date	Destination of Report Committee/Board	Subject	Delegated To
10	October 2020 By-Law Review	TBC	Governance and Policy	<p>That the By-law Ad Hoc Committee recommend that Proposal 22 as follows be referred to the Governance and Policy Committee.</p> <p>The Board will provide the means to participate electronically in Board and Committee meetings in accordance with the provisions of the Act and <i>Ontario Regulation</i> 463/97 – Electronic Meetings.</p> <p>The Board will adopt a process to ensure the security and confidentiality of proceedings held during closed (private) meetings and review the procedures annually.</p> <p>Members will make every effort to provide notice to Board Services if they intend to participate electronically by 5 p.m. on the day prior to the Board or Committee meeting.</p> <p>No more than half of Board or Committee meetings in a twelve (12) month period can be chaired electronically in accordance with <i>Ontario Regulation</i> 463/97 – Electronic Meetings.</p> <p>All members participating via teleconference who</p>	Superintendent Fernandes

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				are not speaking must use the mute function on their device.  Student Trustees may not participate electronically in meetings that are closed to the public in accordance with the Act ( <b>Proposal: Add/Change Electronic Participation</b> )	
11	February 2021 Corporate Services	TBC	Governance and Policy	That the policy on playground reserves be referred to the Governance and Policy Committee in order to change the criteria based on surplus budgets ( <b>Playground Reserve Update</b> )	Superintendent Fernandes
12	February 2021 Regular Board	TBC	Governance and Policy	Therefore be it resolved that: A report be provided to consider and include:  - setting up a real property subsidiary; and  - develop an acquisition policy that incorporates a comprehensive set of criteria  That this item be referred to the Governance and Policy Committee. ( <b>Rental of Surplus School Space Policy B.R.01 Annual Policy Metric</b> )	Superintendent Fernandes

## Governance and Policy Committee 2021 Policy Priority Schedule

GAP Date	Policy	Policy #	Key Contact (s)
<b>January 11</b>	<u>Trustees Code of Conduct</u>	T.04	P. Matthews/Jeff Abrams
<b>February 2</b>	<u>Suspensions and Expulsions</u>	S.S.01	M. Caccamo
	<u>Delegation Registration Form</u>	T.14	C. Onyia
	<u>Signing Officers(Rescindment)</u>	F.M.02	P. De Cock
	<u>Trustee Code of Conduct</u>	T.04	P. Matthews/Jeff Abrams
<b>March 2</b>	<u>Acceleration and Retention of Students (NEW)</u>	S.P.03	M. Meehan
	<u>Delegation and Public Participation Policy</u>	T.14	C. Onyia/P.Matthews
	<u>Permits</u>	B.R.05	M. Loberto
<b>April 6</b>	<u>Plaques for New Schools</u>	B.P.02	D. Friesen
	<u>Delegation and Public Participation Policy</u>	T.14	P. Matthews
	<u>Vandalism (RESCIND)</u>	B.M.01	M. Farrell
	<u>Trustee Pregnancy and Parental Leave of Absence (NEW)</u>	T.21	P. Matthews
<b>May 4</b>	<u>Research Conducted in the TCDSB</u>	S.19	M.Vanayan/L.DiMarco
	<u>Facilities Management</u>	B.B.01	M. Farrell
	<u>Signage - New Sites and Building Projects</u>	B.P.03	D. Friesen
	<u>Childcare Centres</u>	B.R.02	S. Campbell

	<u>Child Care and Family Support Programs</u>	B.R.02	S. Campbell
<b>June 1</b>	<u>Selection of Learning Materials</u>	S.M.06	L.DiMarco/G.Iuliano
	<u>Information and Communication Technology - Hardware and Software Standards</u>	A.34	O. Malik
	<u>Eastern Rite Employee's Holy Days</u>	H.M.01	A. Della Mora
	<u>Awards, Funds, Scholarships</u>	F.F.01	P. De Cock
<b>September 7</b>	<u>Legal Counsel</u>	A.12	C. Onyia
	<u>Art Collection</u>	A.22	D. Friesen
<b>October 5</b>	<u>Access Control</u>	B.B.05	M. Farrell
	<u>Credit and Purchase Cards</u>	A.24	P. De Cock
	<u>Parking - Church Use</u>	B.G.05	M. Farrell
	<u>Offering of Hospitality and Gifts</u>	F.M.07	P. De Cock
<b>November 2</b>	<u>Outdoor Play Environment</u>	B.G.01	M. Farrell
	<u>Advocacy</u>	A.06	C. Onyia
	<u>Sweatshop-Free Purchasing</u>	F.P.04	P. De Cock
<b>December 7</b>	<u>Non-Union Employee Handbook</u>	H.M.02	A. Della Mora
	<u>Disposal of Surplus or Obsolete Furniture, Fixtures and Equipment</u>	F.P.07	M. Farrell/D.Friesen