

GOVERNANCE AND POLICY COMMITTEE REGULAR MEETING Public Session

AGENDA
May 4, 2021

Markus de Domenico, Chair
Trustee Ward 2

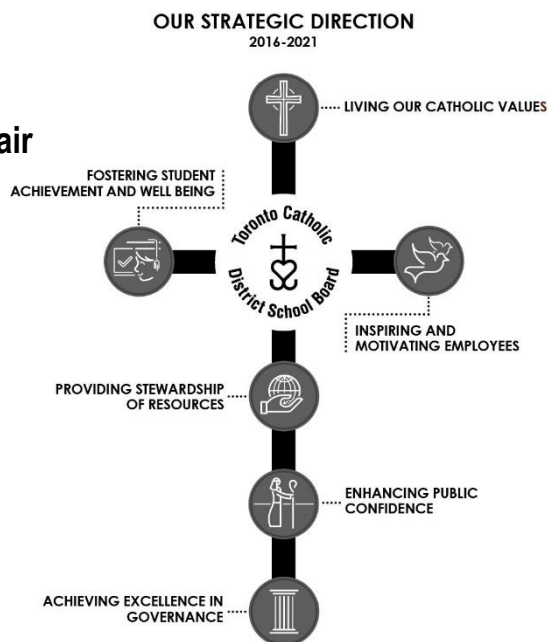
Nancy Crawford
Ex-Officio

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.

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AGENDA THE REGULAR MEETING OF THE GOVERNANCE AND POLICY COMMITTEE

PUBLIC SESSION

Markus de Domenico, Chair

Norman Di Pasquale, Vice Chair

Tuesday, May 4, 2021

7:00 P.M.

Pages

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

- 12. Unfinished Business**
- 13. Matters referred or deferred**
- 14. Staff Reports**
 - 14.a. Rescindment of B.P.03 Policy on Signage – New Sites And Building Projects 9 - 15
 - 14.b. Fair Practice in Hiring and Promotion H.M.40 16 - 37
 - 14.c. Update To External Research Conducted in the Toronto Catholic District School Board (TCDSB) - Policy S.19 38 - 53
- 15. Listing of Communications**
- 16. Inquiries and Miscellaneous**
- 17. Updating of Pending List**
 - 17.a. Monthly Pending List 54 - 59
 - 17.b. Annual Policy Priority Schedule 60 - 61
- 18. Adjournment**

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

HELD TUESDAY, APRIL 6, 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
M. Farrell
C. Fernandes
P. Matthews
E. Moynihan
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 Li Preti, seconded by Trustee Di Pasquale, that the Agenda be approved.

MOVED in AMENDMENT by Trustee Di Pasquale, seconded by Trustee Crawford, that Item 14a) Update to Delegations and Public Participation Policy (T.14) be reordered after Item 14c) B.P.02 Plaques for New Schools.

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

In Favour

Opposed

Trustees Crawford
de Domenico
Di Pasquale
Li Preti

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

The Motion, as amended, was declared

CARRIED

6. Declarations of Interest

There were none.

7. Approval and Signing of the Minutes

MOVED by Trustee Li Preti, seconded by Trustee Crawford, that the Minutes of the Meeting held March 2, 2021 be approved.

The Motion was declared

CARRIED

14. Staff Reports

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

- 14b) Rescindment of Vandalism Policy B.M.01** that the Governance and Policy Committee recommend to Board that the Policy on Vandalism B.M.01, provided in Report Appendix A, be rescinded.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
de Domenico
Di Pasquale
Li Preti

The Motion was declared

CARRIED

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

- 14c) B.P.02 Plaques for New Schools** that the Governance and Policy Committee recommend to Board the approval of the revised Plaques for New Schools Policy B.P.02 (Appendix A of the Report).

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
de Domenico
Di Pasquale
Li Preti

The Motion was declared

CARRIED

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

- 14a) Update to Delegations and Public Participation Policy (T.14)** that the Governance and Policy Committee recommend to Board that the Committee adopt the draft policy attached at Appendix A of the Report.

Trustee Rizzo joined the virtual meeting at 7:23 pm.

MOVED in AMENDMENT by Trustee Di Pasquale, seconded by Trustee Li Preti, that ...*seven (7)* deputations in Regulation 12, page 25 of 56, be replaced with ...*ten (10)* deputations.

Trustee de Domenico relinquished the Chair to Trustee Di Pasquale.

Trustee Lubinski joined the virtual meeting at 7:29 pm.

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

<u>In Favour</u>	<u>Opposed</u>
Trustees de Domenico Di Pasquale	Crawford Li Preti Lubinski

The AMENDMENT was declared

FAILED

Trustee de Domenico reassumed the Chair.

MOVED in AMENDMENT by Trustee Crawford, seconded by Trustee Di Pasquale, that Regulation 28, Page 28 of 56, be replaced with *A Trustee may ask questions of the delegate for a maximum of three (3) minutes which includes the delegate's responses.*

Trustee de Domenico relinquished the Chair to Trustee Di Pasquale.

MOVED in AMENDMENT to the AMENDMENT by Trustee de Domenico that ...*a maximum of three (3) minutes...*, Regulation 28, Page 28 of 56, be replaced with ...*a maximum of five (5)) minutes...*

There was no seconder.

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

<u>In Favour</u>	<u>Opposed</u>
Trustees Crawford de Domenico Di Pasquale Li Preti	Lubinski

The AMENDMENT was declared

CARRIED

Trustee de Domenico reassumed the Chair.

Trustee Kennedy joined the virtual meeting at 8:30 pm.

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

<u>In Favour</u>	<u>Opposed</u>
Trustees Crawford de Domenico Di Pasquale Li Preti	Lubinski

The Motion, as amended, was declared

CARRIED

17. Updating of Pending List

MOVED by Trustee Di Pasquale, seconded by Trustee Li Preti, 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

SECRETARY

CHAIR



REPORT TO

GOVERNANCE AND POLICY
COMMITTEE

RESCINDMENT OF B.P.03 POLICY ON SIGNAGE –
NEW SITES AND BUILDING PROJECTS

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

Created, Draft	First Tabling	Review
April 27, 2021	May 4, 2021	Click here to enter a date.

D. Friesen, Superintendent, Capital Development, Asset Management and Renewal
C. Fernandes, Superintendent of Education, Area 4 and Policy Development

RECOMMENDATION REPORT

Vision:

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Dr. Brendan Browne
Director of Education

D. Koenig
Associate Director
of Academic Affairs

D. Boyce
Associate Director of Facilities,
Business and Community
Development

A. EXECUTIVE SUMMARY

This report recommends the rescindment of Policy B.P.03 on Signage – New Sites and Building Projects, as the policy is superseded by the Ministry of Education Communication Protocol for capital investments.

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

B. PURPOSE

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

C. BACKGROUND

1. The last amendment to Policy B.P.03 on Signage – New Sites and Building Projects was in June 1986, attached as Appendix A.
2. This policy is superseded by signage requirements mandated by the Ministry of Education for new building projects.

D. EVIDENCE/RESEARCH/ANALYSIS

1. The Ministry of Education has included details regarding Communications Protocol for capital investments for several years, most recently *Communications Protocol: Public Communications, Events and Signage*, attached as Appendix B.
2. For approved Capital Priorities, Early Years Capital and Child Care Capital projects, school boards are required to display *Ontario Builds* signage at the site of construction that identifies the financial support of the Government of Ontario. The Ministry provides templates to be followed for the signage and Ministry approval of digital proofs is required prior to production.

E. IMPLEMENTATION

1. Policy B.P.03: Signage – New Sites and Building Projects will be removed from the Policy Register.
2. Signage on new building projects will be governed by the Ministry of Education *Communications Protocol: Public Communications, Events and Signage*, or subsequent Protocol issued by the Ministry in conjunction with capital funding announcements.

F. STAFF RECOMMENDATION

Staff recommends that Policy B.P.03 on Signage – New Sites and Building Projects be rescinded.

Appendix A

TCDSB Policy Register

Policy

Upon approval of TCDSB for a building project, appropriate signage shall be posted on the site indicating the intention of the Board of Trustees.

Regulations:

1. Where the Board provides the funds for the new project, the signage will contain the names of the Chair of the Board and trustee of the ward in which the school will be located, the Director of Education and the name and telephone number of the Curriculum Support Unit Superintendent of Education.
2. Where the MET provides the allocation, the signage will also include the names of the Premier of the Province, and the Minister of Education and Training.

BM p 126, 19 Jun 86; BM, 81.

Appendix B

Communications Protocol: Public Communications, Events and Signage

Acknowledgement of Support

School boards are required to acknowledge the support of the Government of Ontario in proactive media-focused communications of any kind, written or oral, relating to the agreement or the project. This could include but is not limited to:

- Reports
- Announcements
- Speeches
- Advertisements, publicity
- Promotional materials including, brochures, audio-visual materials, web communications or any other public communications.

This is not required for:

- Minor interactions on social media, including social media such as Twitter
- Reactive communications, such as media calls.

All public events and announcements regarding capital investments in the publicly funded education system are considered **joint** communications opportunities for the provincial government, the school board, as well as Consolidated Municipal Service Managers and District Social Service Administration Boards (CMSMs and DSSABs); and/or community partners.

Issuing a Media Release

When issuing a media release or other media-focused communication, school boards, CMSMs/DSSABs, and or community partners must:

- Recognize the Ministry of Education's role in funding the project
- Contact the ministry to receive additional content for public communications, such as a quote from the minister.

You can **send your draft public communications to** MinistryofEducation@ontario.ca to obtain a quote or other information for your public product.

Note: The ministry may also choose to issue its own news release about various project milestones. If the ministry chooses to do so, school boards, CMSMs/DSSABs, and/or community partners will be notified.

Invitations to the Minister of Education

Openings

School boards are to invite the Minister of Education to all openings of:

- New schools
- Additions that include new child care spaces, EarlyON Child and Family centres, or community hubs.

To invite the minister to your event:

- Send an email invitation as soon as possible to minister.edu@ontario.ca
- Where appropriate please copy the ministry's regional manager in the Field Services Branch for your area
- Please do not move forward with your event until you have received a response from the ministry (you will be notified within 15 business days of the event as to the minister's attendance)
- Inform the ministry via the email address above if the date of your event changes.

Note: If the minister is unable to attend, your invitation may be shared with another government representative. Their office will contact you directly to coordinate details. Announcements do not need to be delayed to accommodate the minister. The goal is to make sure that the ministry is aware of the opportunity.

All Other Events

For all other media-focused public events, (e.g. sod turnings):

- Send an invitation to the minister at minister.edu@ontario.ca with **at least three weeks' notice**
- Copy the ministry's regional manager in the Field Services Branch, in your area, where appropriate.

Note: These "other" events should not be delayed to accommodate the minister. Only an invitation needs to be sent; a response is not mandatory to proceed.

Ontario Builds Signage

NEW – The Government of Ontario is introducing Ontario Builds signage.

For approved Capital Priorities, Early Years Capital and Child Care Capital projects, school boards will be required to display Ontario Builds signage at the site of construction that identifies the financial support of the Government of Ontario.

School boards are responsible for the following:

- Producing and paying for Ontario Builds signage. For the Ontario Builds artwork and the visual identity guide, please access www.ontario.ca/page/ontario-builds-templates for templates to create the signage.
 - These are examples of project descriptions that could be used on the school board sign: "New school and child care centre," "New school," or "New school addition."

- For Francophone communities, consider producing both English and French signage.
- Providing the ministry with a digital proof of the sign which to be sent via email to MinistryofEducation@ontario.ca. Ministry approval of the digital proof must be received *before* finalizing and physically producing Ontario Builds signage.
- Posting signs in a timely manner. Please ensure a sign is present at the construction site at all stages – before construction work starts and throughout construction.
- Displaying permanent sign(s) for major school and /or early years and child care projects identified by the ministry in a prominent location that does not obstruct traffic or cause safety concerns, particularly if the sign is located near roads. To avoid potential safety issues, school boards should ensure the appropriate provincial and municipal authorities are consulted on Ontario Builds signage.
- Removing the signage within six months of the completion of the project.
- Providing the ministry with a photograph after the sign has been installed; please send to MinistryofEducation@ontario.ca.
- Maintaining the signage to be in a good state of repair for the duration of the project.

Note: For projects that are co-funded, such as by a municipality or the federal government, use the Ontario Builds visual identity guide for partnership signage. Also, please facilitate signage approval from the partners.

Contact

Should you have any questions related to this communications protocol or Ontario Build signage, please send your questions via email to MinistryofEducation@ontario.ca.

Note: This communications protocol does not replace school boards' existing partnership with the Ministry of Education's regional offices. Regional offices should still be regarded as school boards' primary point of contact for events and should be given updates in accordance to existing processes.



REPORT TO

GOVERNANCE AND POLICY
COMMITTEEFAIR PRACTICE IN HIRING AND PROMOTION
H.M.40

“And God said, “Let the waters bring forth swarms of living creatures, and let birds fly above the earth across the dome of the sky.” (Gn 1:20)

Created, Draft	First Tabling	Review
April 26, 2021	May 4, 2021	

Mark Moffett, Senior Coordinator Academic Services, Human Resources
Adrian Dela Mora, Executive Superintendent Human Resources and Employee Relations

RECOMMENDATION REPORT

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Brenden Browne, PhD
Director of Education

D. Koenig
Associate Director
of Academic Affairs

D. Boyce
Associate Director of Facilities,
Business and Community
Development

A. EXECUTIVE SUMMARY

This report recommends a significant revision of the Board's current Fair Practice in Hiring and Promotion Policy H.M.40 in response to direction from the Ministry of Education as stipulated in the Ministry's Policy/Program Memorandum (PPM) 165 - Teacher Hiring Practices. The required revisions address three primary areas: diversity and inclusion; conflicts of interest and teacher hiring.

The cumulative staff time required to prepare this report was 25 hours.

B. PURPOSE

1. This Recommendation Report is on the Order Paper of the Governance and Policy Committee as it recommends policy revision.
2. Additionally the policy has been revised to include changes to hiring processes outlined in the Ministry of Education Program and Policy Memorandum 165 Teacher Hiring Practices.

C. BACKGROUND

1. The Policy on Fair Practice in Hiring and Promotion H.M.40 (Appendix C) was first approved in September 26, 2013 and was later amended on May 17, 2018.
2. Changes to this policy reflect current practice and alignment with related policies Catholic Equity and Inclusive Education Policy H.M. 24 and Employment Equity Policy H.M.11.
3. The Ministry of Education revoked Ontario Regulation 274/12 – Hiring Practices in October 2020. This Regulation governed hiring practices for teachers at TCDSB and other boards in Ontario.
4. Following this revocation, boards including the TCDSB were directed by the Ministry of Education to develop and adopt a teacher hiring policy based on components outlined in Policy/Program Memorandum 165 to replace Regulation 274.
5. The PPM 165 was issued on February 22nd, 2021 and boards were required to have an associated policy in place effective March 31st, 2021.

6. The required policy components stipulated by PPM 165 were as follows: Qualifications and Merit; Diversity, Equity and Human Rights; Employment Mobility; Fairness and Transparency and Monitoring and Evaluation.
7. In order to comply with the Ministry's direction, TCDSB has taken steps to revise its existing Fair Practices in Hiring and Promotion Policy by incorporating components of PPM 165.
8. Consultations were conducted internally within the Board and externally with a number of community advisory groups.

D. EVIDENCE/RESEARCH/ANALYSIS

This policy has been amended in consultation with staff from the Human Resources, the Equity Department, Community Advisory Groups, Field Superintendents and Legal Services.

E. METRICS AND ACCOUNTABILITY

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

F. IMPLEMENTATION

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

G. STAFF RECOMMENDATION

Staff recommends that the revised Fair Practice in Hiring and Promotion H.M.40 provided in Appendix A, and the accompanying Operation Procedures provided in Appendix B, be adopted.



POLICY SECTION: HUMAN RESOURCES
SUB-SECTION: MISCELLANEOUS
POLICY NAME: FAIR PRACTICE IN HIRING AND PROMOTION
POLICY NO: H.M. 40

Date Approved:
 September 26, 2013-
 Board

Date of Review:
 April 2021 / May 2023

Dates of Amendment:
 May 17, 2018

Cross Reference:

Ontario Human Rights Code, 24 (1) (a)

Ontario Regulation 298 – Operation of Schools - General

PPM 165 Teacher Hiring Practices

Accessibility for Ontarians with Disabilities Act, 2005

PPM 119 Developing and Implementing Equity and Inclusive Education Policies in Ontario Schools

Municipal Conflict of Interest Act

TCDSB By-law # 175

Catholic Equity and Inclusive Education Policy H.M. 24

Employment Equity Policy H.M. 11

Appendices:

Appendix A: Fair Practice in Hiring and Promotion: Operational Procedures - Recruitment, Selection and Conflict of Interest

Purpose:

This Policy affirms the Toronto Catholic District School Board's (TCDSB) commitment to preparing students of all cultural backgrounds and social identities, for success. The Board, consistent with its denominational rights, is committed to recruiting and retaining a qualified, diverse workforce that reflects the communities it serves, in a fair, consistent, and transparent manner.



POLICY SECTION: HUMAN RESOURCES

SUB-SECTION: MISCELLANEOUS

POLICY NAME: FAIR PRACTICE IN HIRING AND PROMOTION

POLICY NO: H.M. 40

Scope and Responsibility:

The policy extends to the hiring process for all positions for employment and promotions at the Toronto Catholic District School Board. The Director of Education and the Executive Superintendent of Human Resources and Employee Relations are responsible for this policy.

Alignment with MYSP:

Living Our Catholic Values
 Inspiring and Motivating Employees
 Enhancing Public Confidence
 Fostering Student Achievement and Well Being

Policy:

The Toronto Catholic District School Board is committed to recruiting and retaining a qualified, diverse workforce and promoting the most qualified individuals in a manner that reflects the communities it serves, supportive of both its Multi Year Strategic and Equity Action Plans. All recruitment, retention and promotion activities will be subject to the Board's denominational rights and conducted in accordance with legislation such as the Accessibility for Ontarians with Disabilities Act, the Ontario Human Rights Code, and relevant collective agreements where applicable. Hiring and promotion practices at the TCDSB will be fair, transparent, and free from bias, discrimination, conflicts of interest, nepotism and cronyism.



POLICY SECTION: HUMAN RESOURCES
SUB-SECTION: MISCELLANEOUS
POLICY NAME: FAIR PRACTICE IN HIRING AND PROMOTION
POLICY NO: H.M. 40

Regulations:

A. Recruitment

1. The recruitment and selection criteria at the TCDSB will be based on qualifications that reflect the requirements of the position, demonstrated experience, suitability for the role as well as a commitment to creating an inclusive, equitable, accessible, and safe learning and work environment for students and staff. The ability to execute school, Board and Ministry priorities as well as an applicant's related, lived experiences and background, will also inform the qualifications and selection criteria.
2. The Board will promote diversity, inclusion, equity, and human rights in pursuit of a qualified and diverse workforce that reflects the communities it serves. It will proactively engage in anti-discriminatory hiring and promotion practices as well as identify and eliminate barriers to employment for candidates from under-represented communities.
3. Operationally, the Board will adopt Human Resources best practices and programs including encouraging qualified applicants from under-represented communities, such as the Black community and other communities of colour, to self-identify in order to proactively recruit and hire a diverse workforce. This will include active recruitment of qualified and certified Catholic teachers and other occupational groups from qualified candidates who are visible minorities, Indigenous, women and persons with disabilities as well as other groups protected under the Ontario Human Rights Code where applicable.
4. The Board will engage in a hiring and promotion process that is fair, transparent, and free from preferential treatment based on personal



POLICY SECTION: HUMAN RESOURCES
SUB-SECTION: MISCELLANEOUS
POLICY NAME: FAIR PRACTICE IN HIRING AND PROMOTION
POLICY NO: H.M. 40

relationships. Any applicant for employment or promotion at the TCDSB will not be advantaged because of a relationship with an immediate family member or relative employed at the TCDSB.

5. The TCDSB will collect employee demographic data by way of a workforce census to provide a foundation to assess whether there is diversity in the candidates who are applying for positions, and to identify if there are any barriers to hiring a diverse, qualified workforce.
6. Prior to employment in positions involving the instruction of students at the TCDSB, each applicant must provide a favourable pastoral letter of reference confirming the applicant's commitment to the Catholic faith. For all other positions within the school board, an applicant will be required to commit to supporting the Board's vision, mission and values with respect to Catholic education.

B. Selection

7. Applicants, at the time of the submission of their application, will have the opportunity to request accommodations for the purposes of recruitment and selection in accordance with the Accessibility for Ontarians with Disabilities Act and the Human Rights Code. Accommodations, as required, will be provided for the selection process.
8. Any TCDSB Trustee, employee, or consultant engaged in the hiring process, shall discharge their recruitment and selection responsibilities in a manner free from bias and perceived or actual conflicts of interest. All members of the selection panel must complete a conflict of interest disclosure to avoid nepotism or cronyism.



POLICY SECTION: HUMAN RESOURCES
SUB-SECTION: MISCELLANEOUS
POLICY NAME: FAIR PRACTICE IN HIRING AND PROMOTION
POLICY NO: H.M. 40

9. Whenever possible, the Board will promote demographically diverse interview panels that draw on the different experiences, skill sets, and educational and professional backgrounds of employees at the TCDSB. Interview panels will consist of at least two members.
10. The assessment process will utilize multiple sources of data including from structured interviews and reference checks. Evaluation criteria and assessment tools will be developed to minimize and eliminate selection bias.
11. Unsuccessful internal candidates will be afforded the opportunity for constructive interview feedback upon request no later than three weeks after being notified of the selection results.
12. A TCDSB Trustee, or employee in a position of leadership, will not directly or indirectly influence the hiring or promotion process through unsolicited promotion and recommendations of candidates including forwarding resumes or the names of applicants to the Recruitment division.
13. All TCDSB personnel shall be required to be separate school supporters if eligible by law to be separate school supporters.

C. Teacher Hiring

14. The Board will facilitate employment mobility by providing equal opportunities for all members of the Ontario College of Teachers to apply for any available position from daily occasional, long-term occasional and permanent, for which they hold the required qualifications, subject to the appropriate collective agreement.



POLICY SECTION: HUMAN RESOURCES
SUB-SECTION: MISCELLANEOUS
POLICY NAME: FAIR PRACTICE IN HIRING AND PROMOTION
POLICY NO: H.M. 40

15. Teachers must successfully complete the New Teacher Induction Program (NTIP) and the Additional Qualification course Religious Education-Part 1 before becoming eligible to gain permanent status.
16. Placement of teachers through the transfer process shall be fair, transparent and respectful of collective agreements and/or terms and conditions of employment contracts.
17. The Board, subject to its management rights, will disclose information to bargaining units pertaining to their members as appropriate in a manner that is consistent with the applicable collective agreement.
18. An annual employment system review will be conducted to review all teacher hires during a school year to identify any barriers for potential candidates, and to ensure that a qualified and diverse teacher workforce has been employed.

Definitions:

Bias

In this context, bias is defined as prejudice, unrelated to the requirements of the position in question, in favour or against a person or a group compared to another, that is done in a manner considered to be unfair.

Conflict of Interest

A conflict of interest is defined as an apparent or actual conflict where a trustee's or an employee's financial or personal interests appear to conflict or actually conflict with their duty to impartially and objectively discharge their responsibilities to the Board. In the context of this policy, influencing the outcome of a hiring and or



POLICY SECTION: HUMAN RESOURCES
SUB-SECTION: MISCELLANEOUS
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promotion decision of a person with whom one has a personal relationship is a conflict of interest.

Cronyism

The act of showing partiality to friends or close colleagues, especially in the application, hiring, placement and promotion stages of employment, without regard to qualifications or ability. In the context of this policy, cronyism can occur when an individual within the organization influences the decision to hire or promote a friend or colleague.

Employment System Review (ESR)

An examination of employment data to determine whether approaches to hiring and promotion create barriers for potential candidates, in particular those from communities of colour and other under-represented communities or otherwise unfairly impact their chances to succeed. The goal of the ESR is to identify and make recommendations to address the gaps and barriers, including workplace culture and attitudinal barriers, to a diverse and inclusive workforce and work environment.

Nepotism

The act of showing favouritism or providing preferential treatment to a family member or close relatives, especially in the application, hiring and placement stages of employment. In the context of this policy, nepotism can occur when an individual within the organization influences the decision to hire or promote a close family member or supervises that subordinate family member.

Relationship



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In the context of this policy, this is defined as any relationship of an employee, trustee or representative of the Board to persons of his or her immediate family whether related by blood, adoption, marriage, or common-law relationship, and any relationship of an intimate and/or financial nature during the preceding five years, any student-supervisor relationship, or any other past or present relationship that may give rise to a reasonable apprehension of bias.

Evaluation and Metrics:

1. The Human Resources department will conduct an Employment System Review annually to identify and take constructive action, including the creation of proactive recruitment and talent acquisition programs, to address the gaps and barriers, including workplace culture and attitudinal barriers, to a diverse and inclusive workforce and work environment.

Fair Practice in Hiring and Promotion Policy

APPENDIX A

OPERATIONAL PROCEDURES: RECRUITMENT, SELECTION AND CONFLICT OF INTEREST

1. PURPOSE

The purpose of this procedure is to identify the recruitment and selection process for employing all staff, including teachers, at the Toronto Catholic District School Board (TCDSB).

2. SCOPE

This procedure applies to all applicants to any position within the TCDSB, including teaching positions as well as recruitment and selection processes conducted by Executive Search firms on the Board's behalf.

A. RECRUITMENT PROCEDURES

1. A potential candidate for a position will not be involved in the recruitment process for that job. This includes acting as the contact person for potential candidates, drafting advertisements or conducting reference checks.
2. Any applicant wishing to work for the TCDSB must submit an application of employment through the established channels. In general, this means through the "Apply to Education" website or in response to a job posting advertised either internally throughout the system or externally in various media.
3. Executive Search firms retained by the Board to conduct recruitment and selection processes on the Board's behalf, for any position within the TCDSB, are subject to this Policy and Operational Procedures.
4. Executive Search firms retained by the Board are required to pay particular attention to aspects of the recruitment and selection process including advertising to attract a diverse pool of candidates, accommodations for the purposes of recruitment, representation on interview panels, diversity of the applicant pool selected for interviews, bias-free assessment processes and conflicts of interests.
5. Applicants from under-represented communities such as the Black community and other communities of colour, Indigenous peoples, women, persons with disabilities as well as other persons protected under the Ontario Human Rights Code, will be encouraged to self-identify at the time of the submission of their applications where applicable.

6. Requests for accommodations for the purpose of recruitment must be made in writing at the time that an application is submitted as per the posting. Supporting documentation, such as a functional limitations assessment produced by an appropriate medical and or professional practitioner, will be requested as appropriate by the Recruitment division of the Human Resources department.
7. All job postings must be authorized by the Executive Superintendent, Human Resources and Employee Relations or his/her delegate.
8. Complete and accurate records of selection decision-making processes will be maintained.
9. Personal information and supporting documents submitted with applications will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act.
10. No persons shall influence the hiring process through unsolicited promotion and/or unauthorized recommendations of candidates.
11. Any person participating in the hiring process must do so in a manner free from bias and conflicts of interest. Any person with a perceived or real conflict of interest must inform the Sr. Manager of Recruitment (or delegate) and remove themselves from the hiring process.
12. Recruitment and selection procedures shall be established for teaching positions in accordance with Human Resources and recruitment industry best practices, collective agreement(s) where applicable, the Accessibility for Ontarians with disabilities Act, the Ontario Human Rights Code, Employment Standards Act and Board policies.
13. The filling of long-term occasional and permanent teaching positions shall be consistent with collective agreement and legislative requirements.

B. SELECTION PROCEDURES

1. Selection will be based on merit, which is determined through an objective assessment of an applicant's qualifications, demonstrated experience and personal suitability for the role including a commitment to creating an inclusive, equitable, accessible and safe work environment, relevant to the requirements for the position. Additional job-related factors that support the creation of the best possible program for students and the ability to hire a diverse staff and teacher workforce that is reflective of the communities TCDSB serves will also be taken into account.

2. Postings or job advertisements will be developed by the Recruitment division in consultation with the relevant administrators and hiring managers.
3. Position profiles or job descriptions will be developed by the Compensation and Benefits division of the Human Resources department in consultation with the Recruitment division and the relevant administrators and hiring managers.
4. Selection criteria and assessment tools will be reviewed and approved by the Sr. Manager of Recruitment or assigned Recruitment staff before recruitment action is taken in order to ensure that they adequately reflect the requirements of the position, attract the widest and most diverse pool of applicants while ensuring consistency with the Board's policies.
5. Applicants will be screened for interviews by the Recruitment division based on the criteria outlined in the posting, in consultation with the hiring manager or administrator. No applicant will be interviewed unless approved and deemed qualified by the Recruitment division.
6. All interviews must be conducted by a panel with a minimum of two members. Where possible, the same interview team must interview all candidates for a given position and the same initial templated-questions must be asked of all candidates. Selection decisions will be based on the panel's overall assessment results as well as reference checks and other appropriate sources of data as appropriate, as determined by the Recruitment division.
7. Whenever possible, the Board will promote demographically diverse interview panels that draw on the different experiences, skill sets, and educational and professional backgrounds of employees at the TCDSB.
8. Where possible, a percentage of qualified applicants selected for interviews, as determined by the Recruitment division in consultation with the hiring manager or administrator, must be from the Black community and other under-represented communities including visible minorities, Indigenous peoples and persons with disabilities and women as well as other persons protected under the Ontario Human Rights Code where applicable.
9. Applicants will be asked similar core questions in the interview based on the requirements for the position. Supplementary or follow-up questions may be asked to clarify issues or to obtain further information deemed by the selection committee to be relevant to identifying the best applicant.

10. No persons related by blood or marriage or where the appearance of a conflict of interest exists may be placed in a position of interviewing one-another. Individuals who find themselves in this situation must declare a conflict and remove themselves from the interview and or selection process. In addition, no person shall be in a position that requires them to interview, assess or hire a relative (by blood or marriage) for any position including one within the scope of their responsibility where the position in question involves a direct reporting relationship (between the individual and the candidate/relative).
11. All teaching staff shall be practising Catholics unless otherwise approved by the TCDSB or specifically exempted by legislation.
12. Before being considered for employment, each applicant for a teaching position is to be recommended by a priest with pastoral responsibility through a favourable report in a form and content prescribed by the Board on the applicant's commitment to the Catholic faith.

C. ASSIGNMENT & OFFERS OF EMPLOYMENT

1. All offers of employment shall be subject to the applicant providing the Board with:
 - i. a satisfactory criminal reference check with vulnerable sector screening;
 - ii. a negative tuberculosis test and
 - iii. a satisfactory reference check conducted by the Recruitment division.
2. To avoid conflicts of interests, supervisors must avoid having under their immediate supervision (i.e., within the same department or school), members of their immediate family or other relatives.

D. POST SELECTION FEEDBACK TO APPLICANTS

1. Applicants who were interviewed will be advised in writing of the outcome of their application by the Human Resources department.
2. The Sr. Manager of Recruitment will coordinate the request for an interview debrief from an internal unsuccessful candidate made no later than 3 weeks after the date that the interview results were communicated to the applicant.
3. An interview debrief will not be provided in writing, however, unsuccessful candidates can take notes as required.

E. EVALUATION AND METRICS

1. The Human Resources department will conduct an annual employment system review to identify and eliminate barriers to recruiting, promoting and retaining a diverse and inclusive workforce.
2. The Human Resources department will develop proactive recruitment and talent acquisition programs to address the barriers and gaps in employment and promotion.
3. The Human Resources department will rely on workforce data to develop proactive and inclusive programs to address barriers to a diverse and inclusive workforce.

F. CONFLICT OF INTEREST

Preamble

The TCDSB intends to facilitate the ability of its staff to maintain the highest business and ethical standards, and to facilitate the protection of the integrity of employees in the course of their hiring responsibilities to the Board. All conflicts will be recognized and either avoided or resolved expeditiously through appropriate disclosure and management. The fundamental principle underlying this approach is that employees must not permit relationships with others or external business activities to conflict, or appear to conflict, with the interests of the TCDSB.

1. In the context of this policy, the following circumstances may give rise to conflicts of interest:
 - i. participating in, or influencing the outcome of the appointment, hiring, promotion, supervision, or evaluation of a person with whom the employee has, or has had, a relationship;
 - ii. acceptance by an employee of a gift from any of the following persons or entities if a reasonable person might conclude that the gift could influence the employee when performing hiring duties with the Board:
 - a. a person, group, or entity that has dealings with the Board;
 - b. a person, group, or entity to whom the employee provides services in the course of his or her duties to the Board;
 - c. a person, group, or entity that seeks to do business with the Board.

An employee who is offered a gift in the circumstances described in ii) above will immediately notify the Sr. Manager of Recruitment in writing.

2. All employees involved in the hiring of teachers have an obligation to disclose to the Sr. Manager of Recruitment (who represents of the Executive Superintendent of Human Resources and Employee Relations and the Director of Education) any conflict of

interest. The employee must disclose in writing as soon as she/he could reasonably be aware that a conflict of interest exists. The existence of a conflict of interest does not necessarily preclude involvement in the issue which has given rise to the conflict, otherwise known as the “Matter”.

3. The employee must declare, in writing, the nature and extent of the conflict of interest no later than any meeting or process in which the employee participates and at which the Matter is to be considered. The employee must refrain from taking part in any discussion or decision-making in relation to the Matter and withdraw from any meeting or process when the Matter is being discussed until a decision has been reached regarding the manner in which the conflict of interest will be addressed.
4. A conflict of interest involving an employee may also be reported to the Sr. Manager of Recruitment by any other person. A report to the Sr. Manager of Recruitment about the existence of a potential, apparent or actual conflict of interest shall be made in writing.
5. The following procedures will be used to manage conflicts of interest:
 - i. If the Sr. Manager of Recruitment to whom the disclosure is made also has a conflict of interest, the disclosure should be made in writing to the person at the next highest level of authority (i.e. the Sr. Coordinator of Academic Services).
 - ii. The Sr. Manager of Recruitment will investigate to determine if a conflict of interest exists. Where appropriate, the Sr. Manager of Recruitment may consult with the employee and/or others.
 - iii. If the Sr. Manager of Recruitment determines there is a conflict of interest, the Matter should be resolved as per #6 below, and shall document, in writing, any remedies that have been applied.
6. The following options are available for resolving conflicts of interest:
 - i. If the Matter pertains to #1 (i), and where the employee may be knowledgeable and have information central to the discussion, the employee with a conflict or appearance of conflict may be permitted by the Sr. Manager of Recruitment (or the Sr. Coordinator of Academic Services), to be involved in the Matter without participating in the final decision or be entirely excluded from the process.
 - ii. If an employee fails to disclose a conflict as per #2 above, a range of remedies can be applied, up to and including the termination of employment.
7. Adherence to these procedures, in letter and in spirit, is crucial to the relationships of trust that exist between the Board, its employees, and the public. Contraventions of the policy and operational procedures, whether arising from dishonesty or inattention, undermine these relationships and may lead to disciplinary action. For employees, disciplinary sanctions for breach of this policy may take a range of forms appropriate to the nature of the contravention and could include dismissal from employment.



POLICY SECTION: HUMAN RESOURCES

SUB-SECTION: MISCELLANEOUS

POLICY NAME: FAIR PRACTICE IN HIRING AND PROMOTION

POLICY NO: H.M. 40

Date Approved: September 26, 2013- Board	Date of Review: October, 2023	Dates of Amendment: October 18, 2018
<p>Cross Reference: Ontario Human Rights Code, 24 (1) (a) <i>Education Act</i>, Ontario Regulation 274/12, Hiring Practices PPM 119 Developing and Implementing Equity and Inclusive Education Policies in Ontario Schools <i>Municipal Conflict of Interest Act</i> TCDSB By-law # 175 Employment Equity Policy H.M.11 Catholic Equity and Inclusive Education Policy H.M. 24 Catholicity and School Support Policy H.M.08 Qualifications - Catholicity Policy H.T.01</p> <p>APPENDIX A: Operational Procedures—Staff Recruitment & Selection</p>		

Purpose:

This Policy affirms the Board's commitment to providing fair, equitable and transparent hiring processes at the Toronto Catholic District School Board consistent with its denominational rights and in accordance with the Ontario Human Rights Code. Offers of employment and promotion will be based on the merit of the applicant, free from the practices of nepotism and cronyism.



POLICY SECTION: HUMAN RESOURCES

SUB-SECTION: MISCELLANEOUS

POLICY NAME: FAIR PRACTICE IN HIRING AND PROMOTION

POLICY NO: H.M. 40

Scope and Responsibility:

The policy extends to the hiring process for all applicants to any position of employment at the TCDSB, and for employees seeking promotion. The Director of Education and the Superintendent of Human Resources are responsible for this policy.

Alignment with MYSP:

Inspiring and Motivating Employees

Strengthening Public Confidence

Policy:

The TCDSB is committed to hiring and promoting the best, most qualified individuals supportive of its Multi Year Strategic Plan, subject to its denominational rights and in accordance with the Ontario Human Rights Code. The application, interview, hiring and promotion of individuals at TCDSB will be based on ability and qualifications and will be conducted in a fair and transparent manner, free from discrimination, nepotism and cronyism.

Regulations:

1. Recruitment practices and application processes used at TCDSB will be open and transparent, free from nepotism and cronyism, ensuring no partiality or preferential treatment as a result of personal relationships.



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2. Any applicant for employment or promotion at TCDSB will not be advantaged as a result of a relationship with an immediate family member or relative employed at TCDSB.
3. Operationally, TCDSB (through the Human Resources department) will adopt processes and procedures, including for job postings, the review of applications for employment and the interviewing and selection of candidates, that are consistent with industry standards, free from bias and conflicts of interest and allow for equal opportunity for all applicants. (*hyperlink to Appendix A*).
4. Any TCDSB employee, consultant or trustee charged with the responsibilities for recruiting and selecting staff, including interviewing, hiring, placement or promotion of applicants, must discharge these responsibilities in a fair and bias-free manner and take steps, including excluding themselves from the decision-making process if applicable, to ensure that they are free from any real or perceived conflicts of interest prior to fulfilling their duties.
5. A Trustee or a TCDSB employee in a position of leadership will not influence the hiring or promotion process through unsolicited promotion and recommendations of candidates.
6. Placement of employees through the transfer process shall be fair, transparent and respectful of collective agreements and/or terms and conditions of employment contracts.
7. Internal applicants unsuccessful in their attempt to gain employment or promotion at TCDSB will be afforded the opportunity to request feedback from the Sr. Manager of Recruitment no later than 3 weeks after the date



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from which they received notification of the assessment/interview results. If the unsuccessful candidate is not satisfied with the response or the recruitment process, he or she can contact the Senior Coordinator of Academic Services, Human Resources to discuss the matter further.

Definitions:

Conflict of Interest

This is a situation in which the impartial exercise of the duty of an individual acting for an organization is compromised by that person's self-interest and position, often undermining the public trust. In the context of this policy, a conflict of interest occurs when family members have direct reporting relationships or staff members and or trustees have personal relationships that influence hiring and promotion decisions.

Bias

In this context, this is defined as prejudice, unrelated to the requirements of the position in question, in favour or against a person or a group compared to another, that typically results in hiring and promotion decisions considered to be unfair.

Cronyism

The act of showing partiality to friends or close colleagues, especially in the application, hiring, placement and promotion stages of employment, without regard to qualifications or ability. In the context of this policy, cronyism can occur when an individual within the organization influences the decision to hire or promote a friend or colleague.

Immediate Family

Members consist of a person's spouse, child(ren), step child(ren) or parent of an employee.



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Nepotism

The act of showing favouritism or providing preferential treatment to a family member or close relatives, especially in the application, hiring and placement stages of employment. In the context of this policy, nepotism can occur when an individual within the organization influences the decision to hire or promote a close family member, or supervises that subordinate family member.

Relative

Members consist of siblings, step-children, nieces, nephews, grandparents, cousins and in-laws.

Evaluation and Metrics:

The Director of Education will monitor and review hiring and promotion procedures.



REPORT TO

GOVERNANCE AND POLICY
COMMITTEE

UPDATE TO EXTERNAL RESEARCH CONDUCTED IN
THE TCDSB - POLICY S.19

"An intelligent heart acquires knowledge, and the ear of the wise seeks knowledge." Proverbs 18:15
(NRSVCE)

Created, Draft	First Tabling	Review
April 16, 2021	May 4, 2021	Click here to enter a date.

M. Vanayan, Senior Coordinator, Educational Research

L. DiMarco, Superintendent of Curriculum Leadership & Innovation; Academic ICT

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.



Brendan Browne, PhD
Director of Education

D. Koenig
Associate Director
of Academic Affairs

D. Boyce
Associate Director
Facilities, Business and
Community Development

A. EXECUTIVE SUMMARY

This report recommends revisions to External Research Conducted in the TCDSB Policy S.19.

The cumulative staff time dedicated to developing this report was 10 hours.

B. PURPOSE

The update of the TCDSB Policy S.19 External Research Conducted in the TCDSB is on the Order Paper of the Governance and Policy Committee of May 4, 2021.

C. BACKGROUND

1. TCDSB Policy S.19 Research Conducted in the TCDSB, 1988, was revised and approved on May 30, 2013. It was renamed “*External Research Conducted in the TCDSB*” as it addresses requests by external institutions, organizations and individuals.
2. As per TCDSB Policy S.19, each year, there is an annual report to Board outlining the studies that were approved during the previous year. In February 2016, there was a board motion to include a summary of previous external research findings, where available. Policy S.19 was revised and approved on May 13, 2016.

D. EVIDENCE/RESEARCH/ANALYSIS

1. TCDSB Policy S.19 External Research Conducted in the TCDSB was reviewed and updated without substantive changes (Appendix A).
2. Any external institution, organization or individual who wants to conduct research activities in the TCDSB must submit an application to the Board for approval. The Application and Guidelines document is updated each year and the current version has been included for reference (Appendix B).

E. METRICS AND ACCOUNTABILITY

1. An annual information report on approved external research shall be presented to the Board.
2. The annual report shall include a summary of previous external research findings, where available.

F. STAFF RECOMMENDATION

Staff recommends that the Board of Trustees approve Policy S.19 External Research Conducted in the TCDSB (Appendix A) and the accompanying External Application and Guidelines (Appendix B).



POLICY SECTION: SCHOOLS

SUB-SECTION:

POLICY NAME: **EXTERNAL RESEARCH CONDUCTED IN THE TCDSB**

POLICY NO: S.19

Date Approved:

August 25, 1988

Date of Next Review:~~May 2021~~ **May 2026****Dates of Amendments:**

May 30, 2013-Board

May 19, 2016-Board

May 4, 2021**Cross References:**

O. Reg. 521/01 Collection of Personal Information Education Act, 170(1)(7)

PPM No. 149 - Protocol for Partnerships with External Agencies for Provision of Services by Regulated Health Professionals, Regulated Social Service Professionals, and Paraprofessionals

S.P. - 13 Student And Program Assessment

S.16 Access to Pupil Information

~~S.15 Access To Pupils~~Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (2010) **TCPS2 (2018)** - Canadian Institutes of Health Research, Natural Sciences and Engineering Research Council of Canada, Social Sciences and Humanities Research Council of Canada**Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)****Appendix A:** External Research Application, Requests to Conduct Research in the Toronto Catholic District School Board**Purpose:**

The purpose of this Policy is to ensure that all **external** research conducted within the Board is guided by professional standards of research.

Scope and Responsibility:

This Policy extends to all external institutions, organizations or individuals seeking to conduct research in the Toronto Catholic District School Board (TCDSB) for educational purposes. The Director of Education is responsible for this Policy.



POLICY SECTION: SCHOOLS

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Alignment with MYSP:

Strengthening Public Confidence

Fostering Student Achievement and Well-Being

Financial Impact:

Generally, there is no significant financial impact on the TCDSB. Any expenditure related to approved research projects will be incurred by the external researchers.

Legal Impact:

Generally, there is no significant liability with selectively permitting external research at TCDSB. All requests for research by external institutions, organizations or individuals are subject to a rigorous application and review process. Researchers are responsible for compliance with all applicable legal and other requirements.

Policy:

The Toronto Catholic District School Board will cooperate with organizations and individuals in the pursuit of external research deemed to be of benefit to the students, staff, and community subject to the research review process.

Regulations:

1. All research conducted shall be aligned with the Toronto Catholic District School Board's Multi-Year Strategic Plan (MYSP) and the Board Learning and Improvement Plan (BLIP).
2. All external research requests shall be made in writing to the Director of Education, providing details of the proposal as outlined in the TCDSB External Research Application.



POLICY SECTION: SCHOOLS

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POLICY NAME: **EXTERNAL RESEARCH CONDUCTED IN THE TCDSB**

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3. The Research Review Committee will assess all external requests to conduct research at TCDSB and make recommendations to the Director.
4. Insofar as external research projects are approved by the Board, the principal is not obliged to accept the project in his or her school. **Participation in research by staff, students, parents, or a school is voluntary and requires obtaining active informed written consent.**
5. All research projects shall be conducted in accordance with the procedures as outlined and approved in the research request **and all personal information shall be administered in accordance with the Municipal Freedom of Information and Protection of Privacy Act and its Regulations.**
6. Consistent with the Education Act, those researchers who will have direct contact with students are required to complete a Police Reference Check **(Vulnerable Sector Screening) that is satisfactory to the Board** prior to commencing research. **The check must be executed within the preceding six months of the start of the research project and any related costs will be the sole responsibility of the research applicant.**
7. **All research approved should be consistent with the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (2018) and align with Board priorities. Approval of a research project by the Board does not mean the Board endorses the study. It means that the research methods for the study have been approved and external research applicants can proceed with recruiting research participants.**
7. **8.** All research shall be conducted in a manner which ensures confidentiality and anonymity of individuals and schools. The Toronto Catholic District



POLICY SECTION: SCHOOLS

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School Board, as an entity, must be assured of confidentiality and anonymity unless otherwise approved.

8. 9. Researchers will provide parents/guardians with information about an approved research project prior to the research being conducted according to approved informed consent procedures. Participation in an individual research project is voluntary.

9. 10. The approval of any request is given with the understanding that a copy of the findings **including interim and final reports and** ~~or~~ published results of the research **would** be provided to the Toronto Catholic District School Board.

Definitions:

Anonymity

All information gathered does not contain identifying information.

Confidentiality

As per professional research standards of practice, it is the responsibility of the researcher(s) to ensure that all information gathered is secured and remains undisclosed.

Informed Consent

Prospective participants are informed about the details of the research and voluntarily express agreement to become a participant in the project.

Research Review Committee

The TCDSB Research Review Committee is comprised of TCDSB staff that review and consult on external research applications that are consistent with standard



POLICY SECTION: SCHOOLS

SUB-SECTION:

**POLICY NAME: EXTERNAL RESEARCH CONDUCTED
IN THE TCDSB**

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research practices, board priorities and with consideration for demands on the system.

Evaluation and Metrics:

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

An annual report on approved external research projects shall be presented for the information of the Board. This will include a summary of findings from completed projects.

External Research Application and Guidelines Toronto Catholic District School Board 2020-2021: Revised January 2021

Application Process

Any external institution, organization or individual who wants to conduct research activities in the Toronto Catholic District School Board (TCDSB) must submit an application to the Board for approval. This includes people or agencies that plan to recruit research participants from schools and conduct the research off TCDSB premises. Send one copy of all documentation, as described below, to the attention of: Dr. Brendan Browne (Director of Education), at the Catholic Education Centre, 80 Sheppard Ave. E., North York, ON, M2N 6E8. **For legal reasons, please submit a paper copy of all documentation with your original signature** (see Appendix A). **Due to COVID-19 closures, please also submit an electronic copy directly to: research.review@tcdsb.org.**

The Director will inform applicants of the decision of the TCDSB Research Review Committee by mail. Applicants who receive approval at the Board level must then contact the Principal(s) of the school(s) in which they want to conduct research. *Principals have the prerogative to decide whether or not a research project will be conducted in their school. Approval of research projects by the Board, while mandatory, does not oblige the principal to accept the project in his or her school. Participation is voluntary; staff, students and parents will decide if they wish to participate.* Applicants must present the Director's approval letter and a one-page summary describing the project to the principal prior to obtaining school approval.

Police Reference Check

Consistent with the Education Act, many researchers will be required to complete a Police Reference Check (*Vulnerable Sector Screening*) prior to commencing their research. This includes all those who will be in direct contact with students.

University/Agency Ethics Approval

All those seeking to conduct research at the Toronto Catholic District School Board are required to submit a copy of the approval letter from their institutional Research Ethics Board (REB).

Applications from University/College Students

Usually, student applications are accepted only for Master's and Doctoral theses that have been approved by their supervising faculty in addition to the approval from the university ethics board. Students conducting other research, including undergraduates engaged in theses or independent research projects, may ask their supervising professor to submit the application on their behalf if the proposed project is part of the professor's ongoing research program. All such projects are to involve current, original research and must be signed by their academic advisor or supervising faculty; this signature constitutes acceptance of responsibility for the conduct of the research.

Modification of Approved Research/Extension of Time to Complete Research Projects

Multi-year projects require completion of a renewal form, as any permission to conduct research applies only for one school year. Any modification to the approved research requires permission from the Board, and may require a separate application. Inquiries regarding the above should be submitted to the Research Review Committee: research.review@tcdsb.org.

Study Completion

Upon completion of your research project within TCDSB, it is an expectation that you submit a summary of your findings including any Interim Reports, Final Reports and published results to the Research Review Committee at the TCDSB, attached to the signed *Study Completion Form* (see Appendix B).

Assistance from TCDSB Staff

Board staff does not provide assistance in packaging and distributing materials, technical, administrative, translation or financial assistance for external research projects. No financial costs shall be incurred by the Board for external research projects.

Translation

Many of our students come from homes where English is not spoken. As such, information sheets, letters to parents/guardians and consent forms should be made available in the language spoken in the child's home (where applicable). This is the responsibility of the researcher.

Timelines

Deadlines for applications are:

- **September 8, 2020**
- **November 9, 2020**
- **January 11, 2021**
- *May 10, 2021 is the first deadline for the 2021-2022 school year.*

The applications go through a rigorous review process and may take up to four months. A status update regarding your file will be communicated to you through the Research Review Committee.

External research activities should not be conducted in the schools **before October 15th** or **after May 15th** (May 1 in elementary schools, because of internal demands in schools).

Acceptance Criteria

Proposals are evaluated on the basis of the following criteria:

- Scholarship (literature review, rationale, references)
- Educational merit (relevance to education): priority is given to projects that address current Board priorities, aligning with the Multi-Year Strategic Plan (MYSP) and Board Learning and Improvement Plan (BLIP). Research undertaken for political or commercial purposes will not be accepted; certain exceptions may apply (e.g., to develop norms for standardized instruments).
- Research design (e.g., methodology, procedures related to sampling, confidentiality, anonymity, data collection, instruments, data analysis)
- Demands from schools (minimal disruption to classroom activities; minimal demands on student/staff time and school facilities)
- Dissemination plan

Note: In some cases, external research requests will not be accepted because of ongoing research activities or Board and/or Ministry initiatives.

For inquiries please contact: research.review@tcdsb.org

External Research Application Checklist

The Research Review Committee requires the following documents to support the review process. Please ensure that your application contains all of the following materials (**one paper copy** and an **electronic** copy are required):

- ☐ A completed **Research Application** (attached)

- ☐ **One-page summary**
A one-page summary of the proposed research including the following components: title, rationale and relevance to education, logistical details (e.g., sample size, grades, number of schools, teacher participation, parent participation, time requirements, location, etc.), description of procedures, instruments to be used, and proposed method of data analysis.

- ☐ **Research Proposal**
This should normally not exceed 5 pages (*applicants may substitute a proposal submitted to an external funding agency, or a summary of a thesis proposal*). The proposal should include the following sections:
 - (a) statement of objectives and theoretical framework
 - (b) design and methodology (including hypotheses, participants, data collection procedures)
 - (c) proposed data analysis procedures
 - (d) educational relevance of the project
 - (e) literature review/reference list

- ☐ **Research Instruments**
Copies of all final versions of instruments, non-standard tests, protocols, surveys, consent forms, recruitment/information letters, focus group script, interview questions, etc.

- ☐ **Information letters and consent forms**
Please ensure that information letters and consent forms:
 - are included for all participants (students, teachers, parents, etc.)
 - include a brief description of the proposed research project
 - address the following: anonymity, confidentiality, voluntary participation and withdrawal without penalty, sensitive items and duty to report
 - are printed on institutional letterhead

Note: For students under 18 years of age, the information letter and consent form should be directed to the parents/guardians. Child assent will be required (please include script).

- ☐ **Ethics Approval**
A copy of the approval of the approval letter from your institutional Research Ethics Board (REB)

- ☐ **Police Reference Check**
A copy of the police reference check (*Vulnerable Sector Screening*) must be submitted for those who will have direct contact with students

- ☐ **Signed Agreements** (Appendix A)
All appropriate signatures as indicated in the application form

Send your paper submission c/o:
 Dr. Brendan Browne, Director of Education
 Toronto Catholic District School Board
 80 Sheppard Ave. E.,
 Toronto, ON M2N 6E8

Your electronic submission must ONLY be sent to: research.review@tcdsb.org

**External Research Application
Toronto Catholic District School Board
2020-2021**

Applicant Information

Name of Primary Investigator(s):	
Institution/Agency:	
Mailing Address:	
E-Mail address:	Fax:
Home Telephone:	Business Telephone:

Name(s) of Collaborative Investigators: _____

Date of Application: _____

Project Description and Timeline

1. Title of the proposed research

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2. Timelines

	Month / Year
When do you expect to start collecting data in the schools?	
When do you expect to finish your data collection?	
When will you submit a report to the TCDSB Research Review Committee?	
If you propose to collect data on multiple occasions, please describe and indicate dates.	

3. Are you applying to other school boards? ☐ Yes ☐ No

Please specify: _____

Nature of Research

4. Check all that apply:

Doctoral thesis		Master's thesis		Institutionally funded project	
Contractual project		Externally funded project		Ministry transfer grant project	
TCDSB staff		Other			

5. Do you have permission to conduct research from your university/institution, including an ethical review?

- ☐ Yes (please attach)
☐ In progress (please provide details, including expected date of approval/amendment)
☐ Not applicable/available for my organization (explain)

6. Do you have sufficient funds to conduct the study (if required)? If yes, indicate the funding agency.

Research Objectives

7. Purpose: provide a brief (2-3 sentence) description, including your research questions and hypotheses.
8. Describe the direct benefit to students and/or staff or school board (e.g., through presentation, materials, professional development, feedback etc.)

Data Collection

9. Participants

- a. How many students will directly participate? List by grade. Indicate the amount of time required, and whether the students participate individually or as a group.

Number of Students	Grade	Time required	Individual / group

- b. If your research involves direct contact with students on TCDSB premises, will a TCDSB staff member be present in the room when you collect your research data? Please describe.

- c. How many teachers will directly participate? List by grade. Indicate the amount of time required.

Number of teachers	Grade	Time required	Individual / group

- d. How many other school personnel will directly participate? Indicate the amount of time required.

Number of staff	Grade	Time required	Individual / group

- e. How many schools will you need to conduct your study?
Elementary _____ **Secondary** _____

Indicate names of preferred schools or criteria for school selection.

8. Requirements from the school system

School facilities required:
School personnel assistance required:
Information required from school or board records:

Method of Investigation

9. Data collection instruments. Please list the questionnaires and other instruments to be used and attach **final** copies of **all** non-standard measures to this application. This includes any focus group questions and other scripts used in your data collection. If your proposal includes multiple assessments, please complete a summary chart with administration details: e.g., name of measure, subtests (if relevant), participants, purpose, time required, links to tests if on-line survey, etc.
10. Consent letters/assent. Please attach final copies of **all** consent letters and assent script/forms to this application.
11. List the security procedures in place for the protection of participant privacy and data storage.
12. Briefly describe the data analysis procedures you will use for your research.
13. Describe the procedures for informing schools and parents and for providing feedback.
- a. Informing the principal.
 - b. Method of obtaining informed parental consent. (see above regarding copies of letters).
 - c. Provisions for preparing and debriefing participants.
 - d. Plans for dissemination of results.

Appendix A – Signed Agreements

Researcher

I have read the Toronto Catholic District School Board Policy S.19, *Research Conducted in the TCDSB* <https://www.tcdsb.org/Board/Policies/Documents/S.19.pdf> and the accompanying *External Research Application* about conducting research in the Board and agree to follow its requirements if my application is accepted.

Note: the final decision to participate in any external research project always rests with the individual (e.g., principal, teachers, other staff, students, parents, etc.)

Name (please print or type): _____

Signature: _____

Date: _____

Professor/Sponsor/Affiliated Organization

This is to certify that the above described research proposal has been reviewed by myself/my organization and has been vetted for its academic soundness. Consideration has also been given to **ethical, legal and moral** questions arising from the proposal.

Name of Sponsoring Professor (please print or type) _____

Position (e.g., sponsoring professor/chair, director of organization) _____

Signature: _____

Date: _____

Appendix B - Study Completion Form
TCDSB External Research

Identifying Information

Name of Primary Investigator:	
Institution/Agency:	
Mailing Address:	
E-Mail Address:	Fax:
Telephone(s):	

Title of the research project

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How many research participants were involved in the study?

- | | | |
|----|----------------|--|
| a. | Students | |
| b. | Teachers/staff | |
| c. | Parents | |
| d. | Other | |

Study start date: _____

Study completion date: _____

Approval date: _____

My signature certifies that my research at TCDSB is complete. Proper safeguards to ensure anonymity and confidentiality of participants, schools and school board will be maintained.

Attached is a copy of my research findings.

Name of principal investigator: _____

Signature: _____

Date: _____

GOVERNANCE AND POLICY COMMITTEE

PENDING LIST TO MAY 4, 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 (Update to Chaplaincy Program Policy)	Superintendent Fernandes
2	June-2017 GAP	TBC	Governance and Policy	Staff to bring back after the Ministry of Education's Transportation report is considered (Update to Transportation Policies S.T.01, 03, 04 and 05)	Superintendent Fernandes
3	Mar-2018 Regular Board	TBC	Governance and Policy	That the matter be referred to the Governance and Policy Committee (Photographing and Filming of Individuals at Board and Committee Meetings)	Superintendent Fernandes
4	May-2018 Governance and Policy	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 (Update to School Events Communications and Invitee Protocols Policy (S.02).)	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 (Ministry Memo 2018: B10 – Final Pupil Accommodation Review Guidelines and Updated on Integrated Planning and Supports for Urban Education)	
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 (SEAC Minutes, 2018-09-19, Item 9g) Ontario Human Rights Commission (OHRC) Policy Document Article on Special Education Inclusion)</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>	

#	Date Requested & Committee/Board	Report Due Date	Destination of Report Committee/Board	Subject	Delegated To
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 (Accountability Framework for Special Education 2018-19)	
	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 (2020-21 Budget Estimates Overall and Instructional)	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 (Revision of Toronto Catholic District School Board (TCDSB) By-Law #175 to Include the Authority of the Integrity Commissioner in the Governance Model)	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

#	Date Requested & Committee/Board	Report Due Date	Destination of Report Committee/Board	Subject	Delegated To
				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 (Proposal: Add/Change Electronic Participation)	
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 (Playground Reserve Update)	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. (Rental of Surplus School Space Policy B.R.01 Annual Policy Metric)	Superintendent Fernandes

Governance and Policy Committee 2021 Policy Priority Schedule

GAP Date	Policy	Policy #	Key Contact (s)
January 11	Trustees Code of Conduct	T.04	P. Matthews/Jeff Abrams
February 2	Suspensions and Expulsions	S.S.01	M. Caccamo
	Delegation Registration Form	T.14	C. Onyia
	Signing Officers(Rescindment)	F.M.02	P. De Cock
	Trustee Code of Conduct	T.04	P. Matthews/Jeff Abrams
March 2	Acceleration and Retention of Students (NEW)	S.P.03	M. Meehan
	Delegation and Public Participation Policy	T.14	C. Onyia/P.Matthews
	Permits	B.R.05	M. Loberto
April 6	Plaques for New Schools	B.P.02	D. Friesen
	Delegation and Public Participation Policy	T.14	P. Matthews
	Vandalism (RESCIND)	B.M.01	M. Farrell
	Trustee Pregnancy and Parental Leave of Absence (NEW)	T.21	P. Matthews
May 4	Signage - New Sites and Building Projects	B.P.03	D. Friesen
	Fair Practice in Hiring and Promotion	H.M.40	M. Moffett/A. Della Mora
	Research Conducted in the TCDSB	S.19	M. Vanayan/L.DiMarco

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