

GOVERNANCE AND POLICY COMMITTEE REGULAR MEETING Public Session

AGENDA
June 1, 2021

Markus de Domenico, Chair
Trustee Ward 2

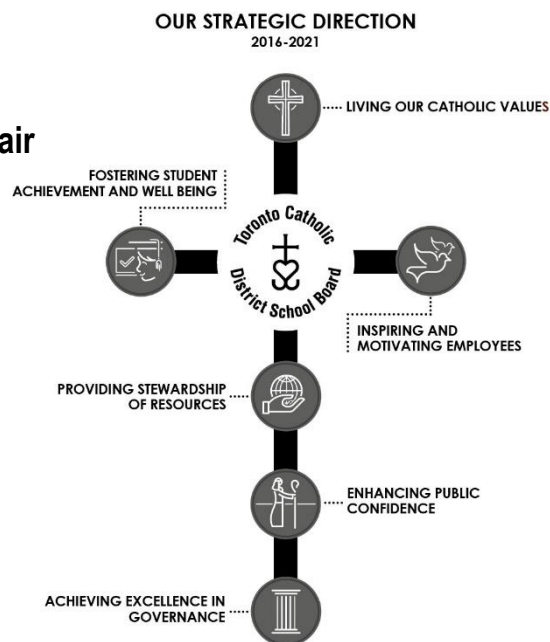
Nancy Crawford
Ex-Officio

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, June 1, 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 May 4, 2021
8. Delegations
9. Presentation
10. Notices of Motion
11. Consent and Review

1 - 7

12. Unfinished Business	
13. Matters referred or deferred	
14. Staff Reports	
14.a. Trustee Pregnancy and Parental Leave of Absence Policy (T.21) (New)	8 - 14
14.b. Selection of Learning Materials Policy (S.M.06)	15 - 23
14.c. Policy on Facilities Management (B.B.01)	24 - 32
14.d. Revision of the Delegation and Public Participation Policy (T.14)	33 - 35
15. Listing of Communications	
16. Inquiries and Miscellaneous	
17. Updating of Pending List	
17.a. Monthly Pending List	36 - 41
17.b. Annual Policy Priority Schedule	42 - 43
18. Adjournment	

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

HELD TUESDAY, MAY 4, 2021

PRESENT:

Trustees:

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

Staff:

A. Della Mora
C. Fernandes
D. Friesen
P. Matthews
M. Moffett (For Item 14b)
C. Onyia
M. Vanayan (For Item 14c)

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 Li Preti, that the Agenda 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 Li Preti, that the Minutes of the Meeting held April 6, 2021 be approved.

The Motion was declared

CARRIED

Trustee Lubinski joined the meeting at 7:19 p.m.

14. Staff Reports

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

- 14a) Rescindment of B.P.03 Policy on Signage – New Sites And Building Projects** that the Governance and Policy Committee recommend to Board that Policy B.P.03 on Signage – New Sites and Building Projects be rescinded.

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 Li Preti, that Item 14b) be adopted as follows:

- 14b) Fair Practice in Hiring and Promotion H.M.40** that the Governance and Policy Committee recommend to Board that the revised Fair Practice in Hiring and Promotion H.M.40 provided in Appendix A of the Report, and the accompanying Operation Procedures provided in Appendix B of the Report, be adopted.

MOVED in AMENDMENT by Trustee Crawford, seconded by Trustee Di Pasquale, that *Catholic* be inserted before *work environment*, Page 21 of 61, or 3 of 8, of Appendix A, Recruitment, Regulation A (1).

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

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

- 14c) Update To External Research Conducted in the Toronto Catholic District School Board (TCDSB) - Policy S.19** that the Governance and

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

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 Di Pasquale, seconded by Trustee Crawford, that the meeting be adjourned.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
de Domenico
Di Pasquale
Li Preti
Lubinski

The Motion was declared

CARRIED

SECRETARY

CHAIR



REPORT TO

GOVERNANCE AND POLICY COMMITTEE

TRUSTEE PREGNANCY AND PARENTAL LEAVE POLICY T.21 (NEW)

Bible Verse

Created, Draft	First Tabling	Review
March 30, 2021	April 6, 2021	

P. Matthews, General Counsel

C. Fernandes, Superintendent of Education, Area 4 and Policy Development

RECOMMENDATION REPORT

Vision:

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Mission:

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Brendan Browne PhD.
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 implementation of the new policy on Trustee Pregnancy and Parental Leave of Absence Policy T.21 to address leave of absence due to pregnancy and/or adoption.

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

B. PURPOSE

This Recommendation Report is on the Order Paper of the Governance and Policy Committee to address leaves of absence by trustees for the reason of pregnancy or adoption of child.

C. BACKGROUND

1. The Education Act mandates that every district school board shall adopt and maintain policies with respect to pregnancy leaves and parental leaves of Trustees of Board.
2. The legislative right of a Trustee to take a pregnancy or parental leave originates in the Education Act and does not require the approval by the Board of Trustees.
3. This policy would permit a trustee to take a leave of absence from their duties for 8 consecutive weeks. This period time is in alignment with TCDSB staffing groups.
4. The trustee seeking a leave of absence must provide the necessary notification.

D. EVIDENCE/RESEARCH/ANALYSIS

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

E. METRICS AND ACCOUNTABILITY

1. Recommendations in this report will be monitored by policy development staff

2. Further reports will be brought to Board in accordance with the policy review schedule.

F. IMPLEMENTATION

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

G. STAFF RECOMMENDATION

Staff recommends that the Policy on Trustee Pregnancy and Parental Leave of Absence T.21 provided in Report Appendix A, be adopted.



POLICY SECTION: TRUSTEES
SUB-SECTION:
POLICY NAME: TRUSTEE PREGNANCY AND PARENTAL LEAVE OF ABSENCE
POLICY NO: T. 21

Date Approved: April 2021	Date of Next Review: April 2026	Dates of Amendments:
Cross References: Education Act Section 170 (1) 17.3 T.05 Trustee Honourarium T.17 Trustee Services and Expenditures TCDSB By-law 175		
Appendix:		

Purpose:

The Education Act of Ontario mandates that every district school board shall adopt and maintain policies with respect to pregnancy leaves and parental leaves of Trustees of the Board. The Toronto Catholic District School Board (TCDSB) recognizes the importance of embedding these rights in a policy so that the rights of Trustees of the Board can continue throughout any pregnancy or parental leave.

Scope and Responsibility

This policy applies to all Trustees of the Toronto Catholic District School Board. The Chair of the Board is responsible for bringing relevant information to the Board of Trustees. Human Resource Services will process the requests and facilitate the leaves.

Alignment with MYSP:

Living Our Catholic Values
Ensuring Public Confidence



POLICY SECTION: TRUSTEES
SUB-SECTION:
POLICY NAME: TRUSTEE PREGNANCY AND PARENTAL LEAVE OF ABSENCE
POLICY NO: T. 21

Policy:

TCDSB Trustees are eligible to take a leave of absence from their duties for eight (8) consecutive weeks or less resulting from the Trustee becoming pregnant, the birth of a Trustee's child, or the adoption of a child by a Trustee. The legislative right of a Trustee to take a pregnancy or parental leave originates in the Education Act and does not require the approval by the Board of Trustees. Trustees maintain control over the extent to which they remain involved in their Board duties.

Regulations:

1. A Trustee will inform the Chair of the Board and the Director of Education of the intention to commence a pregnancy or parental leave in a timely manner. The leave may commence up to eight (8) weeks before a Trustee's expected date of delivery, or before the date when a child has come into the care, custody, or control of a parent.
2. Trustees on a pregnancy or parental leave are not required to vacate their position. Further, Trustees are exempt from TCDSB By-law 175 Section 4.2.1, mandating attendance at meetings of the Board.
3. Included in the Trustee's notification are:
 - i. applicable Human Resource Department documentation;
 - ii. anticipated start date and end date of the leave;
 - iii. intention to participate in board-related meetings;
 - iv. any other information related to specific duties of the Trustee.
4. The pregnancy or parental leave notification will be officially submitted to the Board for receipt.



POLICY SECTION: TRUSTEES

SUB-SECTION:

**POLICY NAME: TRUSTEE PREGNANCY AND
PARENTAL LEAVE OF ABSENCE**

POLICY NO: T. 21

5. Trustees on pregnancy or parental leave are permitted to participate in Board and Standing Committee meetings, or other committees where the trustee is a member.
6. In the event that the Trustee requesting the leave is the Chair or Vice Chair of the Board and does not intend to fulfill those duties while on the leave, he/she may request the Trustees to conduct an election for an Interim replacement for the duration of the leave.
7. In the event the Trustee requesting the leave is the Chair of a Committee of the Board, then the Vice Chair of the Committee will become the Interim Chair, and the Trustees will conduct an election for an Interim Vice Chair of the Committee.
8. Trustees on a pregnancy or parental leave will continue to receive their trustee honourarium and attendance payments, as well as reimbursement for relevant Trustee expenses.

Definitions:

1. Adoption Leave

A leave of absence for the adoption of a child for eight (8) consecutive weeks or less.

2. Child Care Leave

A leave of absence that directly follows an adoption/parental leave for eight (8) consecutive weeks or less.



POLICY SECTION: TRUSTEES
SUB-SECTION:
POLICY NAME: TRUSTEE PREGNANCY AND
PARENTAL LEAVE OF ABSENCE
POLICY NO: T. 21

3. Parental Leave

A leave of absence taken by either parent following the birth of a child for 8 consecutive weeks or less.

4. Pregnancy Leave

A leave of absence taken by the mother for the birth of her child for 8 consecutive weeks or less.

Evaluation and Metrics:

This policy will be reviewed consistent with the TCDSB 5 year policy review cycle. In the event the legislation regarding pregnancy and parental leave is altered, the policy will be reviewed and amended accordingly.



REPORT TO

GOVERNANCE AND POLICY
COMMITTEE

SELECTION OF LEARNING MATERIALS
POLICY S.M. 06

"let the wise also bear and gain in learning, and the discerning acquire skill.." Proverbs 1:5

Created, Draft	First Tabling	Review
May 25, 2021	June 1, 2021	Click here to enter a date.
Lori DiMarco, Superintendent, Curriculum Leadership & Innovation; Academic ICT		
RECOMMENDATION REPORT		

Vision:

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Brendan 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 updating the current Selecting Learning Materials Policy S.M.0 to conform to current practice and policies.

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 and Policy Committee as it recommends policy revision.

C. BACKGROUND

1. The Selecting Learning Materials Policy S.M 06 was first approved in January 1976, and amended in January 1998, June 2006, November 2016.
2. Changes to this policy reflect current practice and alignment with related policies:
 - Purchasing Policy F.P.01
 - **The Trillium List**, Ontario Ministry of Education
 - **Guidelines for Approval of Textbooks**, 2008, Ontario Ministry of Education
 - **Education Act**, Regulation 298
 - **Copyright and Fair Dealing Policy A.15**

D. EVIDENCE/RESEARCH/ANALYSIS

This policy has been amended in consultation with staff from the following departments:

- Curriculum Leadership & Innovation
- Equity, Diversity & Indigenous
- Finance Department
- Technical Services
- Legal

E. METRICS AND ACCOUNTABILITY

1. Recommendations in this report will be monitored by the Curriculum Leadership & Innovation staff.

F. IMPLEMENTATION

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

G. STAFF RECOMMENDATION

Staff recommends that the revised SELECTION OF LEARNING MATERIALS POLICY S.M.06 provided in Report Appendix A, be adopted.



POLICY SECTION: STUDENTS
SUB-SECTION: MISCELLANEOUS
POLICY NAME: SELECTION OF LEARNING MATERIALS
POLICY NO: S.M. 06

Date Approved: January 1976	Date of Next Review: June 2026	Dates of Amendments: February 1985 January 21, 1988 June 6, 2006 November 24, 2016 June 2021
Cross References: Purchasing Policy F.P.01 Consolidating Book Purchase F.P. 02 The Trillium List, Ontario Ministry of Education Guidelines for Approval of Textbooks, 2008, Ontario Ministry of Education Education Act, Regulation 298 Copyright and Fair Dealing Policy A.15		
Appendix		

Purpose:

This policy supports the acquisition of materials ~~To acquire materials~~ that will enhance learning opportunities for the religious, moral, intellectual, physical and social growth of each student. **Materials will aligning with support** the mission and vision of the Toronto Catholic District School Board, ~~in an atmosphere of Catholic faith.~~ Selected materials must be chosen with an equity lens and align with our Catholic faith.

Scope and Responsibility:

This policy applies to all schools within the Toronto Catholic District School Board. The Director is responsible for this policy with the support of the Curriculum ~~and Accountability~~ Department.



POLICY SECTION: STUDENTS
SUB-SECTION: MISCELLANEOUS
POLICY NAME: SELECTION OF LEARNING MATERIALS
POLICY NO: S.M. 06

Alignment with Multi-Year Strategic Plan:

Living Our Catholic Values

Strengthening **Enhancing** Public Confidence

Fostering Student Achievement and Well-Being

Providing Stewardship of Resources

Policy:

~~Acquisition of instructional and resource materials for the school and its learning resource centre from the assigned school budget is the responsibility of the principal.~~

~~Selected resource materials must reflect the purpose and objectives of a Catholic school and its distinct educational philosophy. The Board will select appropriate materials that best serve the needs of the students. This material will be consistent with the directives of the Ministry of Education and meet the requirements of the course or subject guidelines for which they are intended.~~

The Board staff will select appropriate materials that best serve the needs of the students. This material will be consistent with the directives of the Ministry of Education and meet the requirements of the course or subject guidelines for which they are intended. Selected resource materials must reflect the purpose and objectives of a diverse Catholic school community. The principal is responsible for using the school budget for the acquisition of instructional and resource materials for the school.

Regulations:



POLICY SECTION: STUDENTS
SUB-SECTION: MISCELLANEOUS
POLICY NAME: SELECTION OF LEARNING MATERIALS
POLICY NO: S.M. 06

1. **School** boards have sole responsibility for the selection and evaluation of supplementary resources to support elementary and secondary programs.
2. Authority and responsibility for materials selection rests with the principal in consultation with the staff and/or the appropriate Board designated curriculum staff.
3. **When purchasing or using free online learning materials, curriculum alignment, privacy policies and any terms of agreement must be approved through the Board designated curriculum and legal staff. Agreements must be signed by the appropriate central Superintendent Supervisory Officer.**
4. Selection of materials should align with the TCDSB Multi-Year Strategic Plan and reflect the emotional, spiritual and physical maturity of the intended audience, especially when it relates to sensitive and controversial materials.
5. Materials selection is guided by:
 - (a) a knowledge of positive Christian attitudes and values as an essential component in Catholic education;
 - (b) a knowledge of curriculum guidelines as developed by the Ministry of Education and the Toronto Catholic District School Board;
 - (c) a knowledge **and understanding** of the community served, **including** its academic needs, interests and abilities;
 - (d) an ability to identify, analyze and judge bias, prejudice, stereotype and ~~the mission of pluralism~~, commonalities and diversity in materials;
 - (e) a knowledge of recommended listings and/or reviews of materials to assure accurate content and relevance.



POLICY SECTION: STUDENTS
SUB-SECTION: MISCELLANEOUS
POLICY NAME: SELECTION OF LEARNING MATERIALS
POLICY NO: S.M. 06

- (f) a thorough review of the terms of agreement
6. Priority will be given to materials written by Canadians, ~~and~~ produced in Canada, and align with the Ontario curriculum, where appropriate to curricular needs.
- 7. Every effort will be made to ensure that culturally responsive and reflective learning materials will be purchased and used in schools consistent with the local demographics.**
8. Selection will be guided by an inherent respect for the copyright of materials. All Toronto Catholic District School Board employees will abide by the Copyright Act and the TCDSB Copyright and Fair Dealing Policy.
- 9. Illegal, or "pirated", copies of materials may not be used in schools.**
- 10. Learning materials, borrowed or rented, must be previewed and conform to this policy. They may not be used if the acquisition contract specifically prohibits school use.**
11. The **Curriculum and Accountability** Department will issue guidelines, updated from time to time, to assist schools in the selection and acquisition of learning resource materials, **including online resources.**
12. The Board may acquire and distribute other resource materials from other funds consistent with these regulations.

Book Purchases

13. The purchase of library books and textbooks may be exempted from the tender procedure.
14. All textbook purchases shall be subject to the requirements of **The Trillium List.**



POLICY SECTION: STUDENTS
SUB-SECTION: MISCELLANEOUS
POLICY NAME: SELECTION OF LEARNING MATERIALS
POLICY NO: S.M. 06

15. All book distributors will be considered as potential sources of supply for school libraries.

~~16. All other factors being equal, preference will be given to "Canadian Made" products.~~

17. Purchasing principles, as outlined in Policy F.P.01, Purchasing, will apply to the purchase of books, **learning materials and online resources**.

Definitions:

Textbook

A comprehensive learning resource that is in print or electronic form, or that consists of any combination of print, electronic, and nonprint materials collectively designed to support a substantial portion of the Ontario curriculum expectations for a specific grade and subject in elementary school or for a course in secondary school, or a substantial portion of the expectations for a learning area in the Ontario Kindergarten program. Such a resource is intended for use by an entire class or group of students. (*Guidelines for Approval of Textbooks*, Ministry of Education, 2008)

Supplementary Resource

A resource that supports only a limited number of curriculum expectations, or the curriculum expectations in a single strand, outlined in the curriculum policy document for a specific subject or course, or a limited number of expectations for a Kindergarten learning area. Such a resource may be intended for use by an entire class or group of students. Examples are readers, novels, spelling programs, dictionaries, atlases, and computer software and instructional guides. (*Guidelines for Approval of Textbooks*, Ministry of Education, 2008)



POLICY SECTION: STUDENTS
SUB-SECTION: MISCELLANEOUS
POLICY NAME: SELECTION OF LEARNING MATERIALS
POLICY NO: S.M. 06

Evaluation and Metrics:

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

1. The Curriculum and ~~Accountability~~ Department will monitor requests regarding appropriate texts for use in schools that meet curriculum expectations.
2. The Curriculum and ~~Accountability~~ Department will share with Trustees, upon request, a compilation of recommended texts approved centrally that meet the requirements that have been shared with schools.



REPORT TO

GOVERNANCE AND POLICY
COMMITTEE

POLICY ON FACILITIES MANAGEMENT B.B.01

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
May 19, 2021	June 1, 2021	

M Farrell, Superintendent Environmental Support Services

D. Friesen, Superintendent, Capital Development, Asset Management and Renewal

C. Fernandes, Superintendent of Education, Area 4 and Policy Development

RECOMMENDATION REPORT

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Brendan 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 that Policy B.B 01 FACILITIES Management be updated to 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 as it recommends policy revision.

C. BACKGROUND

1. The Policy on Policy was first approved in September 2016 and has not been amended since.
2. Changes to this policy reflect current practices and alignment with related policies to promote effective stewardship of resources.

D. EVIDENCE/RESEARCH/ANALYSIS

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

E. METRICS AND ACCOUNTABILITY

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

F. IMPLEMENTATION

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

G. STAFF RECOMMENDATION

Staff recommends that the revised POLICY B.B 01 FACILITIES MANAGEMENT provided in Report Appendix A, and the accompanying Operation Procedures provided in Report Appendix B, be adopted.



POLICY SECTION: BUILDING/PLANT/GROUNDS
SUB-SECTION: BUILDINGS
POLICY NAME: FACILITIES MANAGEMENT
POLICY NO: B.B. 01

Date Approved: September 22, 2016-Board	Date of Next Review: September 2021	Dates of Amendments:
Cross References: F.P. 01 Purchasing Policy S. 25 Good Neighbour Policy		
Appendix – TCDSB Facilities Services Operational Procedures		

Purpose

To provide greater accountability of facilities infrastructure and a higher standard for internal controls of facilities management, in alignment with current Education Statutes and Regulation of Ontario (Section 169.1(5)). This policy requires the maintenance of a comprehensive set of operating procedures that will adapt to changes in facilities management principles, new legislation and industry best practices.

Scope and Responsibility

The purpose of ensuring facilities management accountability and effective internal controls is the responsibility of administrators throughout the Toronto Catholic District School Board (TCDSB) organization. The Director of Education supported by the **respective** Superintendents of Facilities, is responsible for this policy.

Alignment with MYSP

Strengthening Public Confidence

Fostering Student Achievement and Well-Being

Providing Stewardship of Resources

Inspiring and Motivating Employees



POLICY SECTION:	BUILDING/PLANT/GROUNDS
SUB-SECTION:	BUILDINGS
POLICY NAME:	FACILITIES MANAGEMENT
POLICY NO:	B.B. 01

Policy

The Toronto Catholic School Board (TCDSB) will achieve effective utilization and stewardship of its facilities resources through sound application and management of facilities systems and internal controls involving Capital **Development Services**, School Renewal, School Operations and School Maintenance. These objectives will be achieved by adherence to facilities management principles, sound industry best practices and the regulation of applicable Authorities Having Jurisdiction. Management will maintain comprehensive operational procedures to guide and safeguard both occupants and assets of TCDSB in its day to day operations.

Regulations

1. Senior Coordinator of each department shall develop and maintain appropriate, and where required, confidential procedures pertaining to funds allocation and financial control.
2. Supervisors of each department shall obtain or assist in obtaining appropriate permits where necessary and liaise with appropriate authorities to ensure compliance with relevant acts, regulations and legislative requirements.
3. All work including new schools, additions, interior and exterior renovations and repairs shall adhere to the established TCDSB building design standards.
4. **Allocation of School Renewal funding shall be primarily based on priority needs identified by Ministry of Education inspections as documented in the Facility Condition Database in conformance with Ministry funding guidelines.**
5. **Allocation of School Renewal funding not restricted to specific facility systems and project types by Ministry guidelines shall be determined in consultation with school communities through the Area Superintendent, local Trustee and Operations staff and guided by the Board's Equity Action Plan.**
6. School Operations and Maintenance Staff shall ensure health and safety of the occupants through daily and annual checks, inspections, tests and maintenance of life safety, fire protection and operating equipment as mandated by relevant acts, regulations and legislative requirements.

POLICY SECTION: BUILDING/PLANT/GROUNDS

SUB-SECTION: BUILDINGS

POLICY NAME: FACILITIES MANAGEMENT

POLICY NO: B.B. 01

7. Facilities Services staff shall update the Facilities **Condition** Database at the completion of every project. Database to be made available to other departments within the Board and Authorities Having Jurisdiction.



POLICY SECTION: BUILDING/PLANT/GROUNDS
SUB-SECTION: BUILDINGS
POLICY NAME: FACILITIES MANAGEMENT
POLICY NO: B.B. 01

Evaluation and Metrics

1. ~~Facilities Budget Report, outlining Capital Services, School Renewal, The School Operations and School Maintenance budget,~~ will be provided annually to the Board of Trustees **as part of the annual operating budget report.**
2. Capital Program Status Update Report will be provided annually ~~or twice a year as required~~ to the Board of Trustees.
3. School Renewal Program report will be provided annually **or as required in alignment with Ministry of Education funding memoranda** ~~every two years~~ to the Board of Trustees.

TCDSB Facilities Services Operating Procedure

Revised: May 2021

This document outlines the standard operating procedures for the Facilities Services staff, including Capital **Development Services**, School Renewal, School Operations and School Maintenance, in terms of compliance with legislative and Board requirements.

Definitions

Facilities – all buildings, structure and grounds that are leased, owned or controlled by Toronto Catholic District School Board (TCDSB)

*Facilities **Condition Database*** – ~~the TCPS (Total Capital Planning Solutions) database~~, an up-to-date and accurate database for Toronto Catholic District School Board facilities, **utilizing software mandated by the Ministry of Education and reported to the Ministry of Education on a yearly basis.**

Legislative Context

Authorities Having Jurisdiction but not limited to the following:

Ontario Building Code (OBC)

Ontario Planning Act

Ontario Fire Code

Accessibility for Ontarians with Disabilities Act (AODA)

Technical Standards & Safety Act (TSSA)

Ontario Electrical Safety Code (ESA)

Occupational Health and Safety Act and Regulation for Construction Projects

Electricity Act

~~Green Energy and Green Economy Act~~

Responsibilities

Capital **Development Services** and School Renewal are responsible for project management for all school renewal, renovations, additions and new schools. These departments shall:

- Develop project budget estimates and identify project scope.
- Communicate and coordinate with the school community throughout the entire project life-cycle. The school community shall include all stakeholders but not limited to parents of students attending the school, staff of the particular school, supervisory officers of the school, local trustee, and pastors.
- Appoint consultants and award contractors through TCDSB Procurement Policy and Procedure.
- Monitor the design and construction/renovation of facilities.
- Follow the principles outlined in the manual prepared by the Expert Panel on Capital Construction: From Concept to Classroom – Leading Practices Manual for School Construction in Ontario.
- **Follow Ministry of Education guidelines and the Board's Equity Action Plan in allocating School Renewal funding**
- **Consult with school communities through the Area Superintendent, local Trustee and Operations staff in the allocation of School Renewal funding not restricted to specific facility systems and project types by Ministry guidelines**
- Update *Facilities Condition Database* at the completion of every project.

School Operations & Maintenance are responsible to provide a clean, healthy and safe environment for all occupants and repairing of all building structures, finishes, electrical and mechanical equipment. These departments shall:

- Develop and manage Operation & Maintenance funding and budget.
- Respond to emergency situations that result in a threat to life, safety, health, facilities, utilities or interruptions to classes.
- Ensure overall cleanliness and safety of the facilities through daily and monthly inspections logs. Problems identified in the logs will be processed through SAP for repair.
- Maintain all operating systems in proper working conditions by having a detailed preventative maintenance plan, an ongoing deferred maintenance plan and responding to the repair needs.
- Ensure proper operation of life safety items, such as elevators, barrier free access control, emergency lighting and fire prevention through daily, monthly and annual inspections. Annual inspections are performed through third-party vendors.
- Manage site safety practices such as weed control, grass cutting, snow removal and security monitoring through third-party vendors.
- Collaborate with the Occupational Health & Safety department in the Asbestos Management Program.
- Provide school services including pick up/disposal and/or recycling of furniture and equipment; coordinate moves and setups between and within schools.
- Update *Facilities Condition Database* at the completion of every project.
- Document report and follow-up on systems for maintenance deficiencies on all facilities including leased facilities.



REPORT TO

GOVERNANCE AND POLICY
COMMITTEEREVISION OF THE DELEGATION 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

May 26, 2021

First Tabling

June 1, 2021

Review

Paul Matthews, General Legal Counsel

RECOMMENDATION REPORT

Vision:

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

Mission:

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

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



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 April 22, 2021 Regular Board meeting the changes to the Delegation Policy T.14 proposed by the Governance and Policy Committee were approved.

The policy requires a minor revision to Regulation 8 to add a timeframe for delegates to provide their written submission to the Recording Secretary's Office.

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

B. PURPOSE

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

C. BACKGROUND

1. This policy was originally drafted in November of 2010. The policy was last revised in April of 2021.

D. EVIDENCE

This proposed revision is to Regulation 8 to add a timeframe for written delegation submission to match Regulation 7.

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 policy in Regulation 8 to match Regulation is as follows:

CURRENT REGULATION 8 STATES:

All delegates must submit a written copy of their deputation to the Recording Secretary's office no later than two (2) business days preceding the meeting at which the individual or group intends to delegate.

RECOMMENDED REVISION TO REGULATION 8:

All delegates must submit a written copy of their deputation to the Recording Secretary's office no later than **12:00pm**, two (2) business days preceding the meeting at which the individual or group intends to delegate.

F. IMPLEMENTATION

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

G. STAFF RECOMMENDATION

Staff recommends that the Committee adopt the change to the recently revised Delegation and Public Participation T.14 policy.

GOVERNANCE AND POLICY COMMITTEE

PENDING LIST TO JUNE 1, 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	September 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
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
	Facilities Management	B.B.01	M. Farrell
	Trustee Pregnancy and Parental Leave of Absence (NEW)	T.21	P. Matthews
September 7	Legal Counsel	A.12	C. Onyia/P. Matthews
	Childcare Centres	B.R.02	S. Campbell
	Child Care and Family Support Programs		
	Eastern Rite Employee's Holy Days	H.M.01	A. Della Mora
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
	Information and Communication Technology - Hardware and Software Standards	A.34	O. Malik
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
	Art Collection	A.22	D. Friesen