

GOVERNANCE AND POLICY COMMITTEE REGULAR MEETING Public Session

AGENDA December 7, 2021

Garry Tanuan, Chair
Trustee Ward 8

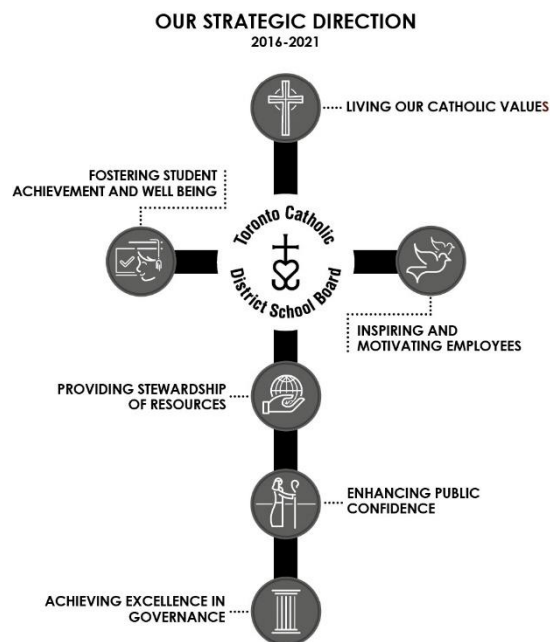
Frank D'Amico
Ex-Officio

Nancy Crawford, Vice-Chair
Trustee Ward 12

Angela Kennedy
Ex-Officio

Michael Del Grande
Trustee Ward 7

Ida Li Preti
Trustee Ward 3



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

Angela Kennedy
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

Garry Tanuan, Chair

Nancy Crawford, Vice Chair

Tuesday, December 7, 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 October 5, 2021
 8. Delegations
 9. Presentation
 10. Notices of Motion
 11. Unfinished Business
- 1 - 8

12. Matters referred or deferred

13. Staff Reports

13.a.	Second Revision of the Delegation and Public Participation Policy T.14	9 - 22
13.b.	Update to Operational Procedures on Selection Process for Community and Parent/Guardian Membership on Advisory / Ad Hoc Committees	23 - 28
13.c.	Disposal of Surplus or Obsolete Furniture, Fixtures and Equipment Policy F.P.07	29 - 34
13.d.	Advocacy Policy A.06	35 - 40
13.e.	Employee Expenses Policy F.M.01	41 - 53
13.f.	Flag Flying Policy A.04 (New)	54 - 61

14. Listing of Communications

15. Inquiries and Miscellaneous

16. Updating of Pending List

16.a.	Monthly Pending List	62 - 73
16.b.	Annual Policy Priority Schedule	74 - 75

17. Adjournment

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

HELD TUESDAY, OCTOBER 5, 2021

PRESENT:

Trustees:

M. de Domenico, Chair
N. Crawford - Ex-Officio
N. Di Pasquale
I. Li Preti - Virtual
T. Lubinski- Virtual

Staff:

B. Browne
C. Fernandes
M. Loberto
P. Matthews
R. Putnam

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

External Guest:

A. Robertson, Parliamentarian

1. Call to Order

On behalf of the Board of Trustees and Staff, the Chair acknowledged World Teachers' Day 2021, and thanked the teachers of the Toronto Catholic District Board (TCDSB) for their valuable contributions.

4. Roll Call and Apologies

Trustee Martino was absent.

5. Approval of the Agenda

MOVED by Trustee Di Pasquale, seconded by Trustee Crawford, that the Agenda be approved.

The Motion was declared

CARRIED

6. Declarations of Interest

There were none.

7. Approval and Signing of the Minutes

MOVED by Trustee Crawford, seconded by Trustee Li Preti, that the Minutes of the Meeting held September 7, 2021 be approved.

The Motion was declared

CARRIED

13. Staff Reports

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

13a) Flag Flying Policy A.04 (New) received.

MOVED by Trustee Crawford, seconded by Trustee Di Pasquale, that the Policy be referred back to Staff to complete the Operational Procedures in consultation with the Indigenous Advisory Committee.

Results of the Vote taken on Referral, as follows:

In Favour

Opposed

Trustees Crawford
de Domenico
Di Pasquale
Li Preti
Lubinski

The Motion to Refer was declared

CARRIED

MOVED by Trustee Di Pasquale, seconded by Trustee Li Preti, that Item 13b) be adopted as follows:

13b) Trustee Pregnancy and Parental Leave Policy T.21 (New) that the Governance and Policy Committee recommend to Board that the Policy on Trustee Pregnancy and Parental Leave of Absence T.21 provided in Report Appendix A, be adopted.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
de Domenico
Di Pasquale
Li Preti
Lubinski

The Motion was declared

CARRIED

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

- 13c) Offering of Hospitality and Gifts Policy F.M.07** that the Governance and Policy Committee recommend to Board approval of the policy on Offering of Hospitality and Gifts F.M.07, as amended.

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 13d) be adopted as follows:

- 13d) Credit and Purchase Cards Policy A.24** that the Governance and Policy Committee recommend to Board approval of the Credit and Purchase Card Policy A.24, as amended.

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 13e) be adopted as follows:

- 13e) Rescindment of Policy on Parking - Church Use B.G.05** that the Governance and Policy Committee recommend to Board that TCDSB Parking - Church Use Policy G.B.05 (Appendix A of the report) be rescinded, as the provisions of this policy are addressed by the Board's

Master Shared Use Parking Agreement with the Roman Catholic Episcopal Corporation.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
de Domenico
Di Pasquale
Li Preti
Lubinski

The Motion was declared

CARRIED

16. Updating of Pending List

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

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

16b) Annual Policy Priority Schedule received.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
de Domenico
Di Pasquale
Lubinski

The Motion was declared

CARRIED

Trustee Li Preti did not vote/respond.

17. 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
Lubinski

The Motion was declared

CARRIED

Trustee Li Preti did not vote/respond

SECRETARY

CHAIR



REPORT TO

GOVERNANCE AND POLICY
COMMITTEESECOND REVISION 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	First Tabling	Review
May 26, 2021	June 1, 2021	
Paul Matthews, General Legal Counsel Cristina Fernandes, Executive Superintendent Student Achievement, Innovation and Well Being		
RECOMMENDATION REPORT		

Vision:

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Director of Education

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Associate Director of Academic
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Chief Operating Officer

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

R. Putnam
Chief Financial Officer and
Treasurer

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 and 14 to adjust the timeframe for delegates to provide their written submission and/or presentation 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.
2. This report appeared at the June 1st session of the Governance and Policy Committee for minor revision of regulation 8.

D. EVIDENCE

This proposed revision is to Regulation 8 and 14 to include information on the timeline for a delegate to submit their verbatim written submission and/or additional presentation materials.

E. METRICS AND ACCOUNTABILITY

1. Recommendations in this report will be monitored by the Director, with the support of Legal Services.

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.



POLICY SECTION: TRUSTEES

SUB-SECTION:

POLICY NAME: DELEGATIONS AND PUBLIC PARTICIPATION

POLICY NO: T.14

Date Approved: November 10, 2010 - Board	Date of Next Review: April 2026	Dates of Amendments: November 24, 2011 – Board December 13, 2012 – Board August 25, 2016 – Board April 22, 2021 - Board
Cross References: TCDSB Code of Conduct Policy, S.S.09 TCDSB Operating By-Law Number 175 <i>Ontario Human Rights Code</i> <i>Canadian Charter of Rights and Freedoms</i>		
Appendix A – Delegation Registration Form Appendix B – Delegation Registration Quick Fact Sheet		

Purpose:

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

Scope and Responsibility:

The policy applies to students, parents and community members making deputations to the Board or its committees, including public Statutory Committees, Standing Committees, Ad-Hoc Committees and Sub-Committees (“Committee(s)”) in accordance with the TCDSB By-Law Number 175. The Director of Education, with the assistance of the Recording Secretary, is responsible for this policy.



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

Alignment with MYSP:

Living Our Catholic Values

Enhancing Public Confidence

Achieving Excellence in Governance

Policy:

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

Regulations:

Appropriate Forums for Delegations

1. Given the division of work between Board meetings and Committee meetings, delegates will be accepted at the discretion of the Director and Chair of the Board at Regular or Special Board meetings only if any of the criteria below are met:
 - (i) In exceptional circumstances; or
 - (ii) If the matter is deemed to be time sensitive; or
 - (iii) If a new item/report or new information has been placed on the agenda/addendum, that has not been dealt with at a Committee.



POLICY SECTION: TRUSTEES

SUB-SECTION:

POLICY NAME: DELEGATIONS AND PUBLIC PARTICIPATION

POLICY NO: T.14

2. Delegates may be heard at public Committees of the Board on an item on the agenda or concerning matters within the Committee's terms of reference. The topic of deputation will determine at which Committee the delegate will be heard. The Director of Education, in consultation with the Committee's Chair, retains discretion to reasonably determine whether or not a deputation will be received.
3. Delegates may be the subject of a motion for receipt, or a motion of referral to the appropriate Committee or to Staff, or a motion of both receipt and referral to the appropriate Committee or to Staff. (By-Law Section 10.9.11). A report may be requested following a delegation in special circumstances on a majority vote when:
 - (i) An item is deemed urgent;
 - (ii) At the recommendation of the Director of Education; or
 - (iii) The topic is time sensitive.
4. If any delegate requires assistance to submit their request to delegate, they should contact the Recording Secretary's Office. Any delegate with a disability will be accommodated by being provided assistance to submit their request to delegate.

Submitting a Request to Delegate

5. No one may display signs or placards, applaud, or debate those who are making deputations or engage in other conversations or other behaviours that may disrupt the meeting.



POLICY SECTION: TRUSTEES

SUB-SECTION:

POLICY NAME: DELEGATIONS AND PUBLIC PARTICIPATION

POLICY NO: T.14

6. The local Trustee will be notified if a delegate registers to make a deputation on a subject matter that is Ward specific.
7. Potential delegates shall submit a Delegation Registration Form 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.

If the meeting is on:	The Delegation Registration Form <u>MUST</u> be submitted by:
Monday	Thursday at 12:00pm
Tuesday	Friday at 12:00pm
Wednesday	Monday at 12:00pm
Thursday	Tuesday at 12:00pm
Friday	Wednesday at 12:00pm

8. All delegates must submit a written copy of their deputation **(verbatim speech, which should be separate from any possible PowerPoint presentation/supporting materials)** to the Recording Secretary's Office no later than 12:00 pm, two (2) business days preceding the meeting at which the individual or group intends to delegate.
9. If a delegate requires accommodation to submit their request, they should contact the Recording Secretary's Office for assistance.
10. Any delegate who wishes to make their deputation by electronic means rather than in person, should contact the Recording Secretary's Office.
11. A deputation may be made on a topic only once to the Board or any Committee within a 12-month period, unless the subject matter of the



POLICY SECTION: TRUSTEES

SUB-SECTION:

POLICY NAME: DELEGATIONS AND PUBLIC PARTICIPATION

POLICY NO: T.14

delegation has changed substantially since the prior deputation was made.

12. A delegate may request that their deputation be made to the Board of Trustees or a Committee of the Board in private session if the matter involves the disclosure of intimate, personal or financial information in respect of a member of the Board or Committee, an employee or prospective employee of the Board or a pupil of his or her parent or guardian. The Director, Board Chair or Chair of a Committee may determine at the Committee Agenda setting meeting to schedule a delegation in closed session if the matter is deemed to be of a confidential nature as per the *Education Act*.

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

- (i) The security of the property of the TCDSB
- (ii) The disclosure of intimate, personal or financial information in respect of a member of the Board or Committee, an employee or prospective employee of TCDSB or a pupil or his or her parent or guardian;
- (iii) The acquisition or disposal of a school site;
- (iv) Decisions in respect of negotiations with employees of the TCDSB;
- (v) Litigation affecting the TCDSB; or
- (vi) An ongoing investigation under the *Ombudsman Act* respecting the Board of Trustees.

13. If the number of oral delegation requests exceeds the maximum number of delegations permitted, the Recording Secretary in consultation with the Director or designate may request that potential delegates be contacted and propose that the potential delegate submit a written delegation instead of an



POLICY SECTION: TRUSTEES

SUB-SECTION:

POLICY NAME: DELEGATIONS AND PUBLIC PARTICIPATION

POLICY NO: T.14

oral delegation, or be advised of an alternate meeting date to delegate.

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

Delegation Requirements

14. Any visual or written presentation or materials a delegate intends to provide or project on screen during the deputation must be provided to the Recording Secretary of the Board **no later than 12:00 pm, two (2) business days preceding the meeting at which the individual or group intends to delegate.** ~~72 hours in advance of the meeting.~~ The Board reserves the right to accept, reject or modify such materials, which notice of same provided to the delegate at least 24 hours before the meeting. Personal or private information included in the delegate's materials will be removed.
15. A Delegate may only speak once at a particular meeting.
16. There may be up to a maximum of ten (10) deputations per meeting.
17. Delegates and their topic of deputation will be listed on the agenda of the meeting. Private information shall not be included.
18. Delegates will:
 - (i) present concerns in a positive and constructive manner;
 - (ii) maintain a level of decorum which will allow meetings to proceed effectively; and
 - (iii) refrain from the use of abusive or derogatory language.



POLICY SECTION: TRUSTEES

SUB-SECTION:

POLICY NAME: DELEGATIONS AND PUBLIC PARTICIPATION

POLICY NO: T.14

19. Delegates are not permitted to:
- (i) make negative or derogatory personal references, or
 - (ii) ask questions or cross debate with other delegates, staff or Trustees of the Board.
20. During a deputation, should the delegate use offensive language or the name/title/position of any person in a negative, critical, or derogatory fashion, directly or indirectly, the Chair of the meeting shall advise the delegate to cease using offensive language or refrain from negative or derogatory personal references. Should derogatory language or personal references continue to be made, the Chair has the authority to stop the delegate from proceeding.
21. The Board may decide to move a public deputation to a private session. During a deputation in a private session of a regular or special Board meeting or Committee meeting, should a situation arise where a delegate intends to refer to someone in a negative way then the following will apply:
- (i) Delegates intending to use the name/title/position of any person in a negative or critical fashion must indicate this intention at the time of registration and prior to presenting. The delegate will be required to address the Committee or Board in private session.
 - (ii) The Board shall inform staff if a delegate intends to speak about them at a Committee or Board meeting, in a negative or critical fashion. The staff member has the right to be present during the deputation and be represented by the agent of their choice.
22. The Chair of the meeting may expel or exclude a delegate from the meeting should they engage in conduct contrary to the TCDSB Code of Conduct or Respectful Workplace Guidelines, or fail to comply with this Policy.

POLICY SECTION: TRUSTEES

SUB-SECTION:

**POLICY NAME: DELEGATIONS AND PUBLIC
PARTICIPATION**

POLICY NO: T.14

23. The Chair of the Board or Committee and the Director of Education reserves the right to refuse any delegation request to ensure compliance with applicable



POLICY SECTION: TRUSTEES

SUB-SECTION:

POLICY NAME: DELEGATIONS AND PUBLIC PARTICIPATION

POLICY NO: T.14

law including, but not limited to, the *Ontario Human Rights Code*, the *Canadian Charter of Rights and Freedoms* and relevant privacy law. A person who is denied a request to delegate will be provided a written reason for the denial.

24. Commercial enterprises are prohibited from delegating before the Board of Trustees or a Committee of the Board for the purpose of promoting their product or service.
25. Board and some Committee meetings are recorded and broadcast live. The recording is retained as a public record of the proceedings. Delegates that are part of recorded proceedings are so advised and consent to being recorded.
26. At the conclusion of the deputation the Chair or Director will advise the delegate as to how the matter will proceed and the estimated timeline. Where an item has been referred to staff, staff will communicate follow-up actions to the delegate.

Delegations by Staff

27. Employees of the Board or representatives of employees are not permitted to delegate to the Board or Committee:
 - (i) to express their views relative to their employment or professional interest;
 - (ii) is a matter dealt with by the employee's professional association or under a Collective Agreement to which the Board is a party, such submission shall be dealt with in accordance with the provision of such Collective Agreement;
 - (iii) a request for delegation from staff, regardless of topic, will be considered and may be accepted solely in the discretion of the Board or Committee in consultation with the Director of Education.



POLICY SECTION: TRUSTEES

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POLICY NAME: DELEGATIONS AND PUBLIC PARTICIPATION

POLICY NO: T.14

28. Delegates who are TCDSB employees shall disclose this information at the time of registering to delegate and at the beginning of their deputation.

Time Allotted for Delegation

29. The length of time allotted for a delegate speaking to the Board of Trustees or a Committee of the Board will be up to a maximum of three (3) minutes, which includes the delegate's response.

30. The delegation period shall be limited to a maximum of 60 minutes. The maximum time limit may be amended by a 2/3 vote of all members of the Board or Committee eligible to vote.

31. A Trustee may ask up to two (2) clarifying questions of the delegate for a maximum of 3 minutes.

32. Questions asked by Trustees are limited to clarifying questions only. No questions of staff are permitted. The Director may clarify information.

Definitions:

Delegate

A delegate may include:

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

Deputation

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



POLICY SECTION: TRUSTEES

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POLICY NAME: DELEGATIONS AND PUBLIC PARTICIPATION

POLICY NO: T.14

Receipt and Referral

Receipt is the action of the Board of Trustees acknowledging that the deputation has been heard by the Board of Trustees and been made accessible to the public. Receipt and Referral to Staff is the action of the Board of Trustees requesting staff to look into the situation presented by the delegate and to communicate to the delegate appropriate actions taken to remedy the situation.

Evaluation and Metrics:

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

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



REPORT TO

GOVERNANCE AND POLICY COMMITTEE

UPDATE TO OPERATIONAL PROCEDURES ON SELECTION PROCESS FOR COMMUNITY AND PARENT/GUARDIAN MEMBERSHIP ON ADVISORY/AD HOC COMMITTEES

“Fathers, do not embitter your children, or they will become discouraged” – 20 Colossians 3:21

Created, Draft	First Tabling	Review
August 10, 2021	September 7, 2021	

Paul Matthews, General Legal Counsel

RECOMMENDATION REPORT

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Facilities, Business and
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A. EXECUTIVE SUMMARY

This report recommends updating the current Operational Procedures on the Selection Process for Community and Parent/Guardian Membership on TCDSB Advisory or Ad Hoc Committees to conform to current practice and policies.

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 and Policy Committee as it was brought to the attention of the Board that the Operational Procedure required revision.

C. BACKGROUND

1. Arising from the Student Achievement and Well-Being, Catholic Education and Human Resources Committee meeting on March 4, 2021, the Board requested that staff review the Operational Procedures for *Community and Parent/Guardian Membership on Board Committees*.
2. The Operational Procedures were amended to conform to the expectations of the Board of Trustees with respect to appointment of Community and Parent/Guardian Members to committees.
3. This Operational Procedure confirms that the Board of Trustees is responsible for appointing members to committees and approving the terms of reference for all committees, on the advice of staff and the committee.
4. At the board meeting on October 21, 2021 this operational procedure was referred back to staff to update and correct the names of organizations and titles. This report was referred to the Governance and Policy committee for an additional review of those updates. Those changes are reflected in the Operational Procedures attached at Appendix A.

D. EVIDENCE/RESEARCH/ANALYSIS

This Operational Procedure has been amended in consultation with staff from the Legal Services Department.

E. IMPLEMENTATION

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

F. STAFF RECOMMENDATION

Staff recommends that the revised Operational Procedure on Community and Parent/Guardian Membership Selection appointment to committees provided in Report Appendix A, be adopted.



Selection Process for Parent Membership on TCDSB Advisory or Ad Hoc Committees

Appendix A

OPERATIONAL PROCEDURES

The following selection processes are recommended for parents serving on Advisory or Ad Hoc Committees:

1. Identify or confirm the need for parent representation on the committee.
2. Staff will:
 - (i) develop the terms of reference of the committee, including length of term and composition **for approval by the Board of Trustees.**
 - (ii) check any legislative requirements specifying the number of parents required, and/or qualifying conditions.
3. Staff will provide recommendations on the composition of the committee and terms of reference to the Board of Trustees **for approval.**
4. Staff will provide a list of all eligible and recommended parent appointees to the Board of Trustees.
5. Board of Trustees will discuss committee appointments in private and make a public resolution confirming the appointment.

SELECTION PROCESS

Notification about committee:

- Terms of Reference and General Information about the committee is placed on the TCDSB Portal home page and communicated to the public by the Communications Department using all available tools and modalities, including social media (Twitter)
- The Archdiocese of Toronto will be notified about committees.

Communication with Principals to include information about the need for a parent to serve on a board-level committee:

- on School Portal page;
- in monthly Newsletter;
- via e-mail blast;
- Syner-Voice message to parents (secondary)
- using the school's sign or street-level electronic messaging board (for school's with this capacity)

Communication with relevant Committees:

- (i) Catholic School Parent Council (CSPC)
- (ii) Toronto Association of Parents in Catholic Education (TAPCE)
- (iii) Special Education Advisory Committee (SEAC): and
- (iv) Catholic Parent Involvement Committee (CPIC)

Communication with Parents and Guardians:

- **Parents and Guardians will be advised of all vacancies on Parent Engagement and Advisory Committees**

Application Process:

- interested parents to download and complete an application
- identify any skills/experiences germane to the mandate of the committee
- submit an application to the Committee Chair through the Principal of the school.



Selection Process for Parent Membership on TCDSB Advisory or Ad Hoc Committees

Selection Criteria:

Chair and/or staff on the selection committee to consider the following factors in selecting the parent(s) at the next available meeting:

- Panel (Elementary/Secondary)
- Availability
- Geographic considerations
- Level/type of experience/expertise relative to the work of the committee
- Current/past involvement on board committees
- Other, as required

Candidate Selection:

- Candidates are ranked in order of preference based on selection criteria
- Top candidate is offered membership on the committee **after the candidate has been approved by the Board of Trustees.**
- Candidate accepts appointment to the committee → other applicants are informed of the decision and asked if they wish to remain on the Priority List in the event that the selected candidate cannot continue on the committee.
- Candidate declines appointment to the committee → next candidate is offered membership on the committee **after the candidate has been approved by the Board of Trustees**, and other applicants are informed of the decision and asked if they wish to remain on the Priority List in the event that the selected candidate cannot continue on the committee.

METRICS AND ACCOUNTABILITY

1. Process for selecting parent(s) to participate on Advisory or Ad Hoc Committees will be assessed by the Chair and staff of the specific Committee.
2. Tracking the number of applicants per committee call-out for parental involvement will be gathered to support ongoing and proactive review for the purpose of improving the effectiveness of communications and parental engagement activities.
3. Tracking the parent(s) selected for each committee to ensure fairness and equity of opportunity.



REPORT TO

GOVERNANCE AND POLICY COMMITTEE

DISPOSAL OF SURPLUS OR OBSOLETE FURNITURE, FIXTURES AND EQUIPMENT POLICY F.P.07

“I can do all things through him who strengthens me” Philippians 4:13

Created, Draft	First Tabling	Review
November 22, 2021	December 7, 2021	

M. Farrell, Superintendent, Environmental Support Services

RECOMMENDATION REPORT

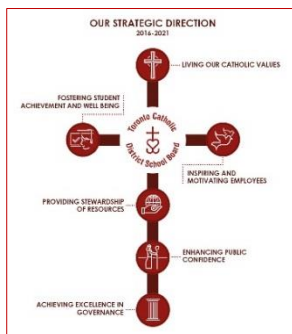
Vision:

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Brendan Browne, PhD
Director of Education

A. Della Mora
Associate Director of Academic Affairs and
Chief Operating Officer

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

R. Putnam
Chief Financial Officer and
Treasurer

A. EXECUTIVE SUMMARY

This report recommends updating the current Disposal of Surplus or Obsolete Furniture, Fixtures and Equipment Policy F.P.07 to conform to current practices 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 Disposal of Surplus Or Obsolete Furniture, Fixtures And Equipment Policy F.P.07 was first approved in March 2010 and has not been amended since.
2. Changes to this policy reflect current practice and alignment with related policies:

F.P. 01 Purchasing Policy

R.01 Real Property

B.M.06 Environmental Practice

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 Disposal of Surplus or Obsolete Furniture, Fixtures and Equipment Policy F.P.07 provided in Report Appendix A, be adopted.



POLICY SECTION: Finance

SUB-SECTION: Purchasing

POLICY NAME: Disposal of Surplus Or Obsolete Furniture, Fixtures And Equipment

POLICY NO: F.P.07

Date Approved: Board March 31, 2010	Date of Next Review:	Dates of Amendments: March 2010;
Cross References: F.P. 01 Purchasing Policy R.01 Real Property B.M.06 Environmental Practice		
Appendix		

Purpose:

This policy outlines the process that will be used for the disposal of furniture and other equipment.

Scope and Responsibility:

To ensure effective internal controls for the disposal of furniture and equipment through an environmentally and financially appropriate process throughout the Toronto Catholic District School Board.

The Director of Education supported by the Superintendent of Environmental Support Services is responsible for this policy.

Alignment with MYSP:

Living Our Catholic Values

Enhancing Public Confidence

Fostering Student Achievement and Well-Being



POLICY SECTION: Finance

SUB-SECTION: Purchasing

POLICY NAME: Disposal of Surplus Or Obsolete Furniture, Fixtures And Equipment

POLICY NO: F.P.07

~~Achieving Excellence in Governance~~

~~Providing Stewardship of Resources~~

~~Inspiring and Motivating Employees~~

Policy:

Furniture, fixtures and equipment that are either surplus or obsolete shall be disposed of utilizing cost effective and environmentally acceptable methods.

Regulations:

1. This policy applies to all furniture, fixtures and equipment belonging to the Board and declared obsolete or surplus by the respective Principal or Departmental Manager.
2. Typical items include but are not limited to administrative and classroom furniture, fixtures and equipment such as: computers, peripherals, communications, musical instruments, fitness, audio visual, shop equipment, vehicles etc.
3. Items which are donated to or purchased on behalf of a school become the property of the Toronto Catholic District School Board and subject to this policy.
4. The ~~Materials Management Department~~ **Environmental Support Services Department in conjunction with the appropriate departments,** shall be responsible for the disposal of all goods and equipment that are declared obsolete or surplus to the Board's needs.
5. Items for disposal shall be sent to the Board's Warehouse facility for processing unless otherwise directed by the **Environmental Support Services Department**



POLICY SECTION: Finance

SUB-SECTION: Purchasing

POLICY NAME: Disposal of Surplus Or Obsolete Furniture, Fixtures And Equipment

POLICY NO: F.P.07

~~Materials Management Department~~, for example in such circumstances where disposal directly from a location is warranted or otherwise cost-effective.

6. All items shall be disposed of through the method considered most suitable with respect to cost, environmental considerations and the best interests of the Board.

7. Methods of disposal shall include but are not limited to: public tender, - sale or auction, auction website, exchange/trade-in, negotiated sale and donation to a publicly funded or charitable organization or by environmentally approved waste management methods.

8. The proceeds of all assets sold will be forwarded to the Finance Department and credited to a general revenue account.

9. No items may be disposed of or sold privately by an employee.

10. No items may be sold to an employee except through a public sale, auction or tender.

11. Real property, buildings and portable classrooms are excluded from this policy.

Evaluation and Metrics:

The Environmental Support Services Department will continue to monitor and review the disposal processes to ensure compliance and conformity to other relevant Board policies and regulatory requirements.



REPORT TO

GOVERNANCE AND POLICY COMMITTEE

ADVOCACY POLICY A.06

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
December 2, 2021	December 7, 2021	

P. Matthews, General Legal Counsel

RECOMMENDATION REPORT

Vision:

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Mission:

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Associate Director of Academic Affairs and
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D. Boyce
Associate Director of Facilities, Business and
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R. Putnam
Chief Financial Officer and
Treasurer

A. EXECUTIVE SUMMARY

This report recommends updating the current policy on Advocacy A.06 to conform to current practice and policies.

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 and Policy Committee as it recommends policy revision.

C. BACKGROUND

1. The Advocacy Policy was first approved in 2012 and has not been amended since.
2. Changes to this policy reflect current practice and alignment with related policies.

D. EVIDENCE/RESEARCH/ANALYSIS

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

E. METRICS AND ACCOUNTABILITY

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

F. IMPLEMENTATION

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

G. STAFF RECOMMENDATION

Staff recommends that the revised Advocacy Policy A.06 provided in Report Appendix A, be adopted.



POLICY SECTION: ADMINISTRATION

SUB-SECTION:

POLICY NAME: ADVOCACY

POLICY NO: A.06

Date Approved:

2012 – Board

Date of Next**Review:**

November 2015

Dates of Amendments:**Cross References:****TCDSB Code of Conduct Policy S.S.09****TCDSB Operating By-Law Number 175****TCDSB Donation Policy F.F.02****TCDSB Advertising Policy A.03****TCDSB Communications Policy A.37****TCDSB Logo Use Policy T.16****TCDSB Community Engagement Policy S.10****TCDSB Access to Students in Schools S.S.04****TCDSB Catholic School Parent Councils Policy S.10****TCDSB Electronic Communication – Acceptable Use Policy A.29*****Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M56******Education Act, R.S.O. 1990, c. E.2******Ontario Human Rights Code, R.S.O. 1990, c. H. 19*****Purpose:**

This Policy affirms and promotes the need for advocacy with all our stakeholders in a fiscally responsible way.

Scope and Responsibility:

The policy extends to all facets related to the Toronto Catholic District School Board and the appropriate use of funds while advocating on behalf of the TCDSB. All who advocate for the TCDSB are responsible to adhere to the policy.



POLICY SECTION: ADMINISTRATION

SUB-SECTION:

POLICY NAME: ADVOCACY

POLICY NO: A.06

Alignment with MYSP:

Living Our Catholic Values

Strengthening Public Confidence

Fostering Student Achievement and Well-Being

Achieving Excellence in Governance

Providing Stewardship of Resources

Inspiring and Motivating Employees

Financial Impact:

There would be a yearly commitment to professional and communal membership dues.

Legal Impact:

There may be liability that is associated with the inappropriate use of TCDSB funds.

Policy:

The Toronto Catholic District School Board recognizes the necessity of ongoing and effective communications among the TCDSB, education partners and the Ontario government to advance the position of the TCDSB in regards to educational issues.

Regulations:

1. The TCDSB may pay membership dues and fees to organizations which support the tenets of Roman Catholicism and other education organizations.



POLICY SECTION: ADMINISTRATION

SUB-SECTION:

POLICY NAME: ADVOCACY

POLICY NO: A.06

2. No elected official or employee shall use TCDSB funds to attend events for specific political parties.

Definitions:

Not of significance in this policy.

Evaluation and Metrics:

An audit of fees paid demonstrate that only groups who support Catholic faith have received monies for membership and that elected officials have abided by the regulation above.



REPORT TO

GOVERNANCE AND POLICY
COMMITTEE

EMPLOYEE EXPENSES POLICY F.M.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
November 30, 2021	December 7, 2021	Click here to enter a date.

R. Putnam, Office of the CFO and Treasurer
D. Bilenduke, Senior Coordinator, Finance
A. Dippolito, Senior Coordinator, Payroll Services

RECOMMENDATION REPORT

Vision:

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R. Putnam
Chief Financial Officer and
Treasurer

A. EXECUTIVE SUMMARY

This report recommends updating the current policy on Employee Expenses F.M.01 to conform to current practices and policies.

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

B. PURPOSE

1. This recommendation report is on the order paper of the Governance and Policy Committee as it recommends a policy revision.

C. BACKGROUND

1. The policy was first approved in April 2011 and was updated on October 19, 2017.
2. Changes to this policy reflect current practice, use of the online expense submission system (Concur), and alignment with related policies.
3. The policy also provides direction on working from home.

D. EVIDENCE/RESEARCH/ANALYSIS

1. This policy has been amended in consultation with staff from the Business Services and Legal Services departments.

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, STRATEGIC COMMUNICATIONS AND STAKEHOLDER ENGAGEMENT PLAN

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

G. STAFF RECOMMENDATION

Staff recommends that the revised Employee Expenses F.M.01 provided in Report Appendix A, and the accompanying Meal and Mileage Rates provided in Report Appendix B, be adopted.



POLICY SECTION: FINANCE
SUB-SECTION: MISCELLANEOUS
POLICY NAME: EMPLOYEE EXPENSES
POLICY NO: F.M. 01

Date Approved: April 20, 2011	Date of Next Review: December 2026	Dates of Amendments: October 19, 2017
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Cross References:

Ontario Public Service (OPS) Travel, Meal and Hospitality Expenses Directive

Public Sector Expenses Review Act, 2009

Broader Public Sector Expenses Directive (Ontario)

Broader Public Sector Perquisites Directive (Ontario)

Broader Public Sector Accountability Act, 2010

Trustee Services and Expenditure Policy (T.17)

TCDSB Employee Travel Allowance Guidelines

Appendices: Meal and Mileage Reimbursement Rates

Purpose:

The objective of this policy is to comply with the Broader Public Sector Expenses Directive which took effect April 1, 2011 (amended January 1, 2017 2020) in a manner that achieves value for money while treating all employees both fairly and equitably. All expenditures related to employee expenses will be made available for Freedom of Information (FOI) requests.

Scope and Responsibility:

This policy applies to any person in the TCDSB making an expense claim. The Director is responsible for this policy with the support of the Payroll and Business Services Finance departments.



POLICY SECTION: FINANCE
SUB-SECTION: MISCELLANEOUS
POLICY NAME: EMPLOYEE EXPENSES
POLICY NO: F.M. 01

Alignment with MYSP:

Living Our Catholic Values
 Strengthening Public Confidence
 Achieving Excellence in Governance
 Providing Stewardship of Resources
 Inspiring and Motivating Employees

Policy:

Unless previously negotiated or identified contractually, the Toronto Catholic District School Board shall reimburse employees for reasonable expenditures incurred on the Board's behalf in the execution of their duties. This process is based on widely accepted best practices and must be both transparent and accountable.

Regulations:

Approval

1. All employees are required to obtain the appropriately designated approval prior to committing to or incurring an expense. Approval should also be contingent on budget availability and total ongoing cost. Expenses must be submitted to at least one level higher than the employee, starting at the level of Manager. In the case of the Director of Education this would be the Chair of the Board or his/her delegate.
2. Approvers are only authorized to approve expenses that were incurred in the performance of organizational business within the context of this policy. Approvers are only authorized to approve expenses that include all appropriate documentation itemized in the SAP Concur online employee expense reimbursement system. ~~on the approved expense form for reimbursement.~~



POLICY SECTION: FINANCE
SUB-SECTION: MISCELLANEOUS
POLICY NAME: EMPLOYEE EXPENSES
POLICY NO: F.M. 01

In situations when a payment must be made without the appropriate documentation available a written explanation must accompany the expense form. Reimbursement will be at the discretion of the ~~Associate Director, Business Services~~ Chief Financial Officer and Treasurer.

3. All travel outside of the province of Ontario must first have the written permission of the Director of Education.

Documentation

4. Requests for reimbursement must be made ~~on either a Payroll Expense Form or an Employee Expense Form~~ in the SAP Concur online employee expense reimbursement system and must have all original itemized receipts images attached and indicate the date and nature of each charge. The expenses will be reviewed and approved by the Department Head/Principal or the designated authorized Concur approver, starting from the Manager level and higher. Approved expenses will be reimbursed through the Board's payroll system. Individual cheques will not be issued.

Equipment

5. Equipment issued by the TCDSB will remain the property of the Board and will be returned either when it is no longer useful to the employee, it is replaced or the employee leaves the employment of the Board.
6. The employee shall reimburse to the TCDSB any expenditure incurred due to personal use of the equipment.
7. Where a TCDSB standard or contract for equipment has been established the employee will choose this standard or receive written permission from the standard holder exempting them from this standard. Any contracts or purchases entered into by employees without prior approval will become the responsibility of the employee.



POLICY SECTION: FINANCE
SUB-SECTION: MISCELLANEOUS
POLICY NAME: EMPLOYEE EXPENSES
POLICY NO: F.M. 01

8. Consumables for Board issued equipment should be sourced from Board approved vendors using a purchase order or TCDSB purchasing card whenever possible.

Working from Home

9. Working remotely is a privilege and requires that employees have access to high-speed internet in order to perform the basic duties of their position. TCDSB does not provide nor reimburse for home internet access.
10. Individuals may decide where TCDSB issued peripherals (e.g., monitors) will be primarily located (i.e., at home or at the office). Additional peripherals will not be supplied and any additional supplies or consumables for work at home (e.g., printer, paper, toner) will not be reimbursed.

Home Technology

11. The Board will reimburse employees for long distance or cell phone charges incurred on a personal line for Board business by way of ~~an approved employee expense form~~ the SAP Concur online employee expense reimbursement system with original receipts images and documentation attached.

Travel and Professional Development

12. Employee expenses incurred on Board business including attending conferences, conventions and other professional development activities as an approved representative of the TCDSB shall be reimbursed as follows:
 - a. Prior approval will be obtained from the appropriately designated individual and/or Superintendent before any costs or commitments are incurred.



POLICY SECTION: FINANCE
SUB-SECTION: MISCELLANEOUS
POLICY NAME: EMPLOYEE EXPENSES
POLICY NO: F.M. 01

- b. Employees shall be reimbursed for out-of-pocket travel expenses incurred while on Board business. Eligible expenses include:
 - i. A rate per kilometer to be aligned with the Canada Revenue Agency **prescribed** rate and amended ~~from time to time~~ annually, as required.
 - ii. Paid parking associated with the travel.
 - ii. TTC tokens or day passes.
- c. Allowable expenses for an approved representative will be determined as follows:
 - i. Course, conference, workshop or registration fees or charges.
 - ii. Meals at reasonable cost during the scheduled event which are not included in registration. ~~The maximum daily charges for 3 meals should not exceed the rates published by the Ontario Public Service (OPS) Travel Meal and Hospitality Expenses Directive~~ **Reimbursement for meals will be limited to the applicable rates established under this policy.** Expenses for alcoholic beverages will not be reimbursed and must be deducted from the bill.
 - iii. Mileage and parking expenses for use of a personal vehicle.
 - iv. Public transportation at cost.
- d. Standard hotel accommodation with prior approval. It is expected that one call of reasonable length, per day to your residence is appropriate while traveling on Board business.
- e. Transportation costs at Economy Class or the lowest fare practical for conferences or conventions outside of the GTA. This could include air, rail or vehicle rental if a personal vehicle is not available or practical.
- f. Other business expenses at the lowest cost option (telephone, fax and internet).
- g. Reasonable gratuities for porter, hotel room services and taxis.



POLICY SECTION: FINANCE
SUB-SECTION: MISCELLANEOUS
POLICY NAME: EMPLOYEE EXPENSES
POLICY NO: F.M. 01

- h. The following will not be reimbursed:
- i. Recreational costs (fitness facilities, video rentals, mini bar charges, golf tournament fees, etc.)
 - ii. Alcoholic beverages.
 - iii. Ticket costs for theatre, concert, movie or sporting events.
 - iv. Purchase of promotional items.
 - v. Parking tickets, traffic violations or other automobile expenses not listed above.
- i. All expense claims for travel allowance, mileage, ~~must be submitted to Payroll using a fully completed payroll expense form.~~ Claims for parking, transit, ~~medical notes~~, taxis, etc. will be submitted ~~to the Business Services Department~~ using the SAP Concur online employee expense reimbursement system ~~a fully completed employee expense form and when appropriate may be paid from petty cash.~~ All itemized receipts ~~images~~ must be attached, where required, and a brief description of the purpose of the expense will accompany the request.
- j. Unless otherwise specified, all requests for employee reimbursement must be ~~received~~ entered and approved in the SAP Concur online employee expense reimbursement system ~~either Payroll or Business Services with the appropriate approval~~ within 90 days of the date of the ~~event~~ expense was incurred. Expenses incurred prior to the Board's year end of August 31st must be submitted by September 30th for reimbursement. Failure to comply with these deadlines ~~will~~ ~~may~~ result in the ~~form~~ request being returned unpaid.
- k. Exceptions to this policy and resolution of any dispute arising shall be at the discretion of the Director of Education ~~or Chief Financial Officer and Treasurer.~~



POLICY SECTION: FINANCE
SUB-SECTION: MISCELLANEOUS
POLICY NAME: EMPLOYEE EXPENSES
POLICY NO: F.M. 01

Automobile Expenses

13. All employees not subject to a collective agreement who use their automobile on Board approved business shall be reimbursed mileage at the per kilometer rate as prescribed by the Canada Revenue Agency (CRA) ~~the equivalent rate paid by the Province of Ontario to its employees~~ and will be reviewed on an annual basis as part of the budget process.

Meals

14. Meals will be reimbursed to salaried non-union personnel whose work requires them to attend meetings or perform required duties beyond the working day and a meal is not provided otherwise.
15. To qualify, an employee must work a minimum of three hours beyond the working day and it must be approved by their immediate supervisor or equivalent. A receipt will be required for reimbursement and the meal should have been eaten by the employee in order to be eligible.
16. Reimbursement will be made using the SAP Concur online employee expense reimbursement system ~~by way of an approved employee expense form~~ with all receipts images and documentation attached. The expenses will be reviewed and approved by the Department Head/Principal or the designated authorized Concur approver, starting from the Manager level and higher. Expenses cannot be submitted later than 90 days past the ~~event~~ date the expense was incurred.
17. Reasonable meal rates will be maintained in accordance with the Broader Public Sector Expenses Directive, and amended from time to time as required to ensure the rate per meal is fair and appropriate.



POLICY SECTION: FINANCE
 SUB-SECTION: MISCELLANEOUS
 POLICY NAME: EMPLOYEE EXPENSES
 POLICY NO: F.M. 01

Out-of-Pocket Expenses

18. Employees are expected to follow the Board's Purchasing Policy which requires the use of a Purchase Order or Departmental Purchasing Card for supplies. Occasionally, employees may be required to purchase supplies out of pocket for which they will be reimbursed provided it was pre-approved.

19. Employees will be reimbursed for out-of-pocket expenses for supplies as per the following:

- I. The employee's appropriately designated supervisor will approve of the purchase expense prior to the purchase being made.
- II. Reimbursement must be made using the SAP Concur online employee expense reimbursement system on an Employee Expense Form and be submitted to Accounts Payable within 90 days of the purchase. The form submission will must have all original and itemized receipts images attached and will indicate the date and nature of each charge.

Definitions:

Ontario Public Service (OPS) Travel, Meal and Hospitality Expenses Directive (Ontario Management Board of Cabinet, November 2004; amended January 1, 2017 2020)

This directive sets out the rules guidelines for government employees, appointees, contractors and other designated persons to claim reimbursement for work-related travel, meal and hospitality expenses.

Broader Public Sector Expenses Directive (Ontario, updated January 1 2020 February 23, 2017)

This directive sets out the requirement for designated broader public sector (BPS) organizations to establish rules guidelines related to perks in cases where perks are provided through public funds.



POLICY SECTION: FINANCE
SUB-SECTION: MISCELLANEOUS
POLICY NAME: EMPLOYEE EXPENSES
POLICY NO: F.M. 01

Broader Public Sector Perquisites Directive (Ontario)

The requirements set out in this document raise the level of accountability and transparency for designated broader public sector (BPS) organizations, contributing to greater alignment with the high standards expected in Ministries and agencies of the Government of Ontario.

Evaluation and Metrics:

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

1. Meal and Mileage Reimbursement rates are reviewed annually by the Payroll and ~~Business Services~~ Finance departments.
2. The Annual Budget Estimates ~~report to Board~~ includes budget provisions for employee expenses.

Meal Rates in Canada (December 2021)

Meal	Maximum Amount
Breakfast	\$20.00
Lunch	\$20.00
Dinner	\$30.00
After Hours	\$25.00

Note: the maximum amount includes taxes and gratuities; receipts required.

Mileage Reimbursement Rates (December 2021)

Annual Kilometers	Per Kilometer Rate
Up to 5,000 kilometers	\$0.59
Beyond 5,000 kilometers	\$0.53



REPORT TO

GOVERNANCE AND POLICY
COMMITTEE

FLAG FLYING POLICY A.04 (NEW)

"Obey the government, for God is the One who has put it there. There is no government anywhere that God has not placed in power. So those who refuse to obey the law of the land are refusing to obey God, and punishment will follow." Romans 13:1-2

Created, Draft	First Tabling	Review
August 10, 2021	September 7, 2021	

Paul Matthews, General Legal Counsel

RECOMMENDATION REPORT

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R. Putnam
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A. EXECUTIVE SUMMARY

This report recommends a new policy on Flag Flying Protocols at the Toronto Catholic District School Board to conform with current legal requirements and policies. The policy has been amended to add that the Board of Trustees may direct that flags be flown at half-staff. The Governance and Policy Committee previously requested that staff develop operational procedures to address the request for multiple flags being flown at the same time. Further the Indigenous Education Advisory Committee met on September 27, 2021 and advised that it is considering which Indigenous themed flag will be flown on a go forward basis. The Operational Procedures have been drafted in consultation with the Indigenous Education Advisory Committee.

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 a new policy on Flag Flying Protocol.

C. BACKGROUND

1. At the Corporate Services Meeting on May 20, 2021, a motion was passed for staff to create a new policy on Flag Flying protocols.
2. This new policy reflects current legal requirements and alignment with related protocols:
 - (i) *National Flag of Canada Act S.C. 2012, c.12*
 - (ii) *Education Act – Ontario Regulation 298*
 - (iii) *Guidelines for National Symbols – Government of Canada*
3. At the Governance and Policy Committee meeting on October 5, 2021 the policy was referred back to staff to provide the Operational Procedures in consultation with the Indigenous Education Advisory Committee.

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 newly created Policy on Flag Flying and Operational Procedures provided in Report Appendix A, be adopted.



POLICY SECTION: ADMINISTRATION

SUB-SECTION:

POLICY NAME: FLAG FLYING POLICY

POLICY NO: A.04

Date Approved:	Date of Next Review:	Dates of Amendments:
Cross References: <i>National Flag of Canada Act S.C.2012, c.12</i> <i>Education Act - Ontario Regulation 298</i> Guidelines for National Symbols – Government of Canada		
Appendix: Toronto Catholic District School Board Operational Procedure to Flag Flying Policy A.04		

Purpose:

The purpose of this policy is to prescribe procedures for flying the National Flag of Canada and other flags on Toronto Catholic District School Board properties.

Scope and Responsibility:

The Director of Education is responsible for this policy.

Alignment with MYSP:

Living Our Catholic Values

Strengthening Public Confidence

Fostering Student Achievement and Well-Being

Achieving Excellence in Governance

Providing Stewardship of Resources

Inspiring and Motivating Employees



POLICY SECTION: ADMINISTRATION

SUB-SECTION:

POLICY NAME: FLAG FLYING POLICY

POLICY NO: A.04

Policy:

The Toronto Catholic District School Board's Flag Flying Policy will promote and maintain practices required by legislation on flying the National Flag of Canada and other flags on Toronto Catholic District School Board properties. This policy will ensure the proper protocols are followed to strengthen relationships, support organizations and activities of the Board, and to celebrate the values of Catholic education.

Regulations:

1. Ontario Regulation 298 under the *Education Act* requires that:
 - (i) S.5(1) *Every school shall fly both the National Flag of Canada and the Flag of Ontario on such occasions as the board directs.*
 - (ii) S.5(2) *Every school shall display in the school the National Flag of Canada and the Provincial Flag of Ontario.*
2. The National Flag of Canada shall be flown at the Catholic Education Centre, all schools and all Board facilities.
3. Where there are multiple flags displayed together, the National Flag of Canada shall be displayed above any other flag.
4. As Canada's paramount symbol of national identity, the act of flying the National Flag of Canada at half-staff is a dramatic visual statement that speaks to the shared sense of collective loss. All flags at Toronto Catholic District School Board schools and facilities shall be flown at half-staff upon the direction of the Board of Trustees or the Director of Education or designate. Flags are



POLICY SECTION: ADMINISTRATION

SUB-SECTION:

POLICY NAME: FLAG FLYING POLICY

POLICY NO: A.04

flown at half-staff in recognition of the death of prominent public figures and other individuals.

5. Individual schools, at the direction of the principal and in consultation with their supervisory officer, may fly their flag at half-staff to recognize the death of a student or staff member.
6. On Remembrance Day, flags at all Toronto Catholic District School Board schools and facilities shall be flown at half-staff from 11:00am to the end of the instructional day as a symbol of respect.
7. All flags must be treated with dignity and respect at all times.
8. Flags should be regularly inspected for signs of wear and damage and shall be replaced when worn, noticeably faded or otherwise unfit for service. When a flag is worn and is no longer in a suitable condition for use, it should be destroyed in a dignified way.
9. When raised or lowered, a flag should be prevented from touching or falling to the ground.

Evaluation and Metrics:

The effectiveness of the policy will be evaluated on an as needed basis. The analysis and findings will be presented to the Board of Trustees on a five-year cycle to ensure compliance with current legislation and policies.

Toronto Catholic District School Board's Operational Procedure to Flag Flying Policy A.04

Except as otherwise indicated, the Toronto Catholic District School Board's Operational Procedure to Flag Flying Policy A.04 within the Toronto Catholic District School Board (TCDSB) will be as outlined by the Government of Canada.

School Principals should use their judgement and follow the procedure in the display of flags.

1. General

Flags shall be flown daily while the building is occupied by any staff member, including the holiday periods of Christmas, March and summer breaks. Other flags, banners or pennants can be flown as long as the Canadian flag is above all other flags on the mast. The Canadian flag should never be removed in order to fly another flag, banner or pennant. The Canadian flag must be the largest flag on the mast. The flying of any other flag, banner or pennant must be approved by the Director of Education. When a flag becomes worn, noticeably faded or otherwise unfit for services, a replacement should be ordered through the school office. When a flag is being handled, at no time should it touch the ground

2. Half-Staff

All flags at the TCDSB schools and facilities shall be flown at half-staff upon the direction of the Board of Trustees or the Director of Education or designate. Flags are flown at half-staff in recognition of the death of prominent public figures, students, employees and other individuals. Flags at the Catholic Education Center (CEC) and other central buildings of the Board will be flown at half-staff on the death of an elected member of the Board.

3. Other Flags

3.1 Indigenous Flag – A flag to be determined by the Indigenous Education Advisory Committee shall be flown at the CEC and all schools of the TCDSB throughout the year.

3.2 Pride Flag – The pride flag is to be flown at the CEC and all schools of the TCDSB throughout the month of June.

GOVERNANCE AND POLICY COMMITTEE

PENDING LIST TO DECEMBER 7, 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	TBC	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	January 2022	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
13	June 2021 Corporate Services	TBC	Governance and Policy	WHEREAS: Notices of motions/motions and amendments are used to bring proposals for consideration by Trustees;	Superintendent Fernandes

#	Date Requested & Committee/Board	Report Due Date	Destination of Report Committee/Board	Subject	Delegated To
				<p>WHEREAS: Notices of motions/motions and amendments are submitted in writing;</p> <p>WHEREAS: Preamble clauses are whereas explanatory notes that precede the be it resolved clauses;</p> <p>WHEREAS: Using a preamble or whereas explanatory notes gives the mover to list the reasons for the resolution;</p> <p>WHEREAS: Preamble clauses (whereas) should support the resolved statement(s);</p> <p>WHEREAS: Comments made in the preamble should be factual and verifiable;</p> <p>WHEREAS: Preambles must be as specific as possible about the issue and demonstrate the relevance of the resolution;</p> <p>WHEREAS: Commentary in the whereas paragraphs exemplify why action should be taken;</p> <p>WHEREAS: The TCDSB recently adopted a revised Trustee Code of Conduct that states in part:</p> <p>Trustees have a duty to treat members of the</p>	

#	Date Requested & Committee/Board	Report Due Date	Destination of Report Committee/Board	Subject	Delegated To
				<p>public, one another and staff appropriately and without abuse, bullying or intimidation;</p> <p>WHEREAS: Trustees should be committed to performing their functions with integrity, impartiality and transparency;</p> <p>WHEREAS: Trustees shall be respectful of the role of staff to advise based on political neutrality and objectivity and without undue influence from any individual Trustee or faction of the Board;</p> <p>WHEREAS: Trustees as leaders of the community, are held to a higher standard of behaviour and conduct;</p> <p>WHEREAS: Trustees shall not maliciously or falsely impugn or injure the professional or ethical reputation or the prospects or practice of staff, and all Trustees shall show respect for the professional capacities of the staff of the Board;</p> <p>WHEREAS: Trustees share a common basis and understanding for acceptable conduct of Trustees, in concert with and beyond the minimum standards of behaviour set out in the existing legislative framework;</p>	

#	Date Requested & Committee/Board	Report Due Date	Destination of Report Committee/Board	Subject	Delegated To
				<p>WHEREAS: Negative preambles should be avoided;</p> <p>WHEREAS: Members are not endorsing whereas comments when voting for a resolution; and</p> <p>WHEREAS: Negative motions or resolutions should not be considered.</p> <p>THEREFORE BE IT RESOLVED THAT: Trustees in presenting notices of motions, motions and amendments adopt the following principles effective immediately:</p> <p>a) preambles will be factual and verifiable;</p> <p>b) preambles will be as issue specific as possible;</p> <p>c) negative preambles to notices of motions, amendments and resolutions will be avoided;</p> <p>d) resolutions and preambles to notices of motions/motions or amendments will not maliciously or falsely impugn the professional or ethical reputation of staff or trustees; and</p> <p>e) resolutions and preambles to notices of motions/motions or amendments will respect the professional Board staff and trustees</p>	

#	Date Requested & Committee/Board	Report Due Date	Destination of Report Committee/Board	Subject	Delegated To
14				FURTHER BE IT RESOLVED THAT: The aforementioned be referred to the Governance and Policy Committee and to staff for necessary amendments to the present policies (Consideration of Motion from Trustee Rizzo regarding Notice of Motions)	
	June 2021 Regular Board	TBC	Governance and Policy	That the revised Terms of Reference for the 2SLGBTQ+ Advisory Committee (Appendix A of the report) be approved. Staff was directed to refer the matter of having consistency with respect of determining Terms of Reference before approval of Committee membership and meetings to the Governance and Policy Committee (Approval of 2SLGBTQ+ Advisory Committee Terms of Reference)	Superintendent Fernandes
15	September 2021 Regular Board	January 2022	Governance and Policy	WHEREAS: The Government of Canada proclaimed September 30th as the National Day for Truth and Reconciliation; WHEREAS: September 30th commemorates the history and legacy of residential schools as part of the Truth and Reconciliation; WHEREAS: The intention is to recognize and honour residential school survivors, their families and communities; WHEREAS: The Toronto Catholic District	Superintendent Fernandes

#	Date Requested & Committee/Board	Report Due Date	Destination of Report Committee/Board	Subject	Delegated To
16.				<p>School Board (TCDSB) honours Every Child Matters and Orange Shirt Day in September; and</p> <p>WHEREAS: The TCDSB is committed to strengthening our relationships with the Indigenous communities, begin to heal the painful history and build a new relationship.</p> <p>1. BE IT RESOLVED THAT: That following <i>September 30, 2021</i> the policy on opening exercise be sent to the Governance and Policy Committee for amendment to reflect an ongoing Truth and Reconciliation recognition.</p> <p>2. That flying the flags represent the Indigenous community throughout the school year and be referred to the Governance and Policy Committee to be included in the review of the Flag Flying Policy, and that consultation take place with the Indigenous Advisory Committee (Recommendation for National Truth and Reconciliation Day, September 30, 2021)</p>	
	October 2021 Corporate Services	January 2022	Governance and Policy	That the Board request that Policy SM04 Fund Raising in schools be referred to the Governance and Policy Committee for an urgent review to assist Catholic School Parent Councils in	Superintendent Fernandes

#	Date Requested & Committee/Board	Report Due Date	Destination of Report Committee/Board	Subject	Delegated To
				determining proper procedures for fund raising in a pandemic (Return to School Update)	

Governance and Policy Committee
Draft 2022 Policy Priority Schedule
 Policy titles are linked to policy documents

GAP Date	Policy or Procedure	Policy #	Key Contact (s)
January 11	Access Control	B.B.05	M. Farrell/ R. MacDonald
	Fund Raising Policy	S.M.04	R. Putnam
	Rental of Surplus School Space Policy (Annual Policy Metric)	B.R.01	M. Loberto
	Prayer in Schools	S.23	P. Matthews/D.Chen
February 1	Information and Communication Technology - Hardware and Software Standards	A.34	O. Malik
	Outdoor Play Environment	B.G.01	M. Zlomislic
	Sweatshop-Free Purchasing	F.P.04	R. Putnam/ Charles
	Art Collection	A.22	M. Zlomislic
March 1	Religious Education Course Requirement for Secondary Pupils	S.P.12	Students - Programs
	Catholicity and School Support	H.M.08	Planning- M. Loberto
	Workplace Accommodations for Employees with Disabilities	H.M.38	L. Coulter
	Emergency School Closure	A.16	M. Caccamo
April 19	International Languages (Elementary)	S.P.05	A. Bria
	Records Management & Archives	A.20	M. Loberto
	Twenty-Five Year Club	H.M.09	L. Coulter
	Retirement Ceremonies	H.M.10	L. Coulter
May 10	Special Education Advisory Committee	A.23	M. Meehan
	School Organization Change	S.05	L. Coulter
	Accessibility Standards for Services and Facilities	A.36	Employee Relations/
	Workplace Accommodation for Employees with Disabilities	H.M.38	Employee Relations/ Human Resources
June 7	Employment Equity	H.M.11	L. Coulter
	Real Property	R.01	M. Loberto
	Alternative Arrangements for School Facilities	R.09	M. Loberto
September 6	Donation and Sponsorship	F.F.02	R. Putnam
	Eastern Rite Employee's Holy Days	H.M.01	L. Coulter
	School Names	S.07	

October 4	Alcohol, Cannabis and Other Drugs	S.S.03	Curriculum/Safe Schools
	Harassment and Discrimination in the Workplace	H.M.14	L. Coulter/ I. Varano
	Use of School Facilities in Emergency Situations	B.R.06	M. Farrell
	Negotiation Procedures	H.M.39	Employee Relations/ Human Resources
November 1	Non-Union Employee Handbook	H.M.02	L. Coulter
	ICod Policy (NEW)	TBD	Employee Relations/ Human Resources
	Community Engagement	T.07	P. Matthews
	Guidelines for Trustees, Parents and Staff in Addressing School Related Concerns	A. 33	Employee Relations/ Parent Engagement
December 6	Direction of Property Taxes for Separate Education School Support	F.M.03	M. Loberto
	Complaint Against a Staff Member	H.M.30	Human Resources
	Demolition	R. 02	M. Loberto