

GOVERNANCE AND POLICY COMMITTEE REGULAR MEETING Public Session

AGENDA January 11, 2022

Garry Tanuan, Chair
Trustee Ward 8

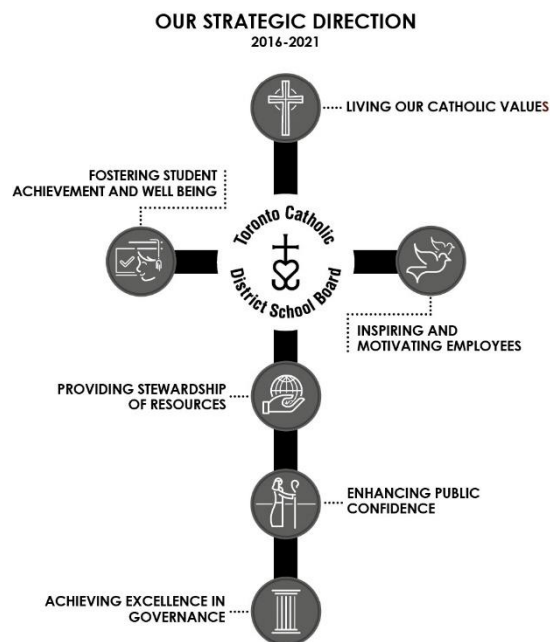
Frank D'Amico
Ex-Officio

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.

OUR 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.*

OUR VISION

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



AGENDA THE REGULAR MEETING OF THE GOVERNANCE AND POLICY COMMITTEE

PUBLIC SESSION

Garry Tanuan, Chair

Nancy Crawford, Vice Chair

Tuesday, January 11, 2022

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 December 7, 2021	1 - 15
8. Delegations	
9. Presentation	
10. Notices of Motion	
11. Unfinished Business	

12. Matters referred or deferred

From the December 7, 2021 Governance and Policy Committee Meeting

12.a. Flag Flying Policy A.04 (New) 16 - 23

13. Staff Reports

13.a. Updated Revision to the Delegation and Public Participation Policy T.14 24 - 39

13.b. Update to Access Control Policy B.B.05 40 - 47

14. Listing of Communications

15. Inquiries and Miscellaneous

16. Updating of Pending List

16.a. Monthly Pending List 48 - 59

16.b. Annual Policy Priority Schedule 60 - 61

17. Adjournment

OUR 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.*

OUR VISION

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



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

HELD TUESDAY, DECEMBER 7, 2021

PRESENT:

Trustees:

G. Tanuan, Chair
N. Crawford, Vice-Chair
M. Del Grande - Virtual
I. Li Preti - Virtual

Non-Voting Trustee: M. Rizzo – Virtual

Staff:

B. Browne
R. Putnam
C. Fernandes
M. Farrell
P. Matthews
J. Wujek

S. Harris, Recording Secretary

S. Hinds-Barnett, Assistant Recording Secretary

External Guest:

A. Robertson, Parliamentarian

4. Roll Call and Apologies

Trustees D'Amico and Kennedy were absent.

5. Approval of the Agenda

MOVED by Trustee Crawford, seconded by Trustee Del Grande, 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 October 5, 2021 be approved.

The Motion was declared

CARRIED

13. Staff Reports

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

- 13a) Second Revision of the Delegation and Public Participation Policy T.14** that the Governance and Policy Committee recommend to Board that the recently revised Delegation and Public Participation T.14 policy be adopted.

MOVED in AMENDMENT by Trustee Crawford, seconded by Trustee Del Grande, that a new Regulation 1(iv), page 13, be added to read: *If a delegation is in regards to a recommendation from a Statutory Committee;*

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

In Favour

Opposed

Trustees Crawford
Del Grande
Li Preti
Tanuan

The AMENDMENT was declared

CARRIED

Trustee Rizzo joined the meeting virtually at 7:52 pm.

MOVED in AMENDMENT by Trustee Crawford, seconded by Trustee Del Grande, that Regulation 14, page 17, be combined with Regulation 8, page 15, with the outcome being Regulation 8 (i) and 8 (ii).

MOVED in AMENDMENT by Trustee Crawford, seconded by Trustee Del Grande, that Regulation 16, page 17, be reordered prior to Regulation 15.

Results of the Vote taken on both AMENDMENTS, as follows:

In Favour

Opposed

Trustees Crawford
Del Grande
Li Preti
Tanuan

The AMENDMENTS were declared

CARRIED

MOVED in AMENDMENT by Trustee Del Grande, seconded by Trustee Crawford, that Regulation 22, Page 18, be revised as follows:

The Chair of the meeting may expel or exclude *any person including* a delegate from the meeting should they engage in conduct contrary to the Toronto Catholic District School Board (TCDSB) Code of Conduct or Respectful Workplace Guidelines, or fail to comply with this Policy.

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

In Favour

Opposed

Trustees Crawford
Del Grande
Li Preti
Tanuan

The AMENDMENT was declared

CARRIED

MOVED in AMENDMENT by Trustee Del Grande, seconded by Trustee Crawford:

1. That Regulation 2, page 14, 3rd sentence, be revised as follows:

The Chairs of Committees of the Board, in consultation with the Director of Education, retains discretion to reasonably determine whether or not a deputation will be received; and

2. That Regulation 1, page 13, be revised as follows:

Given the division of work between Board meetings and Committee meetings, the Chair of the Board, in consultation with the Director of Education, retains discretion to reasonably determine whether or not a delegation at Regular or Special Board Meetings will be received ...

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

In Favour

Trustees Crawford
Del Grande
Tanuan

Opposed

Li Preti

The AMENDMENT was declared

CARRIED

MOVED in AMENDMENT by Trustee Del Grande, seconded by Trustee Crawford, that a new Regulation be added:

that priority for delegations be given to: (i) a parent/guardian of a TCDSB student; (ii) a Catholic voter/resident of Toronto.

The Chair declared a 10-minute recess.

PRESENT: (Following Recess)

Trustees: G. Tanuan, Chair
N. Crawford, Vice-Chair
F. D’Amico - Virtual
M. Del Grande - Virtual
I. Li Preti - Virtual

Non-Voting Trustee: M. Rizzo - Virtual

13a) Second Revision of the Delegation and Public Participation Policy T.14
(Continued)

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

In Favour

Trustees Crawford
Del Grande
Tanuan

Opposed

Li Preti

The AMENDMENT was declared

CARRIED

MOVED in AMENDMENT by Trustee Del Grande, seconded by Trustee Crawford, that the Receipt and Referral wording, Definitions, page 22, be reviewed to match the language in the By-Law.

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

In Favour

Opposed

Trustees Crawford
Del Grande
Li Preti
Tanuan

The AMENDMENT was declared

CARRIED

MOVED by Trustee Crawford, seconded by Trustee Del Grande, that the Delegations and Public Participation Policy T.14, as amended, be referred back to Staff.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
Del Grande
Tanuan

Li Preti

The Motion was declared

CARRIED

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

- 13b) Update to Operational Procedures on Selection Process for Community and Parent/Guardian Membership on Advisory / Ad Hoc Committees** that the Governance and Policy Committee recommend to Board that the revised Operational Procedure on Community and Parent/Guardian Membership Selection appointment to committees provided in Report Appendix A, be adopted.

MOVED in AMENDMENT by Trustee Crawford, seconded by Trustee Del Grande, that *Toronto Association of Parents in Catholic Education (TAPCE)*, Selection Process: Communication with relevant Committees, page 26, be replaced with *Ontario Association of Parents in Catholic Education-Toronto (OAPCE-Toronto)*.

MOVED in AMENDMENT by Trustee Crawford, seconded by Trustee Del Grande, that ... *on Parent Engagement and Advisory Committees*, Selection Process: Communication with Parents and Guardians, page 26, be replaced with ... *Parent Membership on TCDSB Advisory or Ad Hoc Committees*.

MOVED in AMENDMENT by Trustee Li Preti, seconded by Trustee Crawford, that the Application Process, third bullet, page 27, be replaced with *submit an application directly to the Committee Chair, or to the Committee Chair through the Principal of the school*.

MOVED by Trustee Crawford, seconded by Trustee Li Preti, that the Update to Operational Procedures on Selection Process for Community and Parent/Guardian Membership on Advisory/Ad Hoc Committees be referred back to Staff to incorporate all the amendments, and to provide a comprehensive policy on recruitment processes for all types of Board Committees involving community members including Advisory, Ad Hoc and Statutory Committees.

Results of the Vote taken on Referral, as follows:

In Favour

Opposed

Trustees Crawford
Del Grande
Li Preti
Tanuan

The Motion to Refer was declared

CARRIED

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

- 13c) Disposal of Surplus or Obsolete Furniture, Fixtures and Equipment Policy F.P.07** that the Governance and Policy Committee recommend to Board that the revised Disposal of Surplus or Obsolete Furniture, Fixtures and Equipment Policy F.P.07 provided in Report Appendix A, be adopted.

MOVED in AMENDMENT by Trustee Del Grande, seconded by Trustee Li Preti, that Regulation 9, page 34, include a second sentence: *An employee who disposes of or sells privately an item contrary to this policy may be subject to discipline.*

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

In Favour

Opposed

Trustees Del Grande
Li Preti
Tanuan

Crawford

The AMENDMENT was declared

CARRIED

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

In Favour

Opposed

Trustees Crawford
Del Grande
Li Preti
Tanuan

The Motion, as amended, was declared

CARRIED

MOVED by Trustee Crawford, seconded by Trustee Li Preti, that Item 13d) be adopted as follows:

- 13d) Advocacy Policy A.06** that the Governance and Policy Committee recommend to Board that the revised Advocacy Policy A.06 provided in Report Appendix A, be adopted.

MOVED in AMENDMENT by Trustee Crawford, seconded by Trustee Del Grande, that Financial Impact, Legal Impact, Appendix A, page 39, and Definitions, page 40, be removed.

MOVED in AMENDMENT by Trustee Crawford, seconded by Trustee Del Grande, that Regulation 1, page 39, be revised to read: The TCDSB may pay membership fees to *educational organizations and other organizations* which support the tenets of Roman Catholicism.

MOVED in AMENDMENT by Trustee Crawford, seconded by Trustee Del Grande, that a new Regulation be added: That organizations other than those in Regulation 1 that do not expressly support the tenets of Roman Catholicism be brought to the Board for approval.

Trustee Li Preti requested that the AMENDMENTS be split.

Results of the Vote taken on the AMENDMENT regarding the addition of a new Regulation, as follows:

<u>In Favour</u>	<u>Opposed</u>
Trustees Crawford Del Grande Tanuan	Li Preti

The AMENDMENT was declared

CARRIED

Results of the Vote taken on the AMENDMENT regarding Regulation 1, as follows:

<u>In Favour</u>	<u>Opposed</u>
Trustees Crawford Del Grande Tanuan	Li Preti

The AMENDMENT was declared

CARRIED

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

In Favour

Opposed

Trustees Crawford
Del Grande
Li Preti
Tanuan

The AMENDMENT was declared

CARRIED

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

In Favour

Opposed

Trustees Crawford	Li Preti
Del Grande	
Tanuan	

The Motion, as amended, was declared

CARRIED

MOVED by Trustee Del Grande, seconded by Trustee Crawford, that Item 13e) be adopted as follows:

- 13e) Employee Expenses Policy F.M.01** that the Governance and Policy Committee recommend to Board 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.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
Del Grande
Li Preti
Tanuan

The Motion was declared

CARRIED

MOVED by Trustee Li Preti, seconded by Trustee Crawford, that Item 13f) be adopted as follows:

- 13f) Flag Flying Policy A.04 (New)** that this be deferred to the January 11, 2022 Governance and Policy Committee Meeting.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
Del Grande
Li Preti
Tanuan

The Motion was declared

CARRIED

16. Updating of Pending List

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

16a) Monthly Pending List received.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
Del Grande
Li Preti
Tanuan

The Motion was declared

CARRIED

MOVED by Trustee Crawford, seconded by Trustee Del Grande, 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
Del Grande
Li Preti
Tanuan

The Motion was declared

CARRIED

17. Adjournment

MOVED by Trustee Del Grande, seconded by Trustee Li Preti, that the meeting be adjourned.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
Del Grande
Li Preti
Tanuan

The Motion was declared

CARRIED

SECRETARY

CHAIR



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

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

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 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.



REPORT TO

GOVERNANCE AND POLICY COMMITTEE

UPDATED 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***

Drafted

June 1, 2021

Paul Matthews, General Legal Counsel

Meeting Date

January 11, 2022

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
Director of Education

Adrian Della Mora
Associate Director of Academic
Affairs & Chief Operating Officer

Derek Boyce
Associate Director of Facilities,
Business & Community Development

Ryan Putnam
Chief Financial Officer & 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 revisions to a number of regulations to reflect directed amendments and 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 3 hours.

B. PURPOSE

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

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.
3. This report appeared at the December 7, 2021 Governance and Policy Committee where staff were directed to amend several regulations. These are captured in the draft policy presented (Report – Appendix A).

D. EVIDENCE

These proposed revisions are to Regulations 1, 2, 14, 16 and 22 and Definitions. Regulation 26 is new.

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:	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, **the Chair of the Board, in consultation with the Director of Education, retains discretion to reasonably determine whether or not a delegation at Regular or Special Board meetings will be received.** ~~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:~~



POLICY SECTION: TRUSTEES

SUB-SECTION:

POLICY NAME: DELEGATIONS AND PUBLIC PARTICIPATION

POLICY NO: T.14

- (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.

(iv) If a delegation is in regard to a recommendation from a Statutory Committee

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 Chairs of the Committees of the Board, in consultation with the Director of Education,** ~~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



POLICY SECTION: TRUSTEES

SUB-SECTION:

POLICY NAME: DELEGATIONS AND PUBLIC PARTICIPATION

POLICY NO: T.14

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.
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



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

8. All delegates must:

- (i) 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 two (2) business days preceding the meeting at which the individual or group intends to delegate.
- (ii) **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. 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.**

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 delegation has changed substantially since the prior deputation was made.



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

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



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

propose that the potential delegate submit a written delegation instead of an 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.

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

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.~~

16. Delegates and their topic of deputation will be listed on the agenda of the meeting. Private information shall not be included.



POLICY SECTION: TRUSTEES

SUB-SECTION:

POLICY NAME: DELEGATIONS AND PUBLIC PARTICIPATION

POLICY NO: T.14

17. 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.

18. 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.

19. 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.

20. 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.



POLICY SECTION: TRUSTEES

SUB-SECTION:

POLICY NAME: DELEGATIONS AND PUBLIC PARTICIPATION

POLICY NO: T.14

- (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.
21. The Chair of the meeting may expel or exclude **any person including** 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.
22. The Chair of the Board or Committee and the Director of Education reserves the right to refuse any delegation request to ensure compliance with applicable law including, but not limited to, the *Ontario Human Rights Code*, the *Canadian Charter of Rights and Freedoms* and relevant privacy law. A person who is denied a request to delegate will be provided a written reason for the denial.
23. 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.
24. 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.
25. 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.



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

26. Priority for the right to delegate is given to:

- (i) A parent/guardian of a Toronto Catholic District School Board student**
- (ii) Catholic voter/resident of Toronto**

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.

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



POLICY SECTION: TRUSTEES

SUB-SECTION:

POLICY NAME: DELEGATIONS AND PUBLIC PARTICIPATION

POLICY NO: T.14

Time Allotted for Delegation

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.
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, which includes the delegate's response.
32. Questions asked by Trustees are limited to clarifying questions only. No questions of staff are permitted. The Director may clarify information.



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

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.

Receipt

Receipt is a motion of the Board of Trustees acknowledging that the deputation has been heard by the Board of Trustees and been made accessible to the public. **A motion to receive or hear a delegation or presentation, or a motion to receive a communication or other matter shall not be construed as constituting the approval of the Board of Trustees.**

Receipt and Referral

Receipt and Referral to Staff is a motion of the Board of Trustees requesting staff to consider the presentation by the delegate and to communicate to the delegate appropriate action taken to remedy the **matter. All motions to refer require appropriate and succinct instruction for the receiving body.**



POLICY SECTION: TRUSTEES

SUB-SECTION:

POLICY NAME: DELEGATIONS AND PUBLIC PARTICIPATION

POLICY NO: T.14

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 ACCESS CONTROL POLICY B.B.05

*I can do all the through Him who gives me strength **Philippians 4:13***

Drafted

December 14, 2021

Meeting Date

January 11, 2022

R. MacDonalds, Manager, Facilities Central Services

M. Farrell, Superintendent, Environmental Services

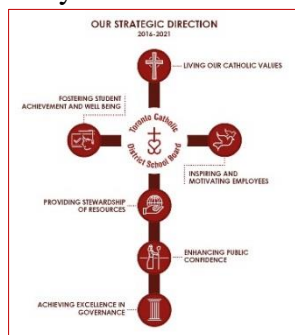
RECOMMENDATION REPORT

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

Director of Education

Adrian Della Mora

Associate Director of Academic
Affairs & Chief Operating Officer

Derek Boyce

Associate Director of Facilities,
Business & Community Development

Ryan Putnam

Chief Financial Officer & Treasurer

A. EXECUTIVE SUMMARY

This report recommends updating the current Access Control Policy B.B.05 in order align with current practice and policies.

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

B. PURPOSE

1. This recommended report is on the Order Paper for Governance & Policy Committee as it recommends a Policy revision.

C. BACKGROUND

1. The Policy on Policy was first approved in October 1988 and has not been amended since.
2. The Environmental Support Services Department maintains and administers the access controls processes and procedures for key and card access to all schools and facilities of the TCDSB
3. Changes to this policy reflect current practice and alignment with related policies:
B.B.01 Facilities Management Policy
B.B.06 Employee Photo Identification (ID) Cards
S.S.04 Access to Students in Schools
Education Act, Section 53
4. Environmental Services is working to standardize and bring awareness to key and access card protocols for all locations.
5. Environmental Support Services provides keys and access cards to authorized staff.
6. Most recently, the Renewal Department has been installing a new card access systems with photo identification at school locations.

7. TCDSB photo ID cards will eventually be combined with access control cards to serve the dual risk mitigation purpose of photo identification and controlled access to various parts of a facility.
8. Several Regulations were removed from the Policy as they were more instructional in nature.
9. The Environmental Services Department is working to align and enact the policy with current procedures and proposed initiatives.

D. EVIDENCE/RESEARCH/ANALYSIS

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

E. METRICS & ACCOUNTABILITY

1. Recommendations in this report will be monitored by Policy Development staff.
2. Costs associated with providing keys, access cards and installation of locks, and access cards readers will be monitored by Environmental Support Services Department.

F. IMPLEMENTATION

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

G. STAFF RECOMMENDATION

Staff recommend that the revised Access Control Policy (B.B.05) provided in Appendix A be adopted.



POLICY SECTION: BUILDING, PLANT, GROUNDS
SUB-SECTION: BUILDINGS
POLICY NAME: ACCESS CONTROL
POLICY NO: B.B.05

Date Approved: October 25, 1988	Date of Next Review:	Dates of Amendments:
Cross References: S.S.04 Access to Students in Schools B.B.01 Facilities Management Policy B.B.06 Employee Photo Identification <i>Education Act, Section 53</i>		
Appendix: Facilities Management Operational Guidelines - Keys & Access Cards		

Purpose:

The Toronto Catholic District School Board is committed to ensuring a safe environment for students, staff and occupants of all buildings. The Access Policy is intended to manage access to all properties owned or operated by Toronto Catholic District School Board, through the issuance, distribution and accountability of grand master and master keys, as well as building access cards.

Scope and Responsibility:

This policy extends to all schools and buildings of the TCDSB and all stakeholders that access them. The Superintendent of Facilities **Environmental Support Services** is responsible for implementation of this policy. The School Principal shall have the responsibility of administering and maintaining this policy within the school at the local level.

Alignment with MYSP:

Strengthening Public Confidence



POLICY SECTION: BUILDING, PLANT, GROUNDS
SUB-SECTION: BUILDINGS
POLICY NAME: ACCESS CONTROL
POLICY NO: B.B.05

Policy:

Toronto Catholic District School Board (TCDSB) shall manage and control the issuance, distribution and accountability of keys and access cards to staff employed at one or more facilities owned or operated by TCDSB, as well as tenants and leaseholders in TCDSB facilities. All existing and future access points shall conform to this standard.

Regulations:

1. All grand master and master keys, as well as access cards that are issued to authorized employees must be signed for by the employee receiving the key and witnessed by an authorized senior staff person or authorized alternate / delegate.
- ~~2. Standardization of access card information has been developed in consultation with Safe Schools, Facilities Services, and Health & Safety. All cards are designed to have name and photo image of the person to whom the card is being issued. There will be some instances where a photo is not applicable. (See Procedures)~~
3. Access level **for access cards is** determined by the employee's job classification within the organization. This information is provided by the Human Resources Department to the Superintendent of Facilities **Environmental Support Services** or designate.
4. Written authorization from the Human Resources department to the Superintendent of Facilities **Environmental Support Services** or designate, is required for issuance of an access card to the Catholic Education Centre building and the parking structure.



POLICY SECTION: BUILDING, PLANT, GROUNDS
SUB-SECTION: BUILDINGS
POLICY NAME: ACCESS CONTROL
POLICY NO: B.B.05

- ~~5. Upon change of employment status or a change of position, with the Board, which would no longer require the employee to be an authorized key holder, employees shall relinquish said keys and card access to their immediate Supervisor or identified alternate approved senior staff person before any final or further payment to the employee is processed. The key and/or access card release form will be completed and returned to the Human Resources department. At a school location, the key and/or access card will be returned to the school Principal or Designate. At an Administrative Site, i.e. the Catholic Education Centre, the key or access card will be returned to the departmental Supervisor. (See Procedures)~~
- ~~6. Upon termination of an employee, the key(s) and access card shall be collected immediately from the terminated staff person or persons by the senior management staff person in attendance at the termination meeting. (See Procedures)~~
- ~~7. Secondary schools shall have a key distribution framework that will allow academic and support staff to have access to all classrooms utilized by their respective department(s) as well as identified common use spaces. (See Procedures)~~
- ~~8. Elementary schools shall have a key distribution framework that will allow academic and support staff to have access to individual classrooms (pass key) utilized by themselves as well as identified common use spaces. (See Procedures)~~



POLICY SECTION: BUILDING, PLANT, GROUNDS
SUB-SECTION: BUILDINGS
POLICY NAME: ACCESS CONTROL
POLICY NO: B.B.05

~~9. Tenants and/or Licensees operating in a TCDSB school, will be provided with a security access card at their sole cost which will be administered by the respective School Principal. Tenants and/or Licensees are required to pay a fee for each card to a maximum of two cards. There is an additional fee for replacement access cards. The operational hours on these access cards is Monday to Friday from 8am to 6pm, or as appropriate. (See Procedures)~~

~~** Exemption: the Board's Security contractor will be provided with the Board's Grand Master Keys to patrol and enter all school Board sites.~~

~~10. Employees must report lost or stolen cards to their Supervisor within six to twelve hours. The employee's Supervisor will report this information to the Superintendent of Facilities or Designate in writing immediately via email. (See Procedures)~~

~~11. Access cards that are damaged, obsolete or unnecessary cards must be returned to the Superintendent of Facilities Environmental Services or Designate by the school Principal or Designate. (See Procedures)~~

12. All employees of the Board must read the policy before the access card is issued and sign for receipt of both. All employees are expected to comply with this policy and its regulations

13. All ~~non-union~~ new hires will sign an Offer of Employment letter that identifies responsibilities of the employee with regards to Board property, including and not limited to, the Employee Security Access Card and Keys.

14. The Board requires all employees to treat their security access card and keys with the same respect as all other Board property issued.



POLICY SECTION: BUILDING, PLANT, GROUNDS
SUB-SECTION: BUILDINGS
POLICY NAME: ACCESS CONTROL
POLICY NO: B.B.05

15. Employees are prohibited from unauthorized possession or duplication of keys as well as disabling or re-programming of access cards. Employees are not permitted to circumvent locks, modify lock cylinders, tamper with door locks or latches to bypass security systems in place at TCDSB facilities.
16. These keys and access cards remain the property of the Board and shall not be duplicated or shared with others.
17. All new construction and retrofit projects shall conform to this standard.

Evaluation and Metrics:

1. **Environmental Support** Facilities Services will monitor the distribution and tracking of keys/access cards, in coordination with school administrator or designate.
2. Once a year the site administrator or designate shall validate the key holder list and access card listing, and provide this information to the Superintendent of Facilities **Environmental Support Services** or Designate.
3. ~~Human Resources will communicate staff changes to the Superintendent of Facilities or Designate to ensure keys and access cards are assigned in accordance with the Policy at the Catholic Education Centre. (See Procedures)~~

GOVERNANCE AND POLICY COMMITTEE

PENDING LIST TO JANUARY 11, 2022

#	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	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
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	TBC	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	September 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
17.				determining proper procedures for fund raising in a pandemic (Return to School Update)	
	December 2021 Governance and Policy	TBC	Governance and Policy	That the Update to Operational Procedures on Selection Process for Community and Parent/Guardian Membership on Advisory/Ad Hoc Committees be referred back to staff to incorporate all the amendments and to provide a comprehensive policy on recruitment processes for all types of Board Committees involving community members including Advisory, Ad hoc and Statutory Committees (Update to Operational Procedures on Selection Process for Community and Parent/Guardian Membership on Advisory / Ad Hoc Committees)	Superintendent Wujek

Governance and Policy Committee
Draft 2022 Policy Priority
Schedule

GAP Date	Policy or Procedure	Policy #	Key Contact (s)
January 11	Access Control	B.B.05	M. Farrell
	Flag Flying Policy	A.04	P. Matthews
	Delegations and Public Participation	T.14	P. Matthews
February 1	Information and Communication	A.34	O. Malik
	Outdoor Play Environment	B.G.01	M. Zlomisljic
	Sweatshop-Free Purchasing	F.P.04	R. Putnam
	Opening and Closing Exercises	S.23	P. Matthews
March 1	Religious Education Course	S.P.12	Students - Programs
	Catholicity and School Support	H.M.08	Planning- M. Loberto
	Workplace Accommodations for	H.M.38	L. Coulter
	Emergency School Closure	A.16	M. Farrell
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	School Organization Change	S.05	L. Coulter
	Accessibility Standards for Services	A.36	Employee Relations/
	Workplace Accommodation for	H.M.38	Employee Relations/
June 7	Employment Equity	H.M.11	L. Coulter
	Real Property	R.01	M. Loberto
	Alternative Arrangements for School	R.09	M. Loberto
	Rental of Surplus School Space	B.R.01	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	
	Fund Raising Policy	S.M.04	R. Putnam
	Special Education Advisory	A.23	M. Meehan

October 4	Alcohol, Cannabis and Other Drugs Harassment and Discrimination in	S.S.03	Curriculum/Safe
		H.M.14	L. Coulter/ I. Varano
	Use of School Facilities in	B.R.06	M. Farrell
	Negotiation Procedures	H.M.39	Employee Relations/
	Art Collection	A.22	M. Zlomislic
November 1	Non-Union Employee Handbook	H.M.02	L. Coulter
	ICod Policy (NEW)	TBD	Employee Relations/
	Community Engagement	T.07	P. Matthews
	Guidelines for Trustees, Parents and	A. 33	Employee Relations/
December 6	Direction of Propety Taxes for	F.M.03	M. Loberto
	Complaint Against a Staff Member	H.M.30	Human Resources
	Demolition	R. 02	M. Loberto