

# GOVERNANCE AND POLICY COMMITTEE REGULAR MEETING Public Session

## AGENDA February 1, 2022

**Garry Tanuan, Chair**  
Trustee Ward 8

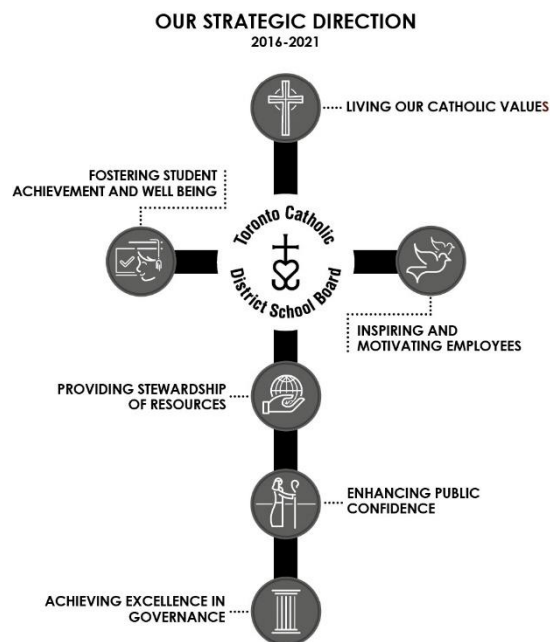
**Frank D'Amico**  
Ex-Officio

**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 Haudenosaunees et des Wendats. Il est également important de noter que le territoire visé par le Traité 13 est celui des Mississaugas de la Première Nation Credit et que celui de Toronto est protégé par l'accord d'« un plat à une cuillère ». Nous tenons également à rappeler la présence pérenne et l'importance des contributions des Premières Nations, des Metis et des Inuits en Ontario, et dans tout le Canada.

### OUR MISSION

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

### PUBLIC SESSION

Garry Tanuan, Chair

Nancy Crawford, Vice Chair

Tuesday, February 1, 2022

7:00 P.M.

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	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 January 11, 2022	1 - 7
8. Delegations	
9. Presentation	
10. Notices of Motion	
11. Unfinished Business	

<b>12. Matters referred or deferred</b>	
<b>13. Staff Reports</b>	
13.a. Flag Flying Policy A.04 (New)	8 - 15
13.b. Updated Revision of the Delegation and Public Participation Policy T.14	16 - 30
13.c. Update to Policy on Grounds - Outdoor Play Environments B.G.01	31 - 67
13.d. Update to Policy on Information and Communication Technology – Hardware and Software Standards Policy A.34	68 - 84
<b>14. Listing of Communications</b>	
<b>15. Inquiries and Miscellaneous</b>	
<b>16. Updating of Pending List</b>	
16.a. Monthly Pending List	85 - 96
16.b. Annual Policy Priority Schedule	97 - 98
<b>17. Adjournment</b>	

## **OUR MISSION**

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

**HELD TUESDAY, JANUARY 11, 2022**

## **PRESENT:**

### **Trustees:**

N. Crawford, Acting Chair  
F. D'Amico, Ex-Officio, Virtual  
M. Del Grande - Virtual  
A. Kennedy, Ex-Officio, Virtual  
I. Li Preti - Virtual  
G. Tanuan - Virtual

**Non-Voting Trustee:** T. Lubinski - Virtual

### **Staff:**

B. Browne  
A. Della Mora  
C. Fernandes  
M. Farrell  
J. Wujek  
  
S. Harris, Recording Secretary  
S. Hinds-Barnett, Assistant Recording Secretary

**External Guest:** A. Robertson, Parliamentarian

**5. Approval of the Agenda**

MOVED by Trustee Li Preti, seconded by Trustee Tanuan, that the Agenda, as amended to reorder Item 13b) Update to Access Control Policy B.B.05 prior to Item 13a) Updated Revision to the Delegation and Public Participation Policy T.14; and Item 12a) Flag Flying Policy A.04 (New) after the new Item 13b), be approved.

The Motion was declared

CARRIED

**6. Declarations of Interest**

There were none.

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

MOVED by Trustee Del Grande, seconded by Trustee Kennedy, that the Minutes of the Meeting held December 7, 2021 be approved.

The Motion was declared

CARRIED

**13. Staff Reports**

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

- 13b) Update to Access Control Policy B.B.05** that the Governance and Policy Committee recommend to Board that the revised Access Control Policy (B.B.05) provided in Appendix A of the report be adopted.

Results of the Vote taken, as follows:

**In Favour**

**Opposed**

Trustees Crawford  
D'Amico  
Del Grande  
Kennedy  
Li Preti  
Tanuan

The Motion was declared

CARRIED

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

- 13a) Updated Revision to the Delegation and Public Participation Policy T.14** received.

MOVED in AMENDMENT by Trustee Li Preti that Regulation 26 be removed from the policy.

There was no seconder.

MOVED in AMENDMENT by Trustee Del Grande, seconded by Trustee Kennedy, that *remedy* be replaced with *address* in the Receipt and Referral definition, page 38.



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

**In Favour**

**Opposed**

Trustees Crawford  
D'Amico  
Del Grande  
Kennedy  
Li Preti  
Tanuan

The AMENDMENT was declared

CARRIED

MOVED by Trustee Li Preti, seconded by Trustee Kennedy, that the Updated Revision to the Delegation and Public Participation Policy T.14 be referred back to Staff for a review of the wording in Regulation 26, page 36.

Results of the Vote taken, as follows:

**In Favour**

**Opposed**

Trustees Crawford	D'Amico
Kennedy	Del Grande
Li Preti	

The Motion was declared

CARRIED

Trustee Tanuan did not vote/respond.

## **12. Matters Referred or Deferred**

MOVED by Trustee Kennedy, seconded by Trustee Li Preti, that Item 12a) be adopted as follows:

- 12a) Flag Flying Policy A.04 (New)** that the Governance and Policy Committee recommend to Board that the newly created Policy on Flag Flying and Operational Procedures provided in Report Appendix A, be adopted.

MOVED by Trustee Del Grande, seconded by Trustee Kennedy, that the Policy be referred back to Staff to include sections on displaying flags inside our schools and buildings.

Results of the Vote taken, as follows:

### **In Favour**

Trustees Crawford  
D'Amico  
Del Grande  
Kennedy  
Tanuan

### **Opposed**

Li Preti

The Motion was declared

CARRIED

## **16. Updating of Pending List**

MOVED by Trustee Kennedy, seconded by Trustee D'Amico, that Item 16a) be adopted as follows:

- 16a) Monthly Pending List** received.

Results of the Vote taken, as follows:

**In Favour**

**Opposed**

Trustees Crawford  
D'Amico  
Del Grande  
Kennedy  
Li Preti  
Tanuan

The Motion was declared

CARRIED

MOVED by Trustee Del Grande, seconded by Trustee Kennedy, 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  
D'Amico  
Del Grande  
Kennedy  
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  
D'Amico  
Del Grande  
Kennedy  
Li Preti  
Tanuan

The Motion was declared

CARRIED

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SECRETARY

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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

August 10, 2021

Paul Matthews, General Legal Counsel

## First Tabling

September 7, 2021

## Review

## RECOMMENDATION REPORT

**Vision:**

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**Mission:**

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Dr. B. Browne  
Director of Education

D. Koenig  
Associate Director  
of Academic Affairs

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

## 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.
4. This policy review was deferred at December 7, 2021 Governance and Policy Committee.

5. The report appeared and the January 11, 2022 Governance and Policy Committee where direction was given to staff to change and amend the draft policy. Those considerations and changes are presented.

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

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

This draft policy has been further updated to reflect language pertaining to the indoor display of flags at schools.

## **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

<b>Date Approved:</b>	<b>Date of Next Review:</b>	<b>Dates of Amendments:</b>
<b>Cross References:</b>  <i>National Flag of Canada Act S.C.2012, c.12</i> <i>Education Act - Ontario Regulation 298</i> <b>Guidelines for National Symbols – Government of Canada</b>		
<b>Appendix:</b> 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.

**3.3 Indoor Flag Displays** – Flags may be hung or displayed indoors at schools. Principals will make local decisions on the suitability of individual flags using professional judgement and discretion but all decisions must be made in accordance with Flag Flying Policy A.04.



## REPORT TO

GOVERNANCE AND POLICY  
COMMITTEEUPDATED 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		
<b>RECOMMENDATION REPORT</b>		

**Vision:**

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**Mission:**

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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**

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 5 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 1<sup>st</sup> 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).
4. The report appeared and the January 11, 2022 Governance and Policy Committee where direction was given to staff to change and amend the draft policy. Those considerations and changes are presented (Report – Appendix A).

## **D. EVIDENCE**

These proposed revisions are in keeping with Trustee direction.

## **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

<b>Date Approved:</b> November 10, 2010 - Board	<b>Date of Next Review:</b> January 2025	<b>Dates of Amendments:</b> November 24, 2011 – Board December 13, 2012 – Board August 25, 2016 – Board April 22, 2021 - Board
<b>Cross References:</b> TCDSB Code of Conduct Policy, S.S.09 TCDSB Operating By-Law Number 175 <i>Ontario Human Rights Code</i> <i>Canadian Charter of Rights and Freedoms</i>		
<b>Appendix A</b> – Delegation Registration Form <b>Appendix B</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.

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**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. 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



**POLICY SECTION: TRUSTEES**

**SUB-SECTION:**

**POLICY NAME: DELEGATIONS AND PUBLIC PARTICIPATION**

**POLICY NO: T.14**

- (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, 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.



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

*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 <b><u>MUST</u></b> 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:
  - (i) submit a written copy of their deputation (verbatim speech, which should be separate from any possible PowerPoint



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

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.
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



**POLICY SECTION: TRUSTEES**

**SUB-SECTION:**

**POLICY NAME: DELEGATIONS AND PUBLIC PARTICIPATION**

**POLICY NO: T.14**

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



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

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

**15. Priority for the right to delegation is given to a parent or guardian of a TCDSB student.**

16. A Delegate may only speak once at a particular 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.

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.



**POLICY SECTION: TRUSTEES**

**SUB-SECTION:**

**POLICY NAME: DELEGATIONS AND PUBLIC PARTICIPATION**

**POLICY NO: T.14**

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 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.



**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 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.

~~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~~





**POLICY SECTION: TRUSTEES**

**SUB-SECTION:**

**POLICY NAME: DELEGATIONS AND PUBLIC PARTICIPATION**

**POLICY NO: T.14**

### ***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.

### ***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.



**POLICY SECTION: TRUSTEES**

**SUB-SECTION:**

**POLICY NAME: DELEGATIONS AND PUBLIC PARTICIPATION**

**POLICY NO: T.14**

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.

### **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.



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

### **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~~ **address** the matter. All motions to refer require appropriate and succinct instruction for the receiving body.

### **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  
COMMITTEEUPDATE TO POLICY ON GROUNDS –  
OUTDOOR PLAY ENVIRONMENTS B.G.01

*“I can do all things through him who strengthens me.”*  
*Philippians 4:13 (nrsvce)*

Created, Draft	First Tabling	Review
December 13, 2021	February 1, 2022	

Lyn Northey, Senior Coordinator, Capital Development  
 Morris Iafrate, Senior Coordinator, Asset Renewal  
 Milka Zlomislic, Superintendent Capital Development and Asset Management and Renewal  
 John Wujek, Superintendent, Area 5 and Policy Development

## 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 updating the current Policy on Grounds – Outdoor Play Environment B.G.01 to conform to current practice and policies.

*The cumulative staff time required to prepare this report as associated documents was 30 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 Policy on Grounds – Outdoor Play Environment B.G.01 was first approved in March 1980 and has been amended in June 1986, October 1982, February 17, 2005, and November 24, 2016.
2. Changes to this policy reflect current practice and alignment with the following related policies added to this policy:
  - F. F. 02 Donation and Sponsorship Policy
  - T. 7 Community Engagement Policy
  - T.16 Logo Use Policy
  - TCDSB Playground and Schoolyard Revitalization Guidelines & Operating Procedures
3. Changes in the policy also reflect CDAMR and Environmental Support Services (ESS) staffing reorganization, it's Standard Guidelines and Operating Procedure and alignment with the Playground and Schoolyard Revitalization Fund.

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

This policy has been amended in consultation with staff from the CDAMR, ESS, Finance, Planning and Development, Materials Management and Communications Departments, as well as Superintendents for Equity and Indigenous Education, Special Services, Accessibility, Field Superintendents and Legal Services.

## **E. METRICS AND ACCOUNTABILITY**

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

## **F. IMPLEMENTATION**

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

## **G. STAFF RECOMMENDATION**

Staff recommends that the revised POLICY ON GROUNDS – OUTDOOR PLAY ENVIRONMENTS B.G.01 provided with this report as Appendix A, and accompanying appendices, be adopted.



**POLICY SECTION:** BUILDINGS/PLANT/GROUNDS  
**SUB-SECTION:** GROUNDS  
**POLICY NAME:** OUTDOOR PLAY ENVIRONMENT  
**POLICY NO:** B.G. 01

<b>Date Approved:</b> BM p 315, Mar 80.	<b>Date of Next Review:</b>	<b>Dates of Amendments:</b> BM p 126, 19 Jun 86 BM p 216, 21 Oct 82 February 17, 2005 – Board November 24, 2016- Board <b>February 3, 2022 - Board</b>
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**Cross References:**

Accessibility for Ontarians with Disabilities Act (AODA)

CSA Z614 Standard

F. P. 01 Purchasing Policy

**F. F. 02 Donation and Sponsorship Policy**

S. 25 Good Neighbour Policy

S.M. 04 Fund Raising Policy

**T. 7 Community Engagement Policy**

**T.16 Logo Use Policy**

Education Act R.R.O. 1990 Regulation 298, Operation of School, s. 24 (1) & (2), s. 25(1) & (2).

**TCDSB Playground and Schoolyard Revitalization Guideline & Operating Procures**

TCDSB FDK Playground Standard

**Appendices:**

**Appendix A – Playground and Schoolyard Revitalization Guidelines & Operating Procedures**

**Appendix B – Project Request Fund Application Form**

**Appendix C – Project Request Details Form**

**Purpose:**

To provide appropriate outdoor physical play environments that enhance the creative, social and physical development and well-being of students. Outdoor physical play environments include, but are not limited to, outdoor activity



**POLICY SECTION:** BUILDINGS/PLANT/GROUNDS  
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**POLICY NAME:** OUTDOOR PLAY ENVIRONMENT  
**POLICY NO:** B.G. 01

equipment and play structures.

### **Scope and Responsibility:**

This policy applies to all Board sites where an outdoor physical play environment is initiated and implemented. The Director of Education, supported by the Superintendent of Facilities **Superintendent of Capital Development and Asset Renewal (CDMAR)** is responsible to implement the Outdoor Play Environment Policy. Principals are responsible to communicate with ~~Superintendent of Facilities~~ **CDMAR Superintendent** when considering initiating outdoor activity equipment.

### **Alignment with MYSP:**

Living Our Catholic Values

Strengthening Public Confidence

Fostering Student Achievement and Well-Being

Providing Stewardship of Resources

### **Policy:**

The Toronto Catholic District School Board (TCDSB) acknowledges that part of children's development occurs during periods of play. Accordingly, the TCDSB endorses appropriate outdoor physical play environments to enhance the creative, social and physical development and well-being of students.





POLICY SECTION: BUILDINGS/PLANT/GROUNDS  
SUB-SECTION: GROUNDS  
POLICY NAME: OUTDOOR PLAY ENVIRONMENT  
POLICY NO: B.G. 01

### Regulations:

1. Funding for the purchase and installation of outdoor activity equipment may be through ~~non-Facilities~~ **non-CDAMR** sources, such as the Catholic School Parents Council (CSPC), fund-raising or municipal development funds, other external grants or other funding sources identified by the Board. Guidelines and Procedure are provided at the following link:  
<https://www.tcdsb.org/Board/Policies/Documents/PlaygroundandSchoolyardRevitalizationFund.pdf>
2. If applicable, in conjunction with a site improvement project such as asphalt re-surfacing, school yard improvements and/or a tree planting initiative, the site preparation work associated with a play structure installation and/or a school yard greening project, may be funded by the Board's School Renewal Program, administered through ~~Facilities-Services~~ **Capital Development & Asset Renewal (CDAMR) or Environmental Support Services (ESS)**, and subject to Board approval of the funding through the School Renewal Program.
3. Implementation of exterior play environments shall comply with the TCDSB Purchasing Policy for consultant and contractor selection and where applicable be supervised by ~~Facilities-Services~~ **CDAMR/ESS** in consultation with the school community.
4. Consultation with the school community – **the Principal**, parents and staff, and where applicable the local community, will be undertaken as required as part of the project development.
5. **As part of the consultation and design process, which includes the Indigenous Education Department, it is important that Indigenous cultures and histories, as they relate to the site, be incorporated and recognized.**



POLICY SECTION: BUILDINGS/PLANT/GROUNDS  
SUB-SECTION: GROUNDS  
POLICY NAME: OUTDOOR PLAY ENVIRONMENT  
POLICY NO: B.G. 01

6. The Principal will select a representative group of school community stakeholders to act as members of the Local Schoolyard Committee (LSC).
7. The Principal, in consultation with the ~~Facilities Services Department~~ **CDAMR/ESS Departments**, will approve the location of a new play structure or play area on the site, taking into account site supervision and safety, as well as site conditions, such as grading, under-ground services, fire route, other access routes **and ongoing operation and maintenance**.
8. Initiation of exterior play environments shall be requested through the Principal to ~~Facilities Services Department~~ **CDAMR**. ~~Facilities Services~~ **CDAMR/ESS** staff shall provide technical resources and administration of the project, from design through to procurement and construction.
9. ~~The services of a landscape architect, architect or geotechnical engineer may be required~~ **Professional consulting services, for example a landscape architect or geotechnical engineer, may be required** to address sub-base drainage or grading issues, as well as other design or installation considerations, specific to the site and the project. In such cases, the cost of the consultant, and any associated testing or surveys may be charged to the School Renewal Program, subject to available funding and approval through the School Renewal Program. Otherwise, the cost of the consultant, if required or recommended by ~~Facilities~~ **CDAMR** staff, shall be incorporated into the project budget.
10. Where outdoor activity equipment is being considered by a school community, the school's Superintendent of Education shall make the school community aware of the financial, safety, and social implications of such installation.
11. The Principal will highlight the safety and operational aspects of the playground equipment to the school community on an annual basis.

**POLICY SECTION: BUILDINGS/PLANT/GROUNDS**  
**SUB-SECTION: GROUNDS**  
**POLICY NAME: OUTDOOR PLAY ENVIRONMENT**  
**POLICY NO: B.G. 01**

12. All playground equipment installed on a TCDSB site shall comply with Board specifications and other jurisdictional codes. The Board is responsible for the maintenance and inspection of the equipment and site.
13. **In addition to meeting the legislated requirements of AODA standards, all new playground equipment or improvements shall promote further inclusivity by considering the diverse physical, cognitive, social and learning needs of all students.**
14. Choice of surface materials shall comply with **Canadian Standards Association (CSA)** standards.
15. All outdoor activity equipment installed on TCDSB premises, upon Board approval, shall become the property of Toronto Catholic District School Board.
16. Where outside agencies such as the City of Toronto have proposed a cost sharing arrangement for the provision and installation of playground equipment, TCDSB shall have regard for City of Toronto criteria in selecting candidate sites for funding under this program.
17. **Any requests from external individuals or organizations wanting to be acknowledged for their contribution to a project will be governed by TCDSB Donations and Sponsorship F.F.02 (see Appendix A, Part III for details). All costs associated with a plaque must be funded by the project.**
18. **Elements added as memorials (ex. trees, benches) may commemorate the individual(s) with the addition of a plaque that meets TCDSB guidelines (see Appendix A, Part III for details). All costs associated with a plaque must be funded by the project.**



**POLICY SECTION: BUILDINGS/PLANT/GROUNDS**  
**SUB-SECTION: GROUNDS**  
**POLICY NAME: OUTDOOR PLAY ENVIRONMENT**  
**POLICY NO: B.G. 01**

### **Evaluation and Metrics:**

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

1. The safety of outdoor play environments will be monitored regularly by the **Environmental Support Services Department and accident reports by the Risk Management Department.**
2. Feedback will be obtained from parents on the usefulness of the policy.



## PLAYGROUND AND SCHOOLYARD REVITALIZATION

### Appendix A

VERSION 7 – Feb.03.22

# **PLAYGROUND AND SCHOOLYARD REVITALIZATION: STANDARD GUIDELINES & OPERATING PROCEDURE**

## **Table of Contents**

### **Part I: Administrative Procedure**

### **Part II: Playground and Schoolyard Revitalization Fund**

### **Part III: Plaques**

### **Part IV: Frequently Asked Questions**

### **Part V: Glossary of Terms**



# PLAYGROUND AND SCHOOLYARD REVITALIZATION

## Appendix A

VERSION 7 – Feb.03.22

### FACILITIES DEPARTMENT ADMINISTRATIVE PROCEDURE

#### **Part I: Administrative Procedure**

##### **Step 1: Forming a Local Schoolyard Committee**

###### **Action for Principal (or school staff designate): Select members and form Committee**

- 1.1 To begin an outdoor environment improvement initiative at your school, first, the school community, under the direction of the Principal, must form a an Outdoor Environment Committee **Local Schoolyard Committee (LSC)**. The Principal will oversee the Outdoor Environment Committee and act as the main point of contact between the Committee and the TCDSB's Landscape Supervisor. The Committee will include the Principal, parents, staff, and, optionally, students.
- 1.2 **The Principal will oversee the LSC and act as the main point of contact between the LSC and the TCDSB assigned staff. The LSC will include the Principal, parents, staff, Trustee, and students. The Principal may designate a school staff member as the Chair of the LSC.**
- 1.3 In consultation with the Area Service Quality Supervisor (SQS), the Outdoor Environment Committee **LSC** will determine the category of work as per Table 1 (found at the end of Appendix A).

##### **Step 2: Completing the Project Request & Playground Reserve/Schoolyard Revitalization Fund Application Form (Appendix B)**

###### **Action for Principal (or school staff designate): Complete and submit Appendix B**

1. The Principal and Area SQS will complete "Appendix B" and submit it to the Landscape Supervisor. **Sustainable Outdoor Environment (SOE) Team through the [playgrounds@tcdsb.org](mailto:playgrounds@tcdsb.org) e-mail.** The ~~completion and submission~~ of Appendix B confirms a request. Requests will be logged by the Landscape Supervisor and ordered by the date received. A Request Reference Identification number will be assigned at this point.
- 2.1 **The completion and submission of Appendix B confirms a request. Requests will be logged by the SOE Team and processed in order by the date received. A Request Reference Identification number will be assigned at this point, as well as supervising staff.**
- 2.2 ~~The Landscape Supervisor~~ **The SOE Team** will confirm receipt of the request and the category of work with the Principal and Area SQS.
- 2.3 ~~To apply for the Playground Reserve Funds~~ **Playground and Schoolyard Revitalization Fund,** be sure to indicate this in application accordingly in ~~Section A: Playground Reserve Application~~ **Appendix B, Section A: Playground and Schoolyard Revitalization Fund** as well as identifying the local trustee and ward of the school.
- 2.4 Refer to Table 1 for project categories.



# PLAYGROUND AND SCHOOLYARD REVITALIZATION

## Appendix A

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- a. For Category 1 Projects, proceed directly to Step 6 – Category 1 Projects.
- b. For Category 2 and 3 Projects, proceed to Step 3 through Step 6 – Category 2 & 3 Projects.
- c. For Category 4 Projects, proceed to Step 3 through Step 6 – Category 4 Projects.

### **Step 3: Completing the Project Request Details Form (Appendix C)**

#### **Action for Principal: Work with LSC to Complete and Submit Appendix C**

- 3.1 ~~The Landscape Supervisor~~ **The assigned TCDSB staff** will contact the Principal to schedule a meeting with the school's ~~Outdoor Environment Committee~~ **LSC** and provide ~~resources/guidance resources to assist the school in preparing their project request. Resources~~ to include:
  - i. Tools for gathering data from the school community (Sample school community surveys, design 'charrette'/workshop **outlines**, etc.)
  - ii. **Basic Site Plan for surveying and analyzing the school ground and brainstorming for future elements**
  - iii. Examples of landscape elements or features from TCDSB approved vendors
  - iv. ~~List of applicable grants and application requirements~~
  - v. ~~List of local schools with similar improvements~~
- 3.2 ~~The Outdoor Environment Committee~~ **The LSC** will engage the school community to determine project themes and gain **consensus** on project focus (with the use of survey data, design charrettes, etc.), the results of which will be submitted with Appendix C as part of Section D: Supporting Documents.
- 3.3 ~~The Outdoor Environment Committee~~ **The LSC**, Area SQS, and Head Caretaker complete the Appendix C package with the assistance of the ~~Landscape Supervisor~~ **SOE Supervisor**. This package outlines the details of the project, special considerations, maintenance, and curriculum and developmental objectives for the project.
- 3.4 Renewal Management and the ~~Landscape Supervisor~~ **SOE Supervisor** will review the completed Appendix C package, providing feedback and recommendations as required. *Note: Appendix C, Section D requires the submission of the following supporting documents:*
  - a. ~~A detailed site plan~~ **A detailed existing site plan (provided by staff) identifying areas where snow is piled\*\*\*\***
  - b. A concept diagram, **sketch or drawing**
  - c. ~~Details or specifications of proposed structures~~ **Images or details of proposed structures or changes**
  - d. Photographs of the proposed site
  - e. The methods **and school community survey** results from school community engagement
  - f. Any additional documents in support of the school's proposed project



# PLAYGROUND AND SCHOOLYARD REVITALIZATION

## Appendix A

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### Step 4: Design Development

**Principal Action: Ensure all required CSPC, Donated Funds or Grants have been provided to the TCDSB Finance Department**

1. ~~When the project **requires** a Landscape Architect; the Outdoor Environment Committee will work with an external Landscape Architect or the internal Landscape Consultant on design development. A report will be written by the Landscape Supervisor to the required governing approval bodies to approve the budget is required if an approved project is not pre-existing. CSPC funding must be submitted to the TCDSB Finance Department prior to engaging a consultant. When required, an external consultant is to be engaged by the Landscape Supervisor not directly by the school. Note: Category 4 projects (those with a projected project of cost over \$100,000.00) will require an external Landscape Architect. The Internal Landscape Consultant will provide guidance on which category a project falls into as required.~~

**4.1 All CSPC or other sources of project funding must be submitted to the TCDSB Finance Department prior to engaging a consultant.**

**4.2 When the project *requires* professional consulting services, for example, a Landscape Architect; the LSC will work with an external consultant on design development. A report will be written by the assigned Supervisor to the required governing bodies to approve the budget is required (and if an approved project is not pre-existing).**

**4.3 When required, an external consultant is not to be engaged directly by the school. TCDSB assigned staff will coordinate procurement of any vendor with the Materials Management and Finance Departments.**

**4.4 *Note: Category 4 projects (those with a projected project of cost over \$100,000.00) will require an external Landscape Architect. The Area SQS and SOE Team will provide guidance on which category a project falls into as required.***

**4.5 When the project *does not require* a Landscape Architect; the Outdoor Environment Committee **LSC** will work with the Internal Landscape Consultant on design development **as applicable**.**

### Step 5: Final Project Approval & Tender Document Preparation

**Principal Action (or staff designate): Communicate project updates from TCDSB staff to school community**

- 5.1 The Senior Coordinator of Renewal will approve Appendix C – Section J, providing sign off for the project. **Any changes to the plan after this point will require the school to start the process over again.**





## PLAYGROUND AND SCHOOLYARD REVITALIZATION

### Appendix A

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- 5.2 The design is finalized by the external Landscape Architect or internal Landscape Consultant and construction documents are prepared.

#### **Step 6.1 – Category 1 Projects: Project Award & Construction Completion**

**Principal Action (or staff designate): Communicate project updates from TCDSB staff to school community**

- 6.1.1 Prior to acquiring final quotations from preapproved Board vendors for the project, the school must deposit the balance of project funds into the TCDSB account with the Finance Department via the Area SQS.

- 6.1.2 The Area SQS gathers quotations for the project as per TCDSB procurement guidelines.

- ~~1 The project is awarded to the vendor with the lowest, compliant quotation.~~

***If the quotation is within the available budget:***

- 6.1.3 The required staff will approve the quote and the project awarded to the vendor with the lowest, compliant quotation.

- 6.1.4 Finance sets up budget and a Purchase Order is generated.

- 6.1.5 The Area SQS oversees the project as it moves through the construction and post construction phases with consultation from the ~~Landscape Supervisor~~ **SOE Team** if/as required.

***If the quotation exceeds the available budget:***

- 6.1.6 The project may not proceed unless funding is available in the Renewal Contingency or additional CSPC funds/grants. A report requesting additional Renewal funding must be written to the required governing bodies to approve a budget increase.

#### **Step 6.2 – Category 2 & 3 Projects: Project Award & Construction Completion**

**Principal Action (or staff designate): Communicate project updates from TCDSB staff to school community**

- 6.2.1 Prior to tendering to preapproved Board vendors for quotations for the project, the school must deposit the balance of project funds into the TCDSB account with the Finance Department via the Internal Landscape Consultant.

- 6.2.2 The Internal Landscape Consultant ~~submits~~ **will submit** the construction tender package to Materials Management staff and it will be issued as per TCDSB procurement guidelines.

- ~~1 The project is awarded to the vendor with the lowest, compliant quotation.~~

***If the project is within the available budget:***

- 6.2.3 A report is written to the required governing approval bodies, awarding the project to the lowest, compliant bidder.



## PLAYGROUND AND SCHOOLYARD REVITALIZATION

### Appendix A

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- 6.2.4 Finance sets up budget and a Purchase Order is generated.
- 6.2.5 The Internal Landscape Consultant oversees the project as it moves through the construction and post construction phases.

***If the project exceeds the available budget:***

- 6.2.6 **The project may not proceed unless funding is available in the Renewal Contingency Allowance or through additional CSPC funds/grants. A report requesting additional Renewal funding must be written to the required governing bodies to provide a budget increase and be approved.**

### **Step 6.3 – Category 4 Projects: Project Award & Construction Completion**

**Principal Action (or staff designate): Communicate project updates from TCDSB staff to school community**

- 6.3.1 Prior to tendering the project for construction, the school must deposit the balance of project funds into the TCDSB account with the Finance Department via the Landscape Supervisor.
- 6.3.2 The Project Supervisor submits the construction tender package to Materials Management **staff** and it is issued as per TCDSB procurement guidelines.

***If the project is within the available budget:***

- 6.3.3 A report is written to the required governing approval bodies to award the contract to the lowest, compliant bidder and proceed with the project.
- 6.3.4 Finance sets up budget and a Purchase Order is generated.
- 6.3.5 The Landscape Architect supervises the contractor with support from the Landscape **Project Supervisor** as the project moves through the construction and post construction phases.

***If the project exceeds the available budget:***

- 6.3.6 **The project may not proceed unless funding is available in the Renewal Contingency Allowance or additional CSPC funds/grants. A report requesting additional Renewal funding must be written to the required governing bodies to provide a budget increase and be approved.**



# PLAYGROUND AND SCHOOLYARD REVITALIZATION

## Appendix A

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Table 1	Category 1	Category 2	Category 3		Category 4
Total Project Cost	Up To \$25,000	Up to \$25,000	\$25,000 - \$50,000	\$50,000 - \$100,000	\$100,000 +
Timeline	Approx. 6 months	Approx. 6 months - 1 year	Approx. 1-2 years	Approx. 2-3 years	Approx. 2-3 years
Examples	Site specific projects such as tree planting, food or habitat gardens, some kindergarten elements General, simple installations and small projects such as sports equipment, in-ground elements, and kindergarten elements	Site specific projects such as outdoor classrooms, in-ground elements, including some kindergarten elements Site specific projects that require design: examples include habitat gardens, tree planting, outdoor classrooms, in-ground elements, and kindergarten elements	Play structures, shade structures, larger scale in-ground elements. These projects may require significant asphalt removal and/or detailed design	Medium scale projects with multiple elements such as play structures, shade structures, larger scale in-ground elements and require detailed design	Larger scale projects with multiple elements such as artificial turf fields, complete site redevelopment and require professional design services
Consultant	Consultation provided by the Internal Landscape Consultant				Consultation provided by an external Landscape Consultant
TCDSB Project Lead	Area SQS	Landscape Supervisor Sustainable Outdoor Environment Supervisor			
Notes	Fundraising efforts may extend project timelines. Some larger projects may require or benefit from a master plan prepared by a Landscape Consultant to provide a unified vision and visual material for the Outdoor Environment Committee LSC and school community to utilize for fundraising. The Landscape Supervisor Area SQS or SOE Team will advise if this option is suitable for a school's project.				



# PLAYGROUND AND SCHOOLYARD REVITALIZATION

## Appendix A

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### Part II: Playground and Schoolyard Revitalization Fund

#### What is the Playground and Schoolyard Revitalization Fund ?

The Playground and Schoolyard Revitalization Fund is an internal fund made available from the annual School Renewal Plan, approved by the Board. The Playground and Schoolyard Revitalization Fund will allocate \$100,000.00 of funding per ward for a total of \$1.2 million.

#### How to Apply for the Playground and Schoolyard Revitalization Fund

1. To apply for Playground and Schoolyard Revitalization Fund, complete and submit Appendix B: Project Request & Playground and Schoolyard Revitalization Fund Application Form by email to [play.ground@tcdsb.org](mailto:play.ground@tcdsb.org) as described in Part I, Step 2.

#### Selection Process

1. A Selection Committee will be formed for each ward with members consisting of the local trustee, a Business Supervisory Officer, an Academic Supervisory Officer and a parent council representative from a school that has not applied for the Playground and Schoolyard Revitalization Fund.
2. Decisions for awarding funds will be made by consensus. If a consensus cannot be reached, the Director of Education will make the final decision.
3. The criteria shown in Table 1 will be used to evaluate and rank submissions.

TABLE 1	Primary Criteria	Points
1	Socio-Economic Data	10
2	Existing Site Conditions	10
3	Existing Site Elements	10
4	Local School Planning Preparedness	10

4. Depending on the number of submissions received and a determination by the selection committee on whether to distribute the available funding to one or more schools, secondary criteria (listed in Table 2) will be used to further rank similarly high scoring schools being considered for funding.

TABLE 2	Secondary Criteria
1	Existing comparable play structure, outdoor sports court, play element, or other landscape element adjacent to the site
2	Community green space adjacent to the site
3	Access to shade on site
4	Access to natural features/play surfaces on site



## PLAYGROUND AND SCHOOLYARD REVITALIZATION

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5	Percentage of yard space that is hardscape versus softscape
6	Availability of partnerships/external funding

5. Projects will follow the implementation process as described in Part I.
6. Surplus funds, that are less than the value to fund the least costly outdoor element available, will be returned
7. Implementation timeline for all Playground and Schoolyard Revitalization Fund projects will be reflective of current staff capacity.



# PLAYGROUND AND SCHOOLYARD REVITALIZATION

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### Part III: Plaques

#### Donor Plaques

Donors can be recognized for their contribution to projects with the addition of a plaque.

Approval from the Partnership Development Department is required.

#### Plaque Template

Size Requirements: 2" x 4" (INCLUDE CM)

Font Requirements: All plaques must follow TCDSB's [Corporate Branding Guidelines](#), using only approved TCDSB fonts: Century Gothic and/or Garamond.

#### Layout Requirements:



TCDSB Logo Usage: All plaques must include the TCDSB logo, and be consistent with the [Logo Use Policy T.16](#). This includes approval for the use of the TCDSB corporate logo being made to the TCDSB Communications Department.

#### Installation Requirements:

- A recognition plaque may be installed on or near a play element or in-ground element, provided it does not interfere with the safety, purpose, use or function of the element.
- Alternatively, plaques may be installed in the school.

#### Memorial Plaques

All memorial plaques to be designed in consultation with Board staff and requires staff approval.



### **Part IV: Frequently Asked Questions**

#### **General Questions**

**1. How does TCDSB facilitate and manage locally funded playground projects?**

The TCDSB's process of managing playground projects is outlined in the Standard Operating Procedure (SOP) associated with the Improvements to Outdoor Play Environments Policy – B.G. 01. The Policy and SOP can be found [here](#).

**2. What types of projects must follow this procedure?**

Any permanent installation on TCDSB property must follow this initiative, including but not limited to, benches, planters, gardens, play structures or elements, sports equipment, tree plantings, etc.

**3. Where is the information about Project Category? How does the LSC determine the accurate Project Category?**

The project scale and available budget define the Project category. The categories are defined in Part I, Table 1. The SOE Team or Area SQS can advise on a project category. Note a Project Category may change due to available budget, fundraising efforts, or project costs.

**4. Do all projects require the use of a Landscape Architect?**

No, not all projects require the use of an external Landscape Architect. The SOE Team or Area Service Quality Supervisor can provide guidance on specific requirements for the project at your school.



## PLAYGROUND AND SCHOOLYARD REVITALIZATION

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#### **5. What are Supporting Documents for the Appendix B: Project Request?**

Supporting documents can include photographs of the site, a site plan or aerial image, survey questions and results, letters of support from stakeholders or donors, budget quotations/pricing, and/or any other record of planning, engagement and research that has taken place prior to the point of submission. Supporting documentation shows a LSC's local planning preparedness, a scoring criteria for the Playground and Schoolyard Revitalization Fund.

#### **6. Who retains vendors for the project?**

The TCDSB retains vendors (consultants, contractors and suppliers) for the project.

#### **7. Who at the board can assist with completing the project request forms?**

The SOE Team or Area SQS can assist with the Appendix B and Appendix C forms as their schedules permit.

#### **8. How can we obtain a current site plan or aerial image of school site?**

Through the school Principal, please contact the Area SQS or SOE Team for assistance with obtaining a site plan for your school

#### **9. How do we engage our school community? Why do we have to?**

As per the Community Engagement Policy T.7 (which can be found here), "The TCDSB will commit to ensuring that meaningful input from our school community members is considered to ensure initiatives, policies, and practices reflect our mission and meet the expectations of the communities served by the TCDSB." The Landscape Supervisor and/or consultants can help





## PLAYGROUND AND SCHOOLYARD REVITALIZATION

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**schools engage their communities through suggested methods including but not limited to:**

- Online or Offline Surveys
- Dot-mocracy surveys
- Design charrettes
- Local Schoolyard Committee Meetings

### Playground and Schoolyard Revitalization Fund Application Questions

**1. Are secondary schools eligible for Playground and Schoolyard Revitalization Funds?**

**Yes, all schools within the TCDSB are eligible to apply for the Playground and Schoolyard Revitalization Fund.**

**2. Where can applicants find quotes for the various types of equipment that can be included in playground reserve?**

**The TCDSB has several prequalified playground vendors, a list can be provided by staff. Please note, when reaching out to vendors, it must be made clear that the quotes being obtained are for budgetary purposes for a grant application.**

**3. Where can applicants find quotes or estimates for various surfaces that could be included in their playground reserve proposals?**

**Through the school Principal, please contact the Area Service Quality Supervisor (SQS) for the updated list of estimated unit prices for various surface treatments including tub-ground mulch, engineered wood fibre, limestone screening, rubberized surface, asphalt, and artificial turf.**



## PLAYGROUND AND SCHOOLYARD REVITALIZATION

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#### **4. Are there time limits for the use of the Playground and Schoolyard Revitalization Funds?**

Requirements for the time limits of the Playground and Schoolyard Revitalization Funds will align with the Renewal Plan that funded said project.

### **Fundraising & Financial Questions**

#### **1. Who collects the funds raised for the project – either TCDSB or school's CSPC? How are the donations collected through Canada Helps?**

All donated funds received are collected by the TCDSB Finance Department and are deposited in a separate account tied to the school, CSPC and project.

#### **2. Can the school's CSPC issue tax receipts for these donations just like we do for our fundraising campaign?**

Donation receipts will be issued upon receipt of funds.

#### **3. If donations are made to TCDSB, will the Board issue tax receipts for donations?**

Yes, donation receipts will be issued upon receipt of funds.

#### **4. What funding sources are available to schools for Playground and Schoolyard Revitalization?**

The Ministry of Education provides the TCDSB with a School Renewal Allocation annually, which is discretionary funding for projects like interior finishes, built-in furnishings, site work...etc. Subject to approval and available, School Renewal Allocation funds *may* be used for playground and schoolyard



## PLAYGROUND AND SCHOOLYARD REVITALIZATION

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revitalization (B.G.01). The TCDSB has implemented the Playground and Schoolyard Revitalization Fund (see Section B).

There may be funds available through

- Local Fundraising
- Private donations and partnerships
- Municipal sources (Section 37, Section 45)
- Government and Private Grants (Note that any grants that TCDSB staff are made aware of are circulated through the Communications Department's Weekly Wrap Ups.

#### 5. How can TCDSB staff help schools seeking additional funding and applying for a grant?

Staff can assist schools with technical aspects of a grant application or provide supporting documents/expertise as available, through a request made by the Principal.

#### 6. Who invoices payment to vendors (e.g. Architect, suppliers etc.)?

The TCDSB administrative staff pays invoices issued to TCDSB by vendors.

#### 7. What are the TCDSB policies that speak to local fundraising?

TCDSB policies S.M.04 Fund Raising in Schools can be found here and F.P.01 Purchasing and can be found here.

#### 8. What can the funds raised by the parents/CSPC be utilized for? What can the funds not be utilized for?

According to TCDSB Policy, all fundraising shall be carried out under the jurisdiction and supervision of the principal and may be a joint project with the local Catholic School Advisory Council and/or Student Council. Funds raised under this policy shall not be used to purchase textbooks, learning materials



## PLAYGROUND AND SCHOOLYARD REVITALIZATION

### Appendix A

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and resources for regular classrooms which would normally be funded through Board and school-based budgets. With that, according to the Ministry of Education's Fundraising Guidelines, fundraising should reflect the values and expectations of the school community, including those of parents, students, staff, and school boards. It is important to consider the purposes and principles of public education, including diversity, accessibility, and inclusivity. It is also important that fundraising has a designated purpose and that the proceeds be used for the intended purpose.

**9. At what point do funds raised by schools need to be deposited to the TCDSB?**

All funds raised must be deposited to the TCDSB prior to obtaining final quotations, or tendering a project for a consultant.

**10. Will the TCDSB keep the school's CSPC money for any reason and not return it to school's CSPC?**

No, the only funds that would not be returned, are those spent on the project.

**11. Can a school recognize donors in any way for a contribution to a project?**

Yes, a school can recognize a donor with a plaque (as detailed in Part III) that can be displayed on or near a new element, or within the school.



# PLAYGROUND AND SCHOOLYARD REVITALIZATION

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### Part V: Glossary of Terms

- **CDAMR: Capital Development and Asset Renewal**
- **Charette:** A design brainstorming activity with a group of stakeholders.
- **Community Consultation:** The process of engaging the local school community to determine the wants and needs of the group.
- **Community Green Space:** Publicly accessible, open land that is entirely or partially covered in grass, trees, shrubs and/or other vegetation including parks and conservation areas.
- **Concept Diagram/Drawing:** A visual representation of a physical space that utilizes shapes, colours, lines, symbols and words to convey an idea.
- **ESS: Environmental Support Services**
- **Existing Site Condition:** This information will be provided through the Ministry building condition database. Existing site conditions in question (for example, hardscapes and softscapes) will be based on the percentage of the element's lifespan.
- **Existing Site Elements:** Site elements include play structures, outdoor sports courts, outdoor classrooms and play elements. These elements will be evaluated based on their presence (lower score) or lack thereof (higher score) and condition.
- **Hardscape:** Asphalt, concrete, unit pavers, gravel, limestone screening, or other hard, man-made surface material.
- **In-Ground Elements:** Individual play elements that require a footing and/or hard surface removal for installation (for example, basketball nets or shade umbrellas).
- **Indigenous Connection:** An effort made by LSC to learn more about the history of the land their project will occupy. For example, learning the Treaty Number that the school site occupies, recognizing Indigenous ways of knowing, or more about Indigenous Nations that reside or resided on the land.
- **Kindergarten Elements:** Play elements designed for early education curriculum support, including benches, sand boxes or shade umbrellas.
- **Local School Planning Preparedness:** This criterion refers to the thoroughness of a school's application and supporting documents provided). Thorough applications will be awarded up to 10 points toward the total score.



## PLAYGROUND AND SCHOOLYARD REVITALIZATION

### Appendix A

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- **Play Element**: A singular structure that is designed for children to climb, run, play, balance, slide, swing, etc. on. These elements may be arranged in a group; for example, to create an obstacle course or larger play structure. Many play elements require a safety surface underneath and surrounding the structure to prevent injury from falls.
- **Play Structure**: A multi-element structure that is designed for children to climb, run, play, balance, slide, swing, etc. on. Play structures require a safety surface underneath and surrounding the structure to prevent injuries from falls. Typically, these structures are designed for a defined age group.
- **Outdoor Sports Court**: An outdoor facility with surface treatment (hard or soft surface) and equipment requirements for specific sports activities. For example, a paved surface and basketball nets constitutes a basketball court while a grass field with soccer goal posts constitutes a soccer field. In a school setting, often these facilities could be permitted for use by outside agencies.
- **SOE: Sustainable Outdoor Environment**
- **Socio-Economic Data**: The Board utilizes data from various factors (government transfer payments, low family income, single parent families, born outside of Canada, second language at home, parent unemployment, housing (rent versus own), and parent education) to create an *N-Tile Score* for assessment of local socio-economic status of school communities. *N-Tile Scores* range from 1-9 and 1 point will be added for schools that are part of the E-PAN (Equity-Poverty Action Network) initiative for a total of up to 10 points.
- **Softscape**: Grass, planting beds, mulch areas within a landscape. Typically, these surfaces are not accessible, except for engineered wood fibre (EWF) and mulch with a binder.

**PLAYGROUND AND SHCOOLYARD REVITALIZATION****Appendix B**

VERSION 7 – Feb.03.2022

**PROJECT REQUEST AND PLAYGROUND AND SCHOOLYARD REVITALIZATION  
FUND APPLICATION FORM**

This form is to be completed by the school Principal and Area SQS on behalf of the Outdoor Environment Committee, and then, submitted to the Landscape Supervisor **Local Schoolyard Committee and submitted to the Sustainable Outdoor Environment Team at [playgrounds@tcdsb.org](mailto:playgrounds@tcdsb.org)** Requests will be logged based on the date Appendix B is received by the Renewal Department.

**PLEASE NOTE: THIS IS NOT APPROVAL TO CONSTRUCT**

SECTION A: Playground/Schoolyard Revitalization Fund Application Information	
Is this an application for the <del>Playground Reserve</del> Playground/Schoolyard Revitalization Fund?	
Trustee & Ward	
<del>Playground Reserve Application Dollar Value</del> Playground and Schoolyard Revitalization Fund Dollar Amount Request	\$

SECTION B: Contact Information			
School Name			
Address			
Phone Number			
Principal Name			
Principal E-mail			
Principal Signature		Date	
Area SQS			
Area SQS Signature		Date	
Submitted By			
<i>The Principal will be the primary contact person for any directions or communications from TCDSB staff.</i>			



# PLAYGROUND AND SHCOOLYARD REVITALIZATION

## Appendix B

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SECTION C: Project Request Description	
Project Category	
Project Name	
Location of Project on School Grounds	

SECTION D: Project Request Details	
<b>Detailed Description of Project</b> Provide as much detail as possible on the scope of work for this request. Include additional pages if required and list documents in Section E below.	
Anticipated Funding Source(s)	

SECTION E: Supporting Documentation		
If supporting documents have been included with this initial request (photos, drawings, projects outlines, partnership agreements, timeline details, special considerations etc.) please list below.		
Item No.	Document Description	Received (For Office Use Only)

SECTION F: Submission Confirmation (For Office Use Only)			
Received By		Date	





# PLAYGROUND AND SHCOOLYARD REVITALIZATION

## Appendix B

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<b>Position</b>	
-----------------	--

<b>Request Reference ID Number</b> (For Office Use Only)	
---	--

**IMPROVEMENTS TO OUTDOOR ENVIRONMENTS****Appendix C**

VERSION 7 – Feb.03.2022

**PROJECT REQUEST DETAILS FORM**

This form is to be completed by the ~~Outdoor Environment Committee~~ **Local Schoolyard Committee**, with guidance from the ~~Landscape Supervisor Sustainable~~ **Outdoor Environment (SOE) Team** and submitted to the Senior Coordinator of Renewal for initial review. Appendix ~~D~~ **C** is required for all projects in Category 2 3 or 4.

**PLEASE NOTE: THIS IS NOT APPROVAL TO CONSTRUCT**

~~Specifications around locations, natural and built components of School Ground Greening projects are detailed in the Guidelines for School Ground Greening in the Toronto Catholic District School Board.~~

<b>Request Reference ID Number</b>	
------------------------------------	--

**SECTION A: Contact Information Update**

<b>School Name</b>			
<b>Address</b>			
<b>Phone Number</b>			
<b>Principal Name</b>			
<b>Principal E-mail</b>			
<b>Principal Signature</b>		<b>Date</b>	
<b>Landscape Supervisor SOE Supervisor</b>			
<b>Supervisor Signature</b>		<b>Date</b>	
<b>Submitted By</b>			

*The Principal will be the primary contact person for any directions or communications from TCDSB staff.*

**SECTION B: Project Description**

<b>Project Type</b>	
<b>Project Name</b>	
<b>Location of Project on School Grounds</b>	
<b>Estimated Target Completion Date</b>	



# IMPROVEMENTS TO OUTDOOR ENVIRONMENTS

## Appendix C

VERSION 7 – Feb.03.2022

SECTION C: Project Request Details	
<b>Detailed Description of Project (In Addition to Appendix B)</b> Provide as much detail as possible on the scope of work for this request.	
Estimated Project Budget	
Project to be Primarily Funded By	
Other Funding Sources (ex. Donors, Section 37...)	Select all that apply
Other Fees Estimates Other Project Costs (professional consultant, testing)	Select all that apply
Is a Contractor Required to Install Project?	YES/NO
*If not the answer is NO, explain in detail how the project is to be constructed please provide a detailed construction plan and provide this Supporting Document with final submission.	

SECTION D: Supporting Documentation		
The following documents are required for this submission to the Renewal Department		
Item No.	Document Description	Received (For Office Use Only)
1	A detailed site plan for the project including location of the project on a current site plan for the school showing property lines, potential portables, and/or additions, snow clearing and piling, drainage and utility locates, identification of hardscape materials (asphalt, sidewalks, parking, etc.)	
2	Concept drawing or diagram for proposed project	
3	<del>Details or specifications of any proposed structures</del> <b>Images or details of any proposed structures</b>	
4	Photos of proposed site	
5	Methods & Results of Community Engagement	
6	<b>Detailed Construction Plan (if NO contractor is required)</b>	



# IMPROVEMENTS TO OUTDOOR ENVIRONMENTS

## Appendix C

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7	Other (please specify)	
8	Other (please specify)	
<b>SECTION E: Educational Goals &amp; Curriculum Links</b>		
Explain how your project supports the following (as applicable):		
<b>Diverse Developmental Needs</b> ex., physical, social, cognitive & emotional		
<b>Inquiry-Based Learning for a Range of Abilities</b>		
<b>Health &amp; Physical Fitness</b>		
<b>Indigenous Connection</b>		
<b>Curriculum Expectations</b>		
<b>Play, Recreational &amp; Social Value</b>		
<b>Other Goals &amp; Links</b>		
<b>Note:</b> Not all projects will meet all listed education goals and curriculum links.		



# IMPROVEMENTS TO OUTDOOR ENVIRONMENTS

## Appendix C

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### SECTION F: Safety Considerations

Explain how your project has considered the following (as applicable):

<b>Surfacing</b> (Slips & Falls)	
<b>Materials</b>	
<b>Sight Lines</b>	
<b>Added Supervision Needs</b>	
<b>School Specific Playground Rules</b>	
<b>Daily Inspection for Safety Concerns</b> (Damage, refuse, repair)	
<p>The following legislation pertaining to safety must be reviewed when undertaking a school ground project:</p> <ul style="list-style-type: none"> <li>• OPHEA Ontario Physical Education Safety Guidelines</li> <li>• CAN/CSE-Z614-14 Children's Play Spaces &amp; Equipment Standards</li> <li>• Accessibility for Ontarians with Disabilities Act, 2005 (AODA)</li> <li>• Integrated Accessibility Standards Regulation, O.Reg. 191-11 (Outdoor Play Spaces)</li> <li>• The Ontario Building Code</li> </ul>	

### SECTION G: Mandatory Accessibility & Inclusion Considerations – Please initial each box to indicate understanding.

Refer to: Integrated Accessibility Standards, O.Reg 191/11, s.80,18.80.20 for further details <http://www.ontario.ca/laws/regulation/110191>

	Has your school consulted on the needs of children and caregivers with various abilities for this project?
	Has your school incorporated accessibility features such as sensory, passive and active play areas or components for children and caregivers with various abilities in the design of outdoor play spaces?
	<b>Has your school</b> ensured that outdoor play spaces have a ground surface that is firm, stable and has impact attenuating properties for injury prevention and sufficient clearance? (Children and caregivers with various abilities must be able to move through, in and around the outdoor play space.)
	The clearances and widths etc. of exterior paths, ramps, stairs, etc. are compliant with the requirements of O.Reg 191/11.



# IMPROVEMENTS TO OUTDOOR ENVIRONMENTS

## Appendix C

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SECTION H: Important Considerations – <i>Please initial each box to indicate understanding.</i>	
	Outdoor Play Environment Committees <del>Local Schoolyard Committees</del> are responsible for all aspects of the design, associated costs (not funded by the Board) <b>and maintenance</b> of the project.
	For larger scale projects, hiring the services of one of the Board's pre-approved Landscape Consultants is strongly encouraged as CAD drawings may be required. Project budgets, scope and timelines need to be planned accordingly and approved the by Facilities Department.
	<p>Before approving any project, the Renewal Department will consider a number of factors, including:</p> <ul style="list-style-type: none"> <li>• Compliance with the TCDSB Greening Guidelines</li> <li>• Suitability with respect to school safety and environment</li> <li>• Impact to site operations such as snow removal/storage, drainage, grounds maintenance, etc.</li> <li>• The school's ongoing maintenance plan for weed control, litter removal, watering, etc.</li> </ul>
<b>This section must be completed by the Principal.</b>	



# IMPROVEMENTS TO OUTDOOR ENVIRONMENTS

## Appendix C

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### SECTION I: Outdoor Play Environment Maintenance Plan

“Who is doing what, when?” (as applicable)

	April	May	June	July	August	September	October
Inspection							
Weeding							
Watering							
Pruning							
Mulching							
Clean-Ups							
Vandalism							
Repairs							

**Identify Source of Future Maintenance Funds:**

*It is highly recommended that a line item is included in the school's budget to cover maintenance and unforeseen costs each year. Maintenance Plan subject to approval.*

### Confirmation of Maintenance Plan Review

Head Caretaker		Signature	
CSPC Chair		Signature	
Principal		Signature	
Area SQS		Signature	



# IMPROVEMENTS TO OUTDOOR ENVIRONMENTS

## Appendix C

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SECTION J: Project Approval & Sign Off	
Reference Request ID No.	
School Name	
Project Name	
Project Location	
Project Description	
Funding Source(s)	

<i>This is to acknowledge that I have reviewed and approved the drawings and scope of work.</i>			
Principal			
Signature		Date	
CSPC Chair			
Signature		Date	
Area SQS			
Signature		Date	
SOE Supervisor			
Signature		Date	
Academic Area Superintendent			
Signature		Date	
Renewal Sr. Coordinator			
Signature		Date	





REPORT TO

GOVERNANCE AND POLICY  
COMMITTEE

UPDATE TO POLICY ON INFORMATION AND  
COMMUNICATION TECHNOLOGY – HARDWARE  
AND SOFTWARE STANDARDS POLICY A.34

*For I am sure that he will follow my policy and will treat you with moderation and kindness.  
2 Maccabees 9:27*

Created, Draft	First Tabling	Review
October 18, 2021	February 1, 2022	<a href="#">Click here to enter a date.</a>

Steve Camacho, Executive Superintendent, Technology, Data & Strategic Transformation  
Omar Malik, Senior Coordinator, Information and Communication Technology  
Joe Di Fonzo, Senior Coordinator, IT Infrastructure and Operations, ICT

RECOMMENDATION REPORT

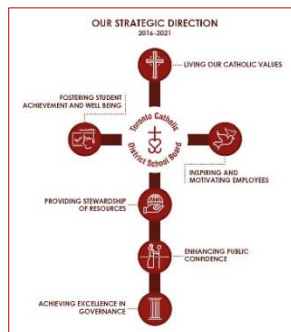
**Vision:**

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

**Mission:**

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

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



Brendan Browne, PhD  
Director of Education

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 Policy on Information and Communication Technology - Hardware and Software Standards Policy A.34 to conform to current practice and policies.

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

## **B. PURPOSE**

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

## **C. BACKGROUND**

1. The Policy on Information and Communication Technology - Hardware and Software Standards was first approved in April 2012 and has not been amended since.
2. Changes to this policy reflect current practice and alignment with related policies
  - Acceptable Use of Technology A.29
  - Freedom of Information and Protection of Privacy A.38
  - Purchasing Policy F.P.01
  - Disposal of Surplus or Obsolete Furniture, Fixtures and Equipment F.P.07

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

This policy has been amended in consultation with staff from ICT Services, Curriculum, senior staff, and parent stakeholders.

## **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 POLICY ON INFORMATION AND COMMUNICATION TECHNOLOGY - HARDWARE AND SOFTWARE STANDARDS POLICY A.34 provided in Report Appendix be adopted.



**POLICY SECTION:** Administration

Report - APPENDIX A

**SUB-SECTION:**

**POLICY NAME:** Information and Communication Technology  
– Technology Hardware and Software Standards

**POLICY NO:** A.34

**Date Approved:**  
April 4, 2012 – Board

**Date of Next Review:**

**Dates of Amendments:**  
February 1, 2022

**Cross References:**

1. Acceptable Use of Technology (A.29)
2. Freedom of Information and Protection of Privacy (A.38)
3. Purchasing Policy (F.P.01)
4. Disposal of Surplus or Obsolete Furniture, Fixtures and Equipment (F.P.07)

**Purpose:**

The purpose of this policy is to establish adherence to technology standards that support educational and business objectives throughout the Toronto Catholic District School Board (“TCDSB” or “the Board”) schools and offices. The intent of this policy is to protect and service students and employees, to ensure adherence to all applicable laws and regulations, to ensure stewardship of Board resources, and public funds, and to maintain the integrity and quality of technology resources and services.

**Scope and Responsibility:**



POLICY SECTION: **Administration**

Report - APPENDIX A

SUB-SECTION:

POLICY NAME: **Information and  
Communication Technology  
– Technology Hardware and Software  
Standards**

POLICY NO: **A.34**

**This policy and associated operational procedures apply to all employees (academic and business), students, trustees, stakeholders, and affiliates of the Board that are seeking or involved with the replacement, implementation, or disposal of technology at the Board for any purposes. Technology includes all types of electronic and digital tools, solutions, and services.**

**The Director of Education is responsible for the implementation of this policy in alignment with the Multi-Year Strategic Plan and with support of the Executive Superintendent, Technology, Data & Strategic Transformation, and Chief Information Officer. All employees share responsibility for compliance and adherence.**

~~The *Joint Technology Team* is comprised of stakeholders representing schools, teachers, support staff, school administration, associations and curriculum and business departments of the Board. The role of this team is to advise and review recommendations for technology initiatives.~~

~~The *ICT Departments (Academic ICT, Technical Services, and Computer Services)* are responsible for provisioning, supporting and maintaining the Board's hardware and software computing infrastructure and providing professional learning opportunities on how to use the Board's technology environment to meet~~



POLICY SECTION: **Administration**

Report - APPENDIX A

SUB-SECTION:

POLICY NAME: **Information and Communication Technology – Technology Hardware and Software Standards**

POLICY NO: **A.34**

~~the educational, school administrative and business requirements of the schools and departments.~~

~~-~~

~~The *Curriculum and Special Services Departments* are responsible for identifying opportunities within the curriculum that can be supported and benefit from the introduction and use of technology (hardware, software, and Internet resources), reviewing technology options and making recommendations and providing appropriate professional learning opportunities modelling the use of the technology.~~

### **Alignment with MYSP:**

**Fostering Student Achievement and Well-Being**

**Achieving Excellence in Governance**

**Providing Stewardship of Resources**

### **Policy:**

**The Board shall set technology standards through a process consistent with the Mission, Vision, and Value statements of the Board and with the following objectives:**

- 1. Support the entire system (academic and business) with standardized technology tools, solutions, and services.**



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- 2. Align with current and developing technology standards for academic and business.**
- 3. Streamline processes for all types of technologies.**
- 4. Stewardship of Board technology resources.**
- 5. To ensure student safety, achievement, well-being, and privacy**

~~Within the context of the Multi-Year Strategic Plan and our Christ-focused mission and vision, the Board provides teachers and students access to technology in the schools to create an engaging and innovative learning environment, promote a positive impact on student achievement, improve the quality of learning, and support students with special needs. Administrative staff is provided access to technology to support administrative functions and improve organizational effectiveness. In order to leverage investment in technology, professional learning opportunities are necessary to enhance the learning and teaching environment, to promote the effective use of technology in the classroom and to increase administrative efficiency.~~

~~ICT standards are established to ensure supportability and maintainability of the technology, compatibility, integration between technologies, security of the network, the systems and the information contained within and the selection of cost effective hardware, software and other technologies that are appropriate for use in~~



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~~the classroom to complement the curriculum and program delivery as well as support staff in the performance of their job responsibilities.~~

**Regulations:**

- 1. ICT Services in consultation and collaboration with Curriculum, Special Services, and business departments as well as in consultation with pertinent parent groups, schools, and union partners, will define Technology Standards for educational and administrative use.**
- 2. Technology Standards will be set with strong consideration for student safety, achievement, and well-being and privacy. Consideration will be given to financial feasibility, durability, compatibility with other technologies, IT system performance, and other legal requirements or regulatory requirements.**
- 3. New technology requested by schools (including Catholic School Parent Councils, CSPCs) or departments, that are not standardized, must adhere to an intake and review process to ensure it meets all pertinent requirements and resources are available to support the operation of this new technology.**
- 4. All technology, including technology purchase with CSPCs funds, shall be purchased in accordance with the Purchasing Policy (F.P.01).**





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5. To ensure student safety and the protection of Board data and systems only approved technologies may be used in schools and administrative settings.
6. To ensure student safety and the protection of Board data and systems, only technologies with vendor/manufacture security support (i.e., software patches, bug fixes, etc.) by established vendors shall be used. If a vendor ceases security support, the technology will be deemed obsolete and disposed of in accordance with this policy.
7. Technology standards will be published on TCDSB websites for ease of access by employees and CSPC Chairs.
8. Donated, used, or refurbished technology must comply with this policy and adhere to these regulations for review and for acceptance or nonacceptance. Accepted technology becomes the property of the Board for appropriate allocation, implementation, and equitable distribution.
9. Reassigning, repurposing, or relocating technology shall be done in coordination with and at the approval of ICT Services.
10. Technology deemed as obsolete, redundant, unsafe, or no longer fit for purpose, compatibility, integration, performance, privacy, or security will be replaced and/or disposed of depending on the circumstances and needs.
11. Disposals must comply with this policy and adhere to these regulations to ensure for return and/or sanitization of any sensitive information or data,



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contractual obligations with suppliers and vendors, and stewardship of technology resources.

12. All damage incidents, including theft, vandalism, water, and fire damage are to be reported and may be subject to a replacement fee.

13. Any discovery of technology that does not comply with this policy or adhere to these regulations may be removed.

14. ICT Services may publish technology guidelines for personal technology used by students or staff in a school environment.

15. Students may bring personally owned technology to school for the purpose of supporting academic achievement. Such technology shall be used in accordance with the Acceptable Use of Technology Policy (A.29) and be in line with published guidelines.

16. Select staff, as determined by ICT Services, may bring personally owned devices to work for the purpose of supporting academic achievement in a school setting. Such technology shall be used in accordance with the Acceptable Use of Technology Policy (A.29) and be in line with published guidelines. No student personal identifiable information shall be downloaded or stored on to staff personally owned devices,

~~1. Hardware~~

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~~(a) The ICT departments in consultation and collaboration with the schools, curriculum, special services and business departments define the hardware requirements and specifications as part of the process to establish hardware technology standards for educational and administrative use.~~

~~-~~

~~(b) The hardware technology standards must be supportable by the ICT departments and known to function properly in the Board's technology environment to meet end-user requirements.~~

~~(c) The hardware technology standards are established through a procurement process in accordance with the Purchasing policy as maintained by the Materials Management Department.~~

~~(d) The acquisition and purchase of hardware technology for use in schools and departments must be in conformance with these defined hardware technology standards and the Purchasing policy. This is applicable to all departments and schools regardless of funding sources including the use of school block funds, local agency funds or CSAC funds.~~

~~-~~

~~(e) The ICT Departments will establish and as required periodically revise and update what hardware technology is considered supportable. These hardware standards will be updated and published on a regular basis. Hardware technology~~



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~~that is no longer under warranty, below the minimum configuration requirements and/or prohibitive to repair will not be supported and, in collaboration with the school or department, will be removed from the hardware inventory and deemed as obsolete. Any hardware technology deemed as obsolete will follow the Disposal Policy as maintained by the Materials Management Department.~~

~~-~~

~~(f) Only the established hardware technology standard will be supported by the ICT departments. The only exception is where a custom hardware configuration is required to meet a specific educational or administrative need. In this case the ICT Department must approve the hardware configuration and specify a support level which may be limited. The acquisition of non-standard hardware technology will not be supported by the ICT departments.~~

~~-~~

~~(g) Donated, used or refurbished computers will only be accepted if the computers meet the current minimum hardware configuration requirements and are received in working order with a properly licensed operating system. The Board will not accept any computers which may negatively impact the ICT Departments' remote computer management, computer system administration and automated software deployments and updates. Any donated, used or refurbished computers must be reviewed and approved by the ICT departments before being received at the school or department location and may only be connected to the Board's network using an approved computer software image installed by the ICT departments. Any needed~~



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~~hardware repairs not covered under a warranty agreement will be funded by the school or department.~~

~~-~~

~~(h) The ICT Departments, with assistance and collaboration from the schools, will maintain an inventory of the school hardware technology.~~

~~-~~

~~(i) All allocations of new computers or relocation and movement of existing computers from their assigned placement to another location must be done as a request to and in consultation with the Technical Services Department. This is required to ensure the area where the computers are being located already have the necessary networking access (wired or wireless), electrical power and desk, table or counter space to properly accommodate the computers. The Technical Services Department will advise if the request significantly impacts the building thereby requiring further consultation from the Facilities Department. All costs related to adequately provisioning the area with networking, electrical power, millwork or desks will be the responsibility of the school unless approved as part of a project initiative.~~

~~-~~

~~(j) The installation, configuration, modification, system administration, upgrade and maintenance of the Board's hardware and software technology is restricted to authorized ICT Department staff or staff so designated and authorized by the ICT Departments.~~



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~~(k) The connecting of devices to the Board's internal network (wired or wireless) is restricted to devices approved in the hardware technology standard or authorized by the ICT Departments. Personal Electronic Devices (PEDs) are permitted to connect to the Board's Guest wireless (WiFi) network and remote access will be permitted through the Board's VPN (Virtual Private Network).~~

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## ~~2. Software~~

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~~(a) To meet the requirements of the various software use cases within the Board's technology environment, a set of software that supports those users will be established as the software technology standard that is deployed as the computer software image on new and existing computer hardware. The software technology standard is developed in a collaborative process between the ICT Departments and the users to ensure the software meets the educational or administrative needs of the user, can integrate and function properly within the Board's technology environment and is supportable. Support includes providing technical support and opportunities for professional learning.~~

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~~(b) The ICT Departments are responsible for software technical support along with the initial deployment of the software and subsequent upgrades and updates to the software. The Program Coordinators, central resource staff and the local school~~



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~~staff are responsible for providing “how to” software support and opportunities for professional learning with the objective to promote adoption and proper use of the software in the learning and teaching environment or for administrative functions.~~

~~-~~

~~(c) The software technology standard is comprised of licensed software obtained through the Ministry of Education from OSAPAC (Ontario Software Acquisition Program Advisory Committee), Board level software license agreements and central license agreements established by the curriculum, special services and business departments. Only software that is legally licensed and included in the software technology standard may be installed on the Board’s standard computer hardware.~~

~~-~~

~~(d) A school or department may locally license software specific to a site (site license) or set of computers within the site provided the software has been reviewed and authorized by the Software Review Team which includes the Program Coordinators and ICT departments. This review will be based on applicability to the curriculum, meets educational or business needs and hardware and software compatibility that the software will properly function in the Board’s technology environment. For locally licensed software, compliance to the licensing agreement, any costs for software licensing, software maintenance and upgrades, technical support and professional development is the responsibility of the local school or department.~~



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(e) Any discovery of software on Board-owned computers that is not legally licensed for use or has not been authorized by the ICT Departments and Software Review Team will be removed. This includes software licensed for home use only through OSAPAC or other licensing agreements.

#### **Definitions:**

**Technology includes all types of electronic and digital tools, solutions, and services. Examples include but are not limited to desktops, laptops, tablets, smartphones, laptops, monitors and screens, printers, scanners, copiers, audio/visual equipment, hardware accessories, applications programs, or system software regardless of whether it resides as installed locally on computing devices or is hosted on a vendor's environment and accessed via the internet, software add-ins, plug-ins, functionality changes or new modules or features.**

**Hardware technology** includes but is not limited to computers, mobile devices, servers, storage, networking equipment, telephone equipment, printers, peripherals, display devices, etc. and the associated connection devices and cabling.

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~~Software technology includes software installed as a local installation, client server application, web application or hosted application on an internal or external infrastructure platform.~~

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~~The Board's software requirements, that is the software use cases, includes but is not limited to students (classroom), teachers, special education (including student SEA claims), school administration, central administration staff and other users.~~

### **Evaluation and Metrics:**

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

- 1. Streamlined intake, vetting, and approval process.**
- 2. Feedback from approval bodies, supervisory personnel and employees involved with the replacement, implementation, or disposal of technology.**

## GOVERNANCE AND POLICY COMMITTEE

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

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

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

#	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 ( <b>Accountability Framework for Special Education 2018-19</b> )	
	July 2020 Special Board	TBC	Governance and Policy	That the Strategic Reserves Policy be directed to the Governance and Policy Committee to consider a revision to this policy to allow for increased funding of the playground Reserve ( <b>2020-21 Budget Estimates Overall and Instructional</b> )	Superintendent Fernandes
	August 2020 Regular Board	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 ( <b>Revision of Toronto Catholic District School Board (TCDSB) By-Law #175 to Include the Authority of the Integrity Commissioner in the Governance Model</b> )	Superintendent Fernandes

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

#	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 ( <b>Proposal: Add/Change Electronic Participation</b> )	
11	February 2021 Corporate Services	TBC	Governance and Policy	That the policy on playground reserves be referred to the Governance and Policy Committee in order to change the criteria based on surplus budgets ( <b>Playground Reserve Update</b> )	Superintendent Fernandes
12	February 2021 Regular Board	TBC	Governance and Policy	Therefore be it resolved that: A report be provided to consider and include:  - setting up a real property subsidiary; and  - develop an acquisition policy that incorporates a comprehensive set of criteria  That this item be referred to the Governance and Policy Committee. ( <b>Rental of Surplus School Space Policy B.R.01 Annual Policy Metric</b> )	Superintendent Fernandes
13	June 2021 Corporate Services	TBC	Governance and Policy	<b>WHEREAS:</b> 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><b>WHEREAS:</b> Notices of motions/motions and amendments are submitted in writing;</p> <p><b>WHEREAS:</b> Preamble clauses are whereas explanatory notes that precede the be it resolved clauses;</p> <p><b>WHEREAS:</b> Using a preamble or whereas explanatory notes gives the mover to list the reasons for the resolution;</p> <p><b>WHEREAS:</b> Preamble clauses (whereas) should support the resolved statement(s);</p> <p><b>WHEREAS:</b> Comments made in the preamble should be factual and verifiable;</p> <p><b>WHEREAS:</b> Preambles must be as specific as possible about the issue and demonstrate the relevance of the resolution;</p> <p><b>WHEREAS:</b> Commentary in the whereas paragraphs exemplify why action should be taken;</p> <p><b>WHEREAS:</b> 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><b>WHEREAS:</b> Trustees should be committed to performing their functions with integrity, impartiality and transparency;</p> <p><b>WHEREAS:</b> 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><b>WHEREAS:</b> Trustees as leaders of the community, are held to a higher standard of behaviour and conduct;</p> <p><b>WHEREAS:</b> 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><b>WHEREAS:</b> 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><b>WHEREAS:</b> Negative preambles should be avoided;</p> <p><b>WHEREAS:</b> Members are not endorsing whereas comments when voting for a resolution; and</p> <p><b>WHEREAS:</b> Negative motions or resolutions should not be considered.</p> <p><b>THEREFORE BE IT RESOLVED THAT:</b> 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				<b>FURTHER BE IT RESOLVED THAT:</b> The aforementioned be referred to the Governance and Policy Committee and to staff for necessary amendments to the present policies <b>(Consideration of Motion from Trustee Rizzo regarding Notice of Motions)</b>	
	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 <b>(Approval of 2SLGBTQ+ Advisory Committee Terms of Reference)</b>	Superintendent Fernandes
15	September 2021 Regular Board	TBC	Governance and Policy	<b>WHEREAS:</b> The Government of Canada proclaimed September 30th as the National Day for Truth and Reconciliation;  <b>WHEREAS:</b> September 30th commemorates the history and legacy of residential schools as part of the Truth and Reconciliation;  <b>WHEREAS:</b> The intention is to recognize and honour residential school survivors, their families and communities;  <b>WHEREAS:</b> 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><b>WHEREAS:</b> 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><b>1. BE IT RESOLVED THAT:</b> 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><b>2.</b> 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 (<b>Recommendation for National Truth and Reconciliation Day, September 30, 2021</b>)</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 ( <b>Return to School Update</b> )	
	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 ( <b>Update to Operational Procedures on Selection Process for Community and Parent/Guardian Membership on Advisory / Ad Hoc Committees</b> )	Superintendent Wujek

**Governance and Policy Committee**  
**Draft 2022 Policy Priority**  
**Schedule**

<b>GAP Date</b>	<b>Policy or Procedure</b>	<b>Policy #</b>	<b>Key Contact (s)</b>
<b>January 11</b>	<a href="#">Access Control</a>	B.B.05	M. Farrell
	<a href="#">Flag Flying Policy</a>	A.04	P. Matthews
	<a href="#">Delegations and Public Participation</a>	T.14	P. Matthews
<b>February 1</b>	<a href="#">Information and Communication Technology – Hardware and Software Standards</a>	A.34	O. Malik
	<a href="#">Grounds - Outdoor Play Environment</a>	B.G.01	M. Zlomislic
	<a href="#">Public Participation Policy</a>	T.14	P. Matthews
	<a href="#">Flag Flying Policy</a>	A.04	P. Matthews
<b>March 1</b>	<a href="#">Religious Education Course Requirement for Sec Pupils</a>	S.P.12	C. Fernandes
	<a href="#">Catholicity and School Support</a>	H.M.08	L.Coulter
	<a href="#">Opening and Closing Exercises</a>	S.S.02	P. Matthews
	<a href="#">Emergency School Closure</a>	A.16	M. Farrell
	<a href="#">Sweatshop-Free Purchasing</a>	F.P.04	R.Putnam
<b>April 19</b>	<a href="#">International Languages (Elementary)</a>	S.P.05	A. Bria
	<a href="#">Records Management &amp; Archives</a>	A.20	B. Shannon
	<a href="#">Twenty-Five Year Club</a>	H.M.09	L. Coulter
	<a href="#">Retirement Ceremonies</a>	H.M.10	L. Coulter
<b>May 10</b>	<a href="#">School Organization Change</a>	S.05	L. Coulter
	<a href="#">Accessibility Standards for Services</a>	A.36	F. Cifelli
<b>June 7</b>	<a href="#">Employment Equity</a>	H.M.11	L. Coulter
	<a href="#">Real Property</a>	R.01	M. Loberto
	<a href="#">Alternative Arrangements for School</a>	R.09	M. Loberto
<b>September 6</b>	<a href="#">Donation and Sponsorship</a>	F.F.02	R. Putnam
	<a href="#">Eastern Rite Employee's Holy Days</a>	H.M.01	L. Coulter
	<a href="#">School Names</a>	S.07	
	<a href="#">Fund Raising Policy</a>	S.M.04	R. Putnam

	<a href="#">Special Education Advisory</a>	A.23	M. Meehan
<b>October 4</b>	<a href="#">Alcohol, Cannabis and Other Drugs</a>	S.S.03	Curriculum/Safe
	<a href="#">Harassment and Discrimination in</a>	H.M.14	L. Coulter/ I. Varano
	<a href="#">Use of School Facilities in</a>	B.R.06	M. Farrell
	<a href="#">Negotiation Procedures</a>	H.M.39	Employee Relations/
	<a href="#">Art Collection</a>	A.22	M. Zlomislic
<b>November 1</b>	<a href="#">Non-Union Employee Handbook</a>	H.M.02	L. Coulter
	<a href="#">ICod Policy (NEW)</a>	TBD	Employee Relations/
	<a href="#">Community Engagement</a>	T.07	P. Matthews
	<a href="#">Guidelines for Trustees, Parents and</a>	A. 33	Employee Relations/
<b>December 6</b>	<a href="#">Direction of Propety Taxes for</a>	F.M.03	M. Loberto
	<a href="#">Complaint Against a Staff Member</a>	H.M.30	Human Resources
	<a href="#">Demolition</a>	R. 02	M. Loberto