

GOVERNANCE AND POLICY COMMITTEE REGULAR MEETING Public Session

AGENDA
APRIL 19, 2022

Garry Tanuan, Chair
Trustee Ward 8

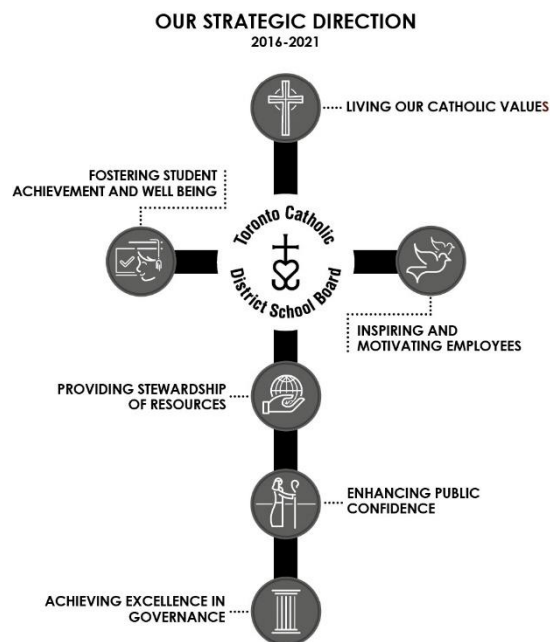
Frank D'Amico
Ex-Officio

Nancy Crawford, Vice-Chair
Trustee Ward 12

Angela Kennedy
Ex-Officio

Michael Del Grande
Trustee Ward 7

Ida Li Preti
Trustee Ward 3



MISSION

*The Toronto Catholic District School Board is an inclusive learning community uniting home, parish and school and rooted in the love of Christ.
We educate students to grow in grace and knowledge to lead lives of faith, hope and charity.*

VISION

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

Recording Secretary: Sophia Harris, 416-222-8282 Ext. 2293
Assistant Recording Secretary: Skeeter Hinds-Barnett, 416-222-8282 Ext. 2298
Assistant Recording Secretary: Sarah Pellegrini, 416-222-8282 Ext. 2207

Dr. Brendan Browne
Director of Education

Angela Kennedy
Chair of the Board

TERMS OF REFERENCE FOR GOVERNANCE AND POLICY COMMITTEE

The Governance Framework Committee is responsible for:

A. Ensuring that governance structures, policies, protocols, processes and performance metrics:

- i). advance the vision of the TCDSB, rooted in Catholic values and teachings.
- ii). support the achievement of our Multi-Year Plan.
- iii). conform to best practices.
- iv). provide strategic cohesion and consistency.
- v). comply with the Education Act and other pertinent legislation.

B. Providing a meta policy framework to ensure all policy formation, monitoring and evaluation follow a standard process that reflects exemplary practices in policy development.

C. Carrying out a continuous review of the roster of existing policy to ensure conformity and advancement of (A) above.

D. Identifying the supports (e.g. capacity training) needed to implement the governance framework.

E. Ensuring ongoing governance reviews of the Board.

F. Ensuring that the TCDSB By-laws and the Trustee Code of Conduct reflect the vision and mission of the Board and adhere to good governance practices, the Education Act and other pertinent legislation.

LAND ACKNOWLEDGEMENT

Out of our deep respect for Indigenous peoples in Canada, we acknowledge that all Toronto Catholic District School Board properties are situated upon traditional territories of the Anishinabek (a-ni-shna-bek), the Haudenosaunee (hoh-Dee-noh-Shoh-nee) Confederacy, and the Wendat peoples. We also acknowledge the land covered by Treaty 13 is held by the Mississaugas of the Credit First Nation and Toronto is subject to The Dish with One Spoon covenant. We also recognize the contributions and enduring presence of all First Nations, Métis, and Inuit peoples in Ontario and the rest of Canada.

La Reconnaissance du Territoire

Nous témoignons du plus grand respect pour les Peuples autochtones au Canada et nous avons à cœur de souligner que tous les immeubles du Toronto Catholic District School Board sont situés sur les terres traditionnelles de la Nation Anishinabek, de la Confédération de Haudenosaunee et des Wendats. Il est également important de noter que le territoire visé par le Traité 13 est celui des Mississaugas de la Première Nation Credit et que celui de Toronto est protégé par l'accord d'« un plat à une cuillère ». Nous tenons également à rappeler la présence pérenne et l'importance des contributions des Premières Nations, des Metis et des Inuits en Ontario, et dans tout le Canada.

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AGENDA THE REGULAR MEETING OF THE GOVERNANCE AND POLICY COMMITTEE

PUBLIC SESSION

Garry Tanuan, Chair

Nancy Crawford, Vice Chair

Tuesday, April 19, 2022

7:00 P.M.

Pages

1. Call to Order
2. Opening Prayer
3. Land Acknowledgement
4. Roll Call and Apologies
5. Approval of the Agenda
6. Declarations of Interest
7. Approval and Signing of the Minutes of the Meeting held March 1, 2022 1 - 10
8. Delegations
9. Presentation
10. Notices of Motion

11. Unfinished Business

12. Matters referred or deferred

From the March 10, 2022 Corporate Services Committee Meeting

- 12.a. Consideration of Motion from Trustee Tanuan regarding Special Board Advisory Committee on Race Relations

WHEREAS: The Toronto Catholic District School Board (TCDSB) has a history of Race Relations, and Equity Policies and Practices since 1984 but recent trends suggest a need to reintroduce past mechanisms to assist in eradicating racial and systemic discrimination;

WHEREAS: The Ministry of Education has announced a series of initiatives and activities in the Fall of 2020 to address and combat systemic racism that affect racialized bodies, particularly the Black and Indigenous communities; and

WHEREAS: TCDSB has passed a series of motions to address Anti-Racism and Equity and Inclusive Education within the Board during the June 18, 2020, Board meeting.

BE IT RESOLVED THAT: Procedural, governance and reporting issues related to Advisory Committees be referred to the Governance and Policy Committee for review.

From the April 5, 2022 Student Achievement and Well-Being Committee Meeting

- 12.b. Days of Recognition (Information)

11 - 26

1. Be It Resolved That: This report be referred to the Governance and Policy Committee to be used in the formation of a draft policy on days and months of recognition, dedication and/or commemoration in the TCDSB; and

2. Be It Resolved That: Staff provide a summary of the dates and months of dedication to the Governance and Policy Committee.

13. Staff Reports

13.a.	Recommendation from the By-Law Ad Hoc Committee regarding Audio/Visual Recording	27 - 84
13.b.	Review of Policy S.P.12 – Religious Education Course Requirements for Secondary Pupils	85 - 90
13.c.	Recognition of Employment Service and Retirement H.M.04	91 - 99
13.d.	Update To Policy A.20 Records Management - Archives	100 - 113
14.	Listing of Communications	
15.	Inquiries and Miscellaneous	
16.	Updating of Pending List	
16.a.	Monthly Pending List	114 - 124
16.b.	Annual Policy Priority Schedule	125 - 126
17.	Adjournment	

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through witness, faith, innovation and action.*



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

HELD TUESDAY, MARCH 1, 2022

PRESENT:

Trustees:

G. Tanuan, Chair
N. Crawford, Vice-Chair – Virtual
M. Del Grande - Virtual
A. Kennedy, Ex-Officio, Virtual
I. Li Preti - Virtual

Non-Voting Trustee: M. Rizzo - Virtual

Staff:

B. Browne
C. Fernandes
M. Caccamo
J. Wujek

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

External Guests:

M. Eldridge, External Legal Counsel (on behalf of Paul Matthews)
A. Robertson, Parliamentarian

4. Roll Call and Apologies

An apology was extended on behalf of Trustee D'Amico.

5. Approval of the Agenda

MOVED by Trustee Crawford, seconded by Trustee Li Preti, that the Agenda be approved.

The Motion was declared

CARRIED

6. Declarations of Interest

There were none.

7. Approval and Signing of the Minutes

MOVED by Trustee Crawford, seconded by Trustee Li Preti, that the Minutes of the Meeting held February 1, 2022 be approved.

The Motion was declared

CARRIED

13. Staff Reports

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

13a) Update to Opening and Closing Exercises Policy S.S.02 received.

MOVED in AMENDMENT by Trustee Del Grande:

1. That all parents of students registering to attend our schools be required to sign an acknowledgement of our expected Catholic practices;
2. That we do not allow students at the elementary level to opt out nor Catholic students at the secondary level; and
3. That the opening exercise of O Canada be sung a cappella.

There was no seconder.

Trustee Rizzo joined the meeting virtually at 7:26 pm.

MOVED in AMENDMENT by Trustee Crawford that the addition of the Land Acknowledgement after O Canada in the Policy Statement, page 15, and a new regulation outlining the order for public prayer, singing of O Canada and the Land Acknowledgement be referred to Staff.

There was no seconder.

Trustee Kennedy joined the meeting virtually at 7:41 pm.

MOVED in AMENDMENT by Trustee Crawford, seconded by Trustee Kennedy, that *scriptural* be replaced with *scripture*, Regulation 3, page 15.

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

In Favour

Opposed

Trustees Crawford
Del Grande
Kennedy
Li Preti
Tanuan

The AMENDMENT was declared

CARRIED

MOVED in AMENDMENT by Trustee Li Preti, seconded by Trustee Kennedy, that the Governance and Policy Committee recommend to Board that the revised Policy on Opening and Closing Exercises Policy S.S.02 provided in Report Appendix A, and the accompanying Forms in Appendices A and B of the Policy, be adopted.

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

In Favour

Opposed

Trustees Crawford
Kennedy
Li Preti
Tanuan

Del Grande

The AMENDMENT was declared

CARRIED

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

In Favour

Opposed

Trustees Crawford
Kennedy
Li Preti
Tanuan

Del Grande

The Motion, as amended, was declared

CARRIED

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

- 13b) Policy A.16 Emergency School Closure** that the Governance and Policy Committee recommend to Board that the revised Policy A.16 Emergency School Closure provided in Report Appendix A, be adopted.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
Del Grande
Kennedy
Li Preti
Tanuan

The Motion was declared

CARRIED

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

- 13c) Update to Meta Policy M.01** that the Governance and Policy Committee recommend to Board that the revised Meta Policy M.01 provided in Report Appendix A be adopted.

Trustee Tanuan relinquished the Chair to Trustee Crawford.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
Del Grande
Kennedy
Li Preti
Tanuan

The Motion was declared

CARRIED

Trustee Tanuan reassumed the Chair.

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

- 13d) Review of Policy S. P. 12 – Religious Education Course Requirements for Secondary Pupils** that the Governance and Policy Committee recommend to Board that the revised Policy Religious Education Course Requirements for Secondary Pupils S. P.12 provided in Report Appendix A be adopted.

MOVED in AMENDMENT by Trustee Crawford, seconded by Trustee Kennedy:

- a) That *Catholic faith and Catholic Church teaching*, be inserted after *infuse*, Purpose, line 4, page 50;

- b) That *and to create Catholic community in every school* be inserted after *disciplines*, Purpose, line 5, page 50;
- c) That *all* be inserted before *pupils*, Scope and Responsibility, line 1, page 50;
- d) That *Catholic* be inserted before *community organizations* Policy, line 6, page 51;
- e) That *appropriate Catholic authorities* be replaced with *Archbishop of Toronto and the Institute for Catholic Education (ICE)* Regulation 1, page 51; and
- f) That Regulation 3, page 51, be replaced with specific language.

MOVED by Trustee Kennedy, seconded by Trustee Crawford, that the policy be referred back to Staff for consideration of the above amendments.

Results of the Vote taken on Referral, as follows:

In Favour

Opposed

Trustees Crawford
Del Grande
Kennedy
Li Preti
Tanuan

The Motion to Refer was declared

CARRIED

16. Updating of Pending List

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

16a) Monthly Pending List received; and

16b) Annual Policy Priority Schedule received.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
Del Grande
Kennedy
Li Preti
Tanuan

The Motion was declared

CARRIED

MOVED by Trustee Kennedy, seconded by Trustee Li Preti, that the meeting resolve into PRIVATE Session.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
Del Grande
Kennedy
Li Preti
Tanuan

The Motion was declared

CARRIED

Following PRIVATE Session, the meeting continued with Trustee Tanuan in the Chair and no change to the attendance list.

Report from PRIVATE Session

MOVED by Trustee Crawford, seconded by Trustee Del Grande, that the following report be received:

In PRIVATE Session, approved Minutes of Meetings held January 11, 2022 and February 1, 2022.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
Del Grande
Kennedy
Li Preti
Tanuan

The Motion was declared

CARRIED

17. Adjournment

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

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
Del Grande
Kennedy
Li Preti
Tanuan

The Motion was declared

CARRIED

SECRETARY

CHAIR



REPORT TO

STUDENT ACHIEVEMENT AND WELL
BEING, CATHOLIC EDUCATION AND
HUMAN RESOURCES COMMITTEE

DAYS OF RECOGNITION

Be strong and courageous. Do not be afraid; do not be discouraged, for the Lord your God will be with you wherever you go. - Joshua 1:9

Drafted

March 29, 2022

Meeting Date

April 5, 2022

Shazia Vlahos, Chief of Communications & Government Relations

INFORMATION REPORT

Vision: *IN GOD'S IMAGE: Growing in Knowledge, with Justice and Hope.*

Mission: *Nurturing the faith development and academic excellence of our Catholic learning community through the love of God, neighbour, and self.*



MULTI-YEAR STRATEGIC PLAN
2022 - 2025

IN GOD'S IMAGE: Growing in Knowledge, with Justice and Hope



Dr. Brendan Browne
Director of Education

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

Derek Boyce
Associate Director of Facilities,
Business & Community Development

Ryan Putnam
Chief Financial Officer & Treasurer

A. EXECUTIVE SUMMARY

At the Regular Board meeting on March 24, 2022, the Board deferred debate on a notice of motion seeking recognition of a new day to the Student Achievement and Well-Being meeting on April 5, 2022. At that time, it was also requested that staff come back with information about a process for days of recognition moving forward.

The cumulative staff time required to prepare this report was 4 hours.

B. PURPOSE

1. Request at the Regular Board meeting on March 24, 2022, that staff come back with information about a process for days of recognition moving forward.

C. BACKGROUND

1. Request at the Regular Board meeting on March 24, 2022, that staff come back with information about a process for days of recognition moving forward.
2. In an effort to create more inclusive school communities and to better reflect our diversity, the Communications Department and central departments work together to determine additional days of recognition.
3. To date, TCDSB's system calendar consists of dates from the following sources including:
 - a. Ministry of Education school year calendar;
 - b. Board proclaimed days and heritage months following a Trustee motion;
 - c. Catholic/liturgical days of celebration and recognition, and other major religious holidays; and
 - d. International, [federal](#) and [provincial](#) days of celebration and commemoration.
4. Each month averages between 10-20+ days of recognition. May, June and October are the busiest months where the Board recognizes approximately 20+ month/days.

D. EVIDENCE/RESEARCH/ANALYSIS

1. The Communications Department reached out to all Catholic DSBs and Boards in the GTA to review their calendar for recognizing days/months.

2. Responses received to date are from Toronto District School Board, York Region DSB, Ottawa Catholic, Niagara Catholic, Durham Catholic, Simcoe Muskoka Catholic, and Algonquin and Lakeshore Catholic.
3. After reviewing all the responses, please note the following observations:
 - a. Calendar of dates continues to evolve and is not meant to be comprehensive of every possible day of recognition.
 - b. Days/months recognized are aligned with the Government of Canada and Government of Ontario. Most also recognize international days using the United Nations as a source.
 - c. Central staff are responsible for identifying and maintaining a calendar of dates based on above noted sources.
 - d. Heritage Months were typically motioned by Trustees, if not already recognized.
 - e. Days recognizing a person or historical event, not already recognized internationally, federally or provincially, were not apparent in the lists reviewed or a common practice.
4. There have been instances where the name for a TCDSB day of recognition has varied (ie. different in a motion than what is more commonly used) and instances where dates change annually.

E. METRICS AND ACCOUNTABILITY

1. The Communications Department includes all days of recognition on the TCDSB website, weekly wrap-up, and on social media channels.
2. When applicable resources are needed, central departments prepare and share information with staff and school communities.
3. Requests for suggested additions, can be made to equity.dept@tcdsb.org and will be reviewed by central staff.

F. CONCLUDING STATEMENT

This report is for the information of the Board of Trustees.

TCDSB OBSERVANCES

Major Religious Holiday

Commemorative (Provincial/National)

Dignity of the Person

This document outlines special dates and observances that are recognized by the Toronto Catholic District School Board. *indicates dates that can change each year depending on day of the week

Access the links to jump to a month:

[September](#)[December](#)[March](#)[June](#)[October](#)[January](#)[April](#)[November](#)[February](#)[May](#)

For reference, the Board celebrates a total of the following observances in a calendar year:

- 13 Board Proclaimed Heritage Months
- 11 Observed Commemorative Months
- 144 Observance Dates

BOARD PROCLAIMED HERITAGE MONTHS

September	Ukrainian Canadian Heritage Month
October	Latin Hispanic Canadian Heritage Month
January	Tamil Heritage Month
February	African Canadian Heritage Month
March	Celtic Canadian Heritage Month
May	Asian Canadian Heritage Month
May	Polish Canadian Heritage Month
June	Filipino Canadian Heritage Month
June	Portuguese Canadian Heritage Month
June	Italian Canadian Heritage Month
June	Tamil Heritage Month
June	Indigenous History Month
June	Pride Month

TCDSB OBSERVANCES

Major Religious Holiday

Commemorative (Provincial/National)

Dignity of the Person

OBSERVED COMMEMORATIVE MONTHS

October	Women's History Month	National
October	Autism Awareness Month	National
October	National Principals Month	National
October	Child Abuse Prevention Month	National
October	Learning Disabilities Awareness Month	Provincial
February	Psychology Month	National
March	National Engineering Month	National
March	Nutrition Month	Board
April	Volunteer Appreciation Month	Board
May	Speech, Language and Hearing Month	Board
June	National Deaf Blind Month	National

TCDSB OBSERVANCES

Major Religious Holiday

Commemorative (Provincial/National)

Dignity of the Person

SEPTEMBER OBSERVANCES

Virtue: Hospitality

September	Ukrainian Canadian Heritage Month	Board
September 5	International Day of Charity	International
First Monday in	Labour Day	National
September 7	Ukrainian Heritage Day	Board
September 8	UN Literacy Day	International
First Sunday after Labour Day*	Grandparents' Day	National
September 9	Fetal Alcohol Spectrum Disorder (FASD) Awareness Day	Board/National
September 10	World Suicide Prevention Day	International
September 19-20*	Rosh Hashanah (Judaism - New Year)	Religious
September 25	Rowan's Law Day	Provincial
September 27-28*	Yom Kippur (Judaism - Day of Atonement)	Religious
September 30	Truth & Reconciliation Day/Orange Shirt Day	National

TCDSB OBSERVANCES

Major Religious Holiday

Commemorative (Provincial/National)

Dignity of the Person

OCTOBER OBSERVANCES

Virtue: Gratitude

October	Women's History Month	National
	Latin Hispanic Canadian Heritage Month	Board
	Autism Awareness Month	National
	National Principals Month	National
	Child Abuse Prevention Month	National
	Learning Disabilities Awareness Month	Provincial
October 2*	Walk to School Day	Provincial
October 2	National Custodial Workers Day	National
October 5*	World Teachers Day	International
First Friday in	Rosary Day	Board
October 10	World Mental Health Day	International
October 11	International Day of the Girl	International
October 17	International Day for the Eradication of Poverty	International
Third Week in October*	Waste Reduction Week	National
	School Bus Safety Week	National
October 23*	Bus Driver Appreciation Day	Provincial
October 23*	Take Me Outside Day	National
October 24*	Early Childhood Educator and Child Care Worker Appreciation Day	Provincial
October 27	Dress Purple Day	Provincial
Last Week in	Down Syndrome Awareness Week	Board

TCDSB OBSERVANCES

Major Religious Holiday

Commemorative (Provincial/National)

Dignity of the Person

NOVEMBER OBSERVANCES

Virtue: Peace Making

November 1	All Saints Day	Religious
November 2	All Souls Day	Religious
First Week of November*	Down Syndrome Awareness Week	National
	Holocaust Education Week	National
	Treaties Recognition Week	National
	Take Our Kids to Work Day	National
November 11	Remembrance Day	National
November 14*	Diwali begins (Festival of Lights - Hinduism, Sikhism, Jainism)	Religious
November 16	Louis Riel Day	National
Third Week of November*	Bullying Prevention and Awareness Week	National
	National Holodomor Awareness Week	National
November 20	National Child Day	National
November 25	International Day for the Elimination of Violence Against Women	International

TCDSB OBSERVANCES

Major Religious Holiday

Commemorative (Provincial/National)

Dignity of the Person

DECEMBER OBSERVANCES

Virtue: Charity

Last week of	Advent begins	Religious
First Week of	English as a Second Language Week	Board
December 2	International Day for the Abolition of Slavery	International
December 3	International Day of Persons with Disabilities	International
December 6	National Day of Remembrance and Action on Violence against Women	National
December 10	International Human Rights Day	International
December 11-18*	Hannukah (Judaism - Festival of Lights)	Religious
December 12	National Day of Prayer in Solidarity with Indigenous People in Canada	National
December 24	Advent Ends	Religious
December 25	Christmas	Holiday
Dec 26 - Jan 1	Kwanzaa (Interfaith)	Religious

TCDSB OBSERVANCES

Major Religious Holiday

Commemorative (Provincial/National)

Dignity of the Person

JANUARY OBSERVANCES

Virtue: Courage

January	Tamil Heritage Month	National
January 1	World Day of Peace	International
January 6	Epiphany	Religious
January 7	Eastern Rite Christmas	Religious
January 14	Eastern Rite New Year	Religious
January 20*	Dr. Martin Luther King Jr. Day	International
January 24	International Day of Education	International
January 27	Family Literacy Day	National
January 27	International Holocaust Remembrance Day	International
January 29	Bell Let's Talk Day	National

TCDSB OBSERVANCES

Major Religious Holiday

Commemorative (Provincial/National)

Dignity of the Person

FEBRUARY OBSERVANCES

Virtue: Love

February	African Canadian Heritage Month	Board
	Psychology Month	National
	TCDSB Energy Conservation Month	Board
	Inclusive Education Month	National
First Week of February*	Canadian School Counselling Week	National
	Interfaith Harmony Week	International
First	Winter Walk Day	National
February 11	World Day of the Sick	International
	Safer Internet Day - Canadian Centre for Child Protection	National
	UN International Day of the Girl in Science	International
February 14	St. Valentine's Day	Religious
February 16*	Shrove Tuesday	Religious
February 17*	Ash Wednesday / Lent Begins	Religious
February 20	World Day of Social Justice	International
February 21	TCDSB International Language Instructors' Appreciation Day (International Mother Language Day)	Board
February 26	Pink Shirt Day - Antibullying	National

TCDSB OBSERVANCES

Major Religious Holiday

Commemorative (Provincial/National)

Dignity of the Person

MARCH OBSERVANCES

Virtue: Forgiveness

March	Celtic Canadian Heritage Month	Board
	National Engineering Month	National
	Nutrition Month	Board
March 2	Education Support Staff Appreciation Day	Board
March 2 – 8	National Social Work Week	National
March 3	World Wildlife Day	International
March 6	World Day of Prayer	International
March 8	International Women's Day	International
March 21	World Down Syndrome Day	International
	International Day for Elimination of Racial Discrimination	International
March 22	World Water Day	International
March 23	School Crossing Guard Appreciation Day	Provincial
March 26	Purple Day – Epilepsy Awareness	National
March 27*	Earth Hour (8:30-9:30)	International
March 28*	Palm Sunday	Religious
March 28-29*	Holi - Festival of Colours (Hinduism)	Religious
March 28 -	Pesach / Passover (Judaism)	Religious

TCDSB OBSERVANCES

Major Religious Holiday

Commemorative (Provincial/National)

Dignity of the Person

APRIL OBSERVANCES

Virtue: Justice

April	Volunteer Appreciation Month	Board
April 1-5*	Holy Week / Easter (Catholic, Protestant)	Religious
April 2	Autism Awareness Day	National
Second Week of April*	ShareLife Week	Board
	Volunteer Appreciation Week	National
April 9	Vimy Ridge Day	National
April 10	Katyn Massacre and the Smolensk Air Disaster Commemoration Day	Board
April 13*	International Day of Pink – LGBTQ Anti-bullying	International
April 12 - May 11*	Ramadan (Islam - Month of Fasting)	Religious
April 14	Sri Lankan, Sinhala, and Tamil New Year	Board
April 14*	Vaisakhi (Sikhism)	Religious
April 22	Earth Day	National
	School Clean Up Day	National
	Administrative Assistants Day	National
Last Week of April*	Angel Brigade Week	Board
April 27*	Yom Hashoah* (Judaism)	Religious
April 28	Educational Assistants Appreciation Day	National
April 30*	Easter Rite - Good Friday	Religious

TCDSB OBSERVANCES

Major Religious Holiday

Commemorative (Provincial/National)

Dignity of the Person

MAY OBSERVANCES

Virtue: Compassion

May	Speech, Language and Hearing Month	Board
	Asian Canadian Heritage Month	Board
	Polish Canadian Heritage Month	Board
May 1	World Principals' Day	International
May 2	Pascha / Easter (Orthodox Christian)	Religious
May 3	TCDSB Polish Heritage Day	Board
May 3	World Day of Prayer for Vocations	International
1 st Week of May*	Catholic Education Week	Provincial
	Children's Mental Health Awareness Week	National
May 9	Mother's Day*	International
2 nd Week of May*	Respect for Life Week	National
May 12	Day of Action on Litter	Provincial
May 13*	Eid-al-Fitr (Islam)	Religious
May 14	Children and Youth in Care Day	Provincial
May 15	International Day of Families	International
May 16	Newcomer Day (Toronto)	City
May 17	International Day Against Homophobia, Transphobia, and Biphobia	International
May 23*	Pentecost (Roman Catholic, Protestant)	Religious
May 24*	Victoria Day	National
May 27	Brain Cancer Awareness Grey Day	Board/City
Last Week of May*	Digital Literacy Week	City
	Bike to School Week	National

TCDSB OBSERVANCES

Major Religious Holiday

Commemorative (Provincial/National)

Dignity of the Person

May 29*	World Catholic Education Day	International
May 30	Trinity Sunday (Catholic, Protestant)	Religious

DRAFT

TCDSB OBSERVANCES

Major Religious Holiday

Commemorative (Provincial/National)

Dignity of the Person

JUNE OBSERVANCES

Virtue: Faithfulness

June	Filipino Canadian Heritage Month	Board
	Portuguese Canadian Heritage Month	Board
	Italian Canadian Heritage Month	Board
	National Deaf Blind Month	National
	Indigenous History Month	National
	Pride Month	National
1 st Week of June*	Indigenous Education Week	National
	National Accessibility Week	National
June 3	Corpus Christi (Catholic)	International
June 5	World Environment Day	International
June 7	Filipino Heritage Day	Board
	Canadian Armed Forces Day	National
June 8	World Oceans Day	International
June 10	Ascension Day (Orthodox Christian)	Religious
June 19	World Sickle Cell Day	International
June 20	Father's Day	International
June 21	Indigenous Peoples Day	National
July*	World Youth Day (every two years)	International
	Eid al-Adha	Religious
August 9	International Day of the World's Indigenous Peoples	International



REPORT TO

GOVERNANCE AND POLICY
COMMITTEERECOMMENDATION FROM THE BY-LAW AD HOC
COMMITTEE REGARDING AUDIO/VISUAL
RECORDING*He rules the world in righteousness and judges the peoples with equity. Psalm 9:8***Drafted**

April 5, 2022

Eric Roher, External Legal Counsel – BLG
Alasdair Robertson – Parliamentarian**Meeting Date**

April 19, 2022

RECOMMENDATION REPORT**Vision:** *IN GOD'S IMAGE: Growing in
Knowledge, with Justice and Hope.***Mission:** *Nurturing the faith development and academic
excellence of our Catholic learning community through the
love of God, neighbour, and self.*MULTI-YEAR STRATEGIC PLAN
2022 - 2025**IN GOD'S IMAGE:** Growing in Knowledge, with Justice and HopeBrendan Browne
Director of EducationAdrian Della Mora
Associate Director of Academic
Affairs & Chief Operating OfficerDerek Boyce
Associate Director of Facilities,
Business & Community DevelopmentRyan Putnam
Chief Financial Officer & Treasurer

A. EXECUTIVE SUMMARY

This report recommends to the Governance and Policy Committee changes to one section of the Toronto Catholic District School Board Operating By-Law 175 (as amended on April 21, 2016). This proposed change arose from multiple By-Law Ad Hoc Committee meetings

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

B. PURPOSE

The purpose of this report is to propose revisions to one section “Audio/Visual Recording” of the Toronto Catholic District School Board Operating By-Law 175 (as amended on April 21, 2016), as advised by the By-Law Ad Hoc Committee on February 24, 2022.

C. BACKGROUND

1. The By-Law Ad Hoc Review Committee met to discuss and review various articles of the Toronto Catholic District School Board Operating By-Law 175 (as amended on April 21, 2016) and instructed staff to review matters discussed at the meeting and report back to the committee.

The committee met on the following dates:

- February 19, 2019,
- April 10, 2019 and;
- May 13, 2019 and;
- September 9, 2019 and;
- October 7, 2019 and;
- October 27, 2020 and;
- February 24, 2022

2. Due to the addition of some articles the new numbering has been indicated where possible.
3. On February 24, 2022 the Ad Hoc By-Law Review Committee referred the proposal to the Governance and Policy Committee for input.

4. The proposed change is:

that “Every Committee/ Board meeting (private and public) shall be recorded.”

D. STAFF RECOMMENDATION

Staff recommends that the Governance and Policy Committee review and approve the proposed change as described in this report, and that the approval be brought back to the Ad Hoc By-Law Committee.

**TORONTO CATHOLIC
DISTRICT SCHOOL BOARD
THE BOARD'S OPERATING
BY-LAW NUMBER 175 (as
amended at April 21, 2016)**



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ARTICLE 1. INTERPRETATION

1.1 Meaning of Terms

For this By-law and all other By-laws of the Board unless the context otherwise requires:

- 1.1.1 the singular includes the plural and vice versa;
- 1.1.2 words importing gender shall include all genders;
- 1.1.3 a reference to a statute, refers to that statute, and any regulations or rules issued thereunder, as amended, supplemented or replaced from time to time;
- 1.1.4 “Board of Trustees” means the Board of Trustees of the Toronto Catholic District School Board;
- 1.1.5 "Committee" includes any committee or subcommittee of the Board of Trustees established under this By-law;
- 1.1.6 “Deputy Minister” means the Ontario Deputy Minister of Education;
- 1.1.7 “Director” means the Director of Education;
- 1.1.8 "*Education Act*" and “Act” means the *Education Act*, R.S.O. 1990, c.E.2, and includes, where the context requires, the Regulations enacted thereunder;

- 1.1.9 “Inaugural Meeting” means the regular meeting at which the Chair of the Board of Trustees and the Vice-Chair of the Board of Trustees are elected and members of Committees are appointed in each year;
- 1.1.10 "Meeting" includes a meeting of the Board of Trustees and a meeting of a Committee;
- 1.1.11 “Member” when used in Article 10.8, Article 12, and Article 13, means a person who is a member of the Board of Trustees or a committee, as the case requires, who is entitled to vote at the relevant Meeting;
- 1.1.12 “Minister” means the Ontario Minister of Education;
- 1.1.13 “Multi-Year Plan” means the plan developed by the Board of Trustees in accordance with Article 2.1.6;
- 1.1.14 “*Municipal Elections Act*” means the *Municipal Elections Act*, 1996, S.O. 1996, c.32 and includes, where the context requires, the Regulations enacted thereunder;
- 1.1.15 “Presiding Officer” means the person determined to be the presiding officer in accordance with Article 3.5;
- 1.1.16 "Private Session" means a meeting from which the public has been excluded in accordance with Article 4.16;
- 1.1.17 "Public Session" means a meeting which is open to the public in accordance with Article 4.14;
- 1.1.18 “Roll Call” means taking attendance by the Chair of the meeting by way of calling out the names of the Trustees;
- 1.1.19 "Senior Staff" means an employee of the Board of Trustees at or above the level of Superintendent;
- 1.1.20 "Statutory Committee" means any committee that, by law, the TCDSB is required to establish;
- 1.1.21 “Student Trustee” means a Roman Catholic secondary school student, elected by a student body, to represent the interest of students in the last two years of the intermediate division and students in the senior division of the Toronto Catholic District School Board;
- 1.1.22 “TCDSB” means the Toronto Catholic District School Board;

- 1.1.23 "Trustee" means a person elected, acclaimed, or appointed to the office of trustee of the Board of Trustees according to the provisions of the *Education Act* or the *Municipal Elections Act*;
- 1.1.24 "Urgent Matter" means any matter of a time-sensitive nature which may result in financial loss or other harm to the TCDSB and to the Board of Trustees of the TCDSB, an employee, or student, if the matter is not dealt with before the next scheduled meeting;
- 1.1.25 "Year" means, unless qualified by the word "calendar", the period commencing on the first day of December, and ending on the last day of the next November.
- 1.1.26 **"Code of Conduct" means, the Trustee Code of Conduct for the Toronto Catholic District School Board;**
- 1.1.27 **"Conflict of Interest Registry" means, the registry of Trustees' conflict of interest declarations, established in accordance with the *Municipal Conflict of Interest Act*; and**
- 1.1.28 **"Integrity Commissioner" means, the Integrity Commissioner appointed by the Board of Trustees;**

1.2 Committee of the Whole Board

For the purposes of this By-Law references in the *Act* to a committee of the whole board shall be deemed to be references to the Board of Trustees.

1.3 Inadvertent Omission

If and whenever there is an inadvertent error or omission to give or deliver any notice, report or agenda, such inadvertent error or omission shall not affect the validity of any action or thing thereafter undertaken by the Board of Trustees or its Committees.

ARTICLE 2. PURPOSE OF THE BY-LAWS

2.1 These By-laws are enacted by the Board of Trustees with support of the Director of Education or designate;

2.2 The By-laws govern the actions of Trustees in Board and Committee meetings and promote democratic decision-making through debate; and

2.3 The By-laws will be in adherence with applicable legislation, including

ARTICLE 3. DUTIES OF THE BOARD OF TRUSTEES AND OFFICERS

3.1 The Board of Trustees

In addition to any other duties under the *Act* or this By-law or otherwise, the Board of Trustees shall:

- 3.1.1 promote student achievement and well-being;
- 3.1.2 effectively use and ensure effective stewardship of the resources entrusted to it for the purposes of delivering effective and appropriate education;
- 3.1.3 ensure the delivery of effective and appropriate education programs to TCDSB's students;
- 3.1.4 develop and maintain policies and organizational structures that,
 - 3.1.4.1 promote the goals referred to in Articles 2.1.1 to 2.1.3, and
 - 3.1.4.2 encourage students to pursue their educational goals;
- 3.1.5 monitor and evaluate the effectiveness of policies developed by the Board of Trustees under Article 2.1.4 in achieving the Board of Trustees' goals and the efficiency of the implementation of those policies;
- 3.1.6 develop a multi-year plan (the "Multi-Year Plan") for three or more school years aimed at achieving the goals referred to in Articles 2.1.1 to 2.1.3;
- 3.1.7 ensure that the Multi-Year Plan includes measures respecting the allocation of resources to improve student outcomes that fall below outcomes specified in regulations under the *Education Act*;
- 3.1.8 annually review the Multi-Year Plan with the Director;
- 3.1.9 have responsibility for hiring of the Director and shall ensure that the employment contract with the Director includes a conflict resolution

mechanism for dealing with any potential conflict between the Director and the Board of Trustees;

3.1.10 monitor and evaluate the performance of the Director, or the supervisory officer acting as the Director, in meeting,

3.1.10.1 his or her duties under the *Act* or any policy, guideline, or regulation made under this *Act*, including duties under the Multi-Year Plan referred to in Article 2.1.6, and

3.1.10.2 any other duties assigned by the Board of Trustees;

3.1.11 respond to any request by the Director regarding the criteria and process for the appointment of any associate or deputy Directors or supervisory officers; and

3.1.12 manage the resources entrusted to it in a manner that upholds public confidence.

3.2 Trustees

In addition to any other duties under the *Act* or this By-law or otherwise, each Trustee shall:

3.2.1 carry out his or her responsibilities in a manner that assists the Board of Trustees in fulfilling its duties under the *Act*, the regulations, and the guidelines issued under the *Act*;

3.2.2 attend and participate in meetings of the Board of Trustees, including meetings of Committees of which he or she is a member;

3.2.3 consult with parents, students, and supporters of the TCDSB on the Multi-Year Plan;

3.2.4 bring concerns of parents, students, and supporters of the TCDSB to the attention of the Board of Trustees;

3.2.5 uphold the implementation of any resolution of the Board of Trustees after it is passed by the Board of Trustees;

3.2.6 entrust the day to day management of the TCDSB to its staff through the Director;

3.2.7 maintain focus on student achievement and well-being; and

3.2.8 comply with the Board of Trustees' code of conduct.

3.3 Student Trustees

3.3.1 Student Trustees are not municipally elected members of the Board but are elected by their peers. They are an important role in representing the interests of students through their participation in meetings of CSLIT, the Board and its Committees. As outlined in the Education Act and its regulations including Ontario Regulation 7/07, Student Trustees:

- (a) attend Board and Committee meetings but may not exercise a binding vote on a matter;**
- (b) Student Trustee is entitled to require that a matter before the Board or one of its Committees on which the Student Trustee sits be put to a recorded vote, and in that case there shall be;**
 - i. a recorded non-binding vote that includes the Student Trustee's vote; and**
 - ii. a recorded binding vote that does not include the Student trustee's vote;**
- (c) must disclose any conflict of interest to the Board or Committee. During the discussion of the matter that gives rise to conflict, the Student Trustee cannot participate in the discussion, attempt to influence the vote of Board members, cannot suggest a motion or exercise a non-binding recorded vote;**
- (d) may not move or second motions but are entitled to suggest a motion to be moved by a member;**
- (e) may attend closed session except on issues of personnel. Student Trustees may attend in camera (private) sessions but must not disclose or release to any member of the public, any confidential information acquired by virtue of their office or during private session, in accordance with the *Act* and *Ontario Regulation 7/07*;**
- (f) Student Trustees may not participate electronically in meetings that are closed to the public in accordance with the *Education Act*.**

3.4 Duties of the Director

In addition to any other duties under the *Act* or the By-laws or otherwise, the Director shall;

- 3.4.1 annually review with the Board of Trustees the Multi-Year Plan;**

- 3.4.2 ensure that the Multi-Year Plan establishes the TCDSB's priorities and identifies specific measures and resources that will be applied in achieving those priorities and in carrying out its duties under the *Act*, in particular, its responsibility for student achievement;
- 3.4.3 implement and monitor the implementation of the Multi-Year Plan;
- 3.4.4 report quarterly to the Board of Trustees on the implementation of the MultiYear Plan;
- 3.4.5 act as Secretary;
- 3.4.6 oversee the day to day management of the TCDSB;
- 3.4.7 have sole responsibility, either directly or indirectly through a designate or designates, for all hiring, monitoring, evaluation, and termination, other than the hiring, monitoring, evaluation, and termination of the Director including the responsibility to determine what positions are required;
- 3.4.8 establish a process for the hiring of any associate or deputy Director, which process shall include participation of the Chair of the Board of Trustees and up to two other Trustees chosen by the Board of Trustees;
- 3.4.9 collaborate with the Board of Trustees in setting the criteria and process for the appointment of supervisory officers, which criteria shall ensure that the TCDSB's values and vision are reflected;
- 3.4.10 immediately upon discovery bring to the attention of the Board of Trustees any act or omission by the Board of Trustees that in the opinion of the Director may result in, or has resulted in, a contravention of the *Act* or any policy, guideline, or regulation made under the *Act*; and
- 3.4.11 if the Board of Trustees does not respond in a timely and satisfactory manner to an act or omission brought to its attention under Article 2.3.10 advise the Deputy Minister or Minister of the act or omission.

3.5 Duties of other Senior Staff and other TCDSB Employees

Senior Staff and other persons employed or retained by the TCDSB shall have such duties as may be assigned to them by law, contract, the By-laws of the Board of Trustees, or the Director.

3.6 Officers Named

The officers of the TCDSB shall be:

- 3.6.1 the Chair of the Board of Trustees, who shall be a Trustee;
- 3.6.2 the Vice-Chair of the Board of Trustees, who shall be a Trustee;
- 3.6.3 the Secretary, who shall be the Director;
- 3.6.4 the Treasurer, who shall be the Associate Director, Business Services; and
- 3.6.5 the Honorary Director of Education, who shall be the Archbishop of Toronto.

3.7 Duties of the Chair of the Board of Trustees

In addition to any other duties under the *Act* or the By-laws or otherwise, the Chair of the Board of Trustees shall:

- 3.7.1 preside over meetings of the Board of Trustees;
- 3.7.2 conduct the meetings in accordance with the Board of Trustees' procedures and practices for the conduct of Board of Trustees meetings;
- 3.7.3 establish agendas for Board of Trustees meetings, in consultation with the Director or his or her designate acting as the Director;
- 3.7.4 ensure that members of the Board of Trustees have the information needed for informed discussion of the agenda items;
- 3.7.5 act as spokesperson to the public on behalf of the Board of Trustees, in consultation with the Director, unless otherwise determined by the Board of Trustees, provided, however, that when there is doubt as to the interpretation of policy, or there is no established policy, the Chair of the Board of Trustees shall seek direction from the Board of Trustees regarding the substance and manner in which the matter is to be expressed;
- 3.7.6 convey the decisions of the Board of Trustees to the Director or the supervisory officer acting as the Director;

- 3.7.7 provide leadership to the Board of Trustees in maintaining the Board of Trustees' focus on its Multi-Year Plan;
- 3.7.8 provide leadership to the Board of Trustees in maintaining the Board of Trustees' focus on the Board of Trustees' mission and vision;
- 3.7.9 provide leadership to the Board of Trustees in adhering to the Board of Trustees' Code of Conduct; and
- 3.7.10 assume such other responsibilities as may be specified by the Board of Trustees.

3.8 Duties of the Vice-Chair of the Board of Trustees

In addition to any other duties assigned under the *Act*, or the By-laws, or otherwise, the Vice-Chair of the Board of Trustees shall:

- 3.8.1 in the absence of the Chair of the Board of Trustees, or in the event of the inability of the Chair of the Board of Trustees to act, assume any or all of the duties of the Chair of the Board of Trustees, except those which are precluded by law, By-law, or regulation;
- 3.8.2 perform such other duties as may be prescribed by the Board of Trustees from time to time.

3.9 Duties of the Secretary

In addition to any other duties assigned under the *Act* or the By-laws or otherwise, the Secretary, who shall be the Director, shall:

- 3.9.1 attend in person all Meetings of the Board of Trustees and, in person or by delegated representative, Meetings of all Committees;
- 3.9.2 prepare or arrange to have prepared by a delegated representative minutes of all Meetings;
- 3.9.3 keep records or arrange to have kept records as required by law and subject to the directions of the Board of Trustees;
- 3.9.4 conduct the official correspondence on behalf of the Board of Trustees;
- 3.9.5 receive and pass on to the Board of Trustees or the relevant Committee all correspondence, petitions, and reports of other officials;

- 3.9.6 prepare, in consultation with the appropriate Chair, the draft agenda of all Board of Trustees and Committee Meetings;
- 3.9.7 maintain an up-to-date policy register;
- 3.9.8 have charge of all correspondence, reports, and other documents;
- 3.9.9 promulgate all orders, policies and other directions of the Board of Trustees and other matters in accordance with requirements of the law;
- 3.9.10 bring to the attention of the Board of Trustees any matter in respect of which, in the opinion of the Secretary, it may be necessary or useful for the Board of Trustees to be aware; and
- 3.9.11 perform such other duties as may be prescribed by the Board of Trustees from time to time.

3.10 Duties of the Treasurer

In addition to any other duties assigned under the *Act* or the By-laws or otherwise, the Treasurer shall:

- 3.10.1 submit to the Board of Trustees annually, and quarterly, a statement of estimated revenue and expenditures;
- 3.10.2 have prepared for submission to the Board of Trustees the annual financial statements and the auditor's report;
- 3.10.3 report annually to the Board of Trustees particulars of existing insurance and fidelity bonds expiring during such year with recommendations for renewal;
- 3.10.4 report to the Board of Trustees from time to time and as requested by the Board of Trustees on all financial matters; and
- 3.10.5 perform such other duties as may be prescribed by the Board of Trustees from time to time.

3.11 Code of Conduct

- 3.11.1 The Board of Trustees shall adopt a code of conduct.

- 3.11.2 A member of the Board of Trustees who has reasonable grounds to believe that a member of the Board of Trustees has breached the Board of Trustees' code of conduct may bring the alleged breach to the attention of the Board of Trustees.
- 3.11.3 If an alleged breach is brought to the attention of the Board of Trustees under Article 2.10.2, the Board of Trustees shall make inquiries into the matter and shall, based on the results of the inquiries, determine whether the member has breached the Board of Trustees' code of conduct.
- 3.11.4 If the Board of Trustees determines under Article 2.10.3 that the member has breached the Board of Trustees' code of conduct, the Board of Trustees may impose one or more of the following sanctions:
 - 3.11.4.1 censure of the member;
 - 3.11.4.2 barring the member from attending all or part of a meeting of the Board of Trustees or a meeting of a Committee of the Board of Trustees, which, for the sake of certainty, shall be deemed to be an authorized absence by the member; or
 - 3.11.4.3 barring the member from sitting on one or more Committees of the Board of Trustees, for the period of time specified by the Board of Trustees.
- 3.11.5 A member of a Board of Trustees who is barred from attending all or part of a meeting of the Board of Trustees or a meeting of a Committee of the Board of Trustees under Article 2.10.4 is not entitled to receive any materials that relate to that meeting or that part of the meeting and that are not available to members of the public.
- 3.11.6 If a Board of Trustees determines that a member has breached the Board of Trustees' code of conduct under Article 2.10.3,
 - 3.11.6.1 the Board of Trustees shall give the member written notice of the determination and of any sanction imposed by the Board of Trustees;
 - 3.11.6.2 the notice shall inform the member that he or she may make written submissions to the Board of Trustees in respect of the determination or sanction by a date specified in the notice that is at least 14 days after the notice is received by the member; and
 - 3.11.6.3 the Board of Trustees shall consider any submissions made by the member in accordance with Article 2.10.6.2 and shall confirm or revoke the determination within 14 days after the submissions are received.

- 3.11.7 If the Board of Trustees revokes a determination under Article 2.10.6.3, any sanction imposed by the Board of Trustees is revoked.
- 3.11.8 If the Board of Trustees confirms a determination under Article 2.10.6.3, the Board of Trustees shall, within the time referred to in that Article, confirm, vary, or revoke the sanction.
- 3.11.9 Despite Article 2.10.2 but subject to Article 2.10.10, the part of a meeting of the Board of Trustees during which a breach or alleged breach of the Board of Trustees' code of conduct is considered may be closed to the public when the breach or alleged breach involves any of the following matters:
- 3.11.9.1 the security of the property of the TCDSB;
 - 3.11.9.2 the disclosure of intimate, personal or financial information in respect of a member of the Board of Trustees or Committee, an employee or prospective employee of the TCDSB, or a student or his or her parent or guardian;
 - 3.11.9.3 the acquisition or disposal of a school site;
 - 3.11.9.4 decisions in respect of negotiations with employees of the TCDSB; or
 - 3.11.9.5 litigation affecting the TCDSB.
- 3.11.10 A Board of Trustees shall do the following things by resolution at a meeting of the Board of Trustees, and the vote on the resolution shall be open to the public:
- 3.11.10.1 make determination under Article 2.10.3 that a member has breached the Board of Trustees code of conduct;
 - 3.11.10.2 impose a sanction under Article 2.10.4;
 - 3.11.10.3 confirm or revoke a determination under Article 2.10.6.3;
 - 3.11.10.4 confirm, vary, or revoke a sanction under Article 2.10.8.
- 3.11.11 A member who is alleged to have breached the Board of Trustees' code of conduct shall not vote on a resolution to do any of the things described in paragraphs 1 to 4 of Article 2.10.10.
- 3.11.12 The passage of a resolution to do any of the things described in paragraphs 1 to 4 of Article 2.10.10 shall be recorded in the minutes of the meeting.
- 3.11.13 *The Statutory Powers Procedure Act*, R.S.O. 1990, C.S. 22, does not apply to anything done under this Article.

ARTICLE 4. INAUGURAL MEETING**4.1 Date of Inaugural Meeting**

Subject to any statutory requirement, the Board of Trustees shall, at or before the last regular meeting in November in each calendar year that is not an election year and in October in an election year, fix a day and time for an Inaugural Meeting of the Board of Trustees for the following Year, provided however that the Inaugural Meeting to be held in the calendar year in which all Trustees are elected at the regular election or acclaimed under the *Municipal Elections Act* shall be held not later than the 8th day of December. The Director will plan the Inaugural Meeting in consultation with the Chair of the Board of Trustees. The Inaugural Meeting is a regular Meeting of the Board of Trustees.

4.2 Orientation

Each Trustee is expected to participate in an orientation program which generally will commence after the final results of the election and prior to the Inaugural Meeting.

4.3 Service of Dedication of the Roman Catholic Trustee

At or immediately before the commencement of each Inaugural Meeting of the Board of Trustees, all Trustees shall participate in the Service of Dedication of the Roman Catholic Trustee:

- 4.3.1 in the calendar year in which all Trustees are elected, the Service of Dedication shall take place at the Inaugural Meeting, and shall be, unless and until otherwise provided by resolution, the "Commissioning of Catholic Trustees"; and
- 4.3.2 in the calendar year other than that in which all Trustees are elected, the Service of Dedication shall take place at the Inaugural Meeting and shall be, unless and until otherwise provided by resolution, the "Rite of Renewal of Trustees".

4.4 Procedure at Inaugural Meeting

The procedure at the Inaugural Meeting of the Board of Trustees in each year, subject to other By-laws, shall be as set out in Article 3.5 through Article 3.12.

4.5 Presiding Officer at Inaugural Meeting

The Presiding Officer at the Inaugural Meeting shall be:

- 4.5.1 the Director until the first of the persons below who is present is elected;
- 4.5.2 the Chair of the Board of Trustees upon election to office, if present;
- 4.5.3 in the absence of the Chair of the Board of Trustees, the Vice-Chair of the Board of Trustees upon election to office, if present; and
- 4.5.4 in the absence of the Chair of the Board of Trustees and the Vice-Chair of the Board of Trustees, the Trustee present who shall have been elected by the Trustees present to be chair of the Inaugural Meeting.

4.6 Preliminary Proceedings

The Presiding Officer shall,

- 4.6.1 open the meeting with a prayer and read memorials;
- 4.6.2 in a year in which Trustees are elected, read the returns of any elections, following which the newly elected Trustees shall take their places.
- 4.6.3 ensure each Trustee takes the Declaration of Office and Oath of Allegiance, as required by the *Education Act*;
- 4.6.4 read apologies and call the Roll; and
- 4.6.5 in a year in which Trustees are elected, declare the Board of Trustees legally constituted.

4.7 Election of Chair of the Board of Trustees

The Presiding Officer shall then proceed with the election of the Chair of the Board of Trustees, which shall be conducted in accordance with the provisions of Article 3.12.

4.8 Election of Other Officials

The Presiding Officer shall proceed with the election of the Vice-Chair of the Board of Trustees and any other officers being elected, which shall be conducted in accordance with the provisions of Article 3.12.

4.9 Election of Chair and Vice-Chair of Committees

The Presiding Officer shall then proceed with the election of the Chair and Vice-Chair of each Committee, as necessary. The election shall be conducted in the manner set out in Article 3.12.

- 4.9.1 The Director shall convene the initial meeting of the Committee within seven days of the adoption of the resolution establishing the Committee. The first matter considered by the Committee shall be the Election of the Chair at the first scheduled meeting of the Committee.

4.10 Other Appointments

The Presiding Officer shall then proceed with the election of persons who are to be appointed to local boards and other organizations, which elections shall be conducted in accordance with the provisions of Article 4.12.

- 4.10.1 The Presiding Officer shall then proceed with the election of Trustees who will be appointed to the Board's Internal Standing, Statutory, *Ad-hoc*, or other Committees.

4.11 Further Business

The Presiding Officer shall then deal with any other urgent business of the Board of Trustees.

4.12 Elections

The election of Trustees and others to positions required to be filled by the Board of Trustees shall be conducted by the Presiding Officer as follows:

- 4.12.1 Nominations shall be sought, each of which shall be moved and seconded;

- 4.12.2 After the nominations for the position have been closed and before the vote is taken, each candidate who has not already so declared, and in the sequence nominated, shall declare whether or not he or she will accept the nomination;
- 4.12.3 If there are two or more nominations for any position, the vote shall be conducted by secret ballot, provided that, with the agreement of a majority of Trustees, a recorded vote may be used pursuant to which the identity of both the Trustee voting and the name of the candidate are recorded and announced;
- 4.12.4 With the approval of the Board of Trustees, two returning officers shall be appointed, the duties of whom shall include the distribution and counting of the ballots; and
- 4.12.5 After each ballot has been counted in any round of balloting, the name of every candidate receiving no votes, and the name of the candidate otherwise receiving the lowest number of votes shall be dropped, and the balloting shall so continue until a candidate has received a majority of the votes of the Trustees present;
- 4.12.6 At any time that there are three or more names remaining on a ballot and two or more nominees are tied with the least number of votes, a vote shall be taken to decide which of such tied nominees shall remain on the list of names to be voted upon in the next round of voting; and
- 4.12.7 In the case of an equality of votes between two, or among three or more, candidates for any office or position, during three consecutive ballots, the candidates shall draw lots to fill the office or position.
- 4.12.8 The Election of Board and Committee Chair and Vice-Chair Nominations for Chair and Vice-Chair of the Board and its Committees will be received from members, including through self-nomination.

ARTICLE 5. MEETINGS

5.1 Traditional Land Acknowledgement

All Board and Committee meetings will include an acknowledgement of the Traditional Territories/Ancestral Lands of Aboriginal peoples recited by the Chair or Vice-Chair of Committees.

5.2 Seating

As for as practicable, for all meetings the Chair of the Board or Committee shall be seated at the mid-point of the Boardroom table with the Vice-Chair of the Board or Committee to the immediate right.

- 5.2.1 The remaining Trustees shall be seated in sequence of Ward numbers.
- 5.2.2 The Director and other support staff shall sit in close proximity and visible to the Trustees and Public.
- 5.2.3 The Student Trustees shall be seated in the Ward seats vacated by the Chair and Vice-Chair of the Board or Committee.

5.3 Regular Meetings of the Board of Trustees

Unless otherwise ordered by special motion, the regular Meeting of the Board of Trustees shall be held at the business office of the TCDSB commencing at 6:00 p.m. (with respect to matters to be considered in private) and 7:00 p.m. (with respect to all other matters) on the third Thursday in each month and if any such Thursday falls on a statutory or civic holiday, such meeting shall be held commencing at the same hour within eight (8) days on a date to be determined by the Director and Chair.

The Board will resolve into Private Session no later than 10:00 p.m. to address all private matters.

Attendance at meetings shall be as prescribed by the *Education Act*.

- 5.3.1 A Trustee vacates his or her seat if he or she absents himself or herself without being authorized by resolution entered in the minutes, from three consecutive regular meetings of the Board of Trustees.

A Trustee must be physically present in the meeting room of the Board of Trustees for at least three regular meetings of the Board of Trustees in each 12month period beginning December 1.

- 5.3.2 A Trustee may be absent for 20 consecutive weeks or less, if the absence is a result of the Trustee's pregnancy, the birth of the Trustee's child or the adoption of a child.**

5.4 Special Meetings of the Board of Trustees

Special Meetings of the Board of Trustees shall be held only to consider matters of urgency:

- 5.4.1 at the call of the Director;
- 5.4.2 at the call of the Chair of the Board of Trustees;
- 5.4.3 at the written request to the Director from five Trustees on a date fixed by the director that is within seven days of receipt of the request; and
- 5.4.4 where the Chair of the Board of Trustees and the Director are in agreement such meeting may be held with twenty-four (24) hours' prior notice delivered to each Trustee.

5.5 Meetings of Committees

Unless otherwise ordered by special motion of the Board of Trustees, Meetings of Standing or Statutory Committees:

- 5.5.1 shall be held at the business office of the Board of Trustees;
- 5.5.2 the Private session shall be held at 6:00 p.m.; and
- 5.5.3 the Public session shall be held commencing at 7:00 p.m.; or such other time as approved by a majority of members of the committee assuming required staff is available.

5.6 Notice of Other Than Required Regular Monthly Meetings

Subject to the provisions of Article 4.3 and Article 10, written or electronic notice of every special Meeting of the Board of Trustees and of every Meeting of every Committee shall:

- 5.6.1 be communicated to each Trustee at least one-hundred-and-twenty (120) hours prior to the time of the Meeting;
- 5.6.2 state all business to be considered; and

- 5.6.3 for Special meetings a matter that is not included on the agenda may be considered at a Special Meeting of the Board only if all members of the Board are present at the meeting and if all members of the Board unanimously agree to consider the matter.

5.7 Cancellation of Meetings

A Meeting for which a notice is required may be cancelled:

- 5.7.1 in the case of a Special Meeting of the Board of Trustees called by the Director under Article 4.3.1 or 4.3.3, or by the Chair of the Board of Trustees under Article 4.3.2., if the Director or Chair of the Board of Trustees, respectively, deems that the need for such Special Meeting no longer exists;
- 5.7.2 in the case of a Meeting called under Article 4.3.3, if not less than half of the Trustees at whose request the Special Meeting was called, give a further written request that such Special Meeting be cancelled; or
- 5.7.3 in the case of any other regular or Special Meeting of the Board or Committee, where a polling of Trustees indicates that quorum will not be reached at the scheduled time or in extraordinary circumstances, such as inclement weather, the Director in consultation with the Chair of the Board of Trustees or Chair of the Committee.

5.8 Automatic Cancellation by Inaugural Meeting

Unless otherwise ordered by special motion of the Board of Trustees, the holding of the Inaugural Meeting of the Board of Trustees as prescribed in Article 3 shall automatically cancel any Meeting that is not fixed in the By-laws of the Board of Trustees.

5.9 Quorum for Meetings of All Trustees

Subject to the *Municipal Conflict of Interest Act* (R.S.O. 1990 c. M.50) (hereinafter, the “*Municipal Conflict of Interest Act*”), a majority of the Trustees of the Board of Trustees eligible to vote shall constitute a quorum for Meetings of the Board of Trustees and of a Committee where a Committee is composed of all Trustees.

5.10 How Quorum Is To Be Counted

Whenever the quorum is or must be counted at a Meeting of the Board of Trustees, and of a Committee where a Committee is composed of all Trustees, the presence of only those Trustees who are in the room where the Meeting is being held shall be included provided, however, that where a Trustee is participating electronically, their attendance will be included for as long as they remain electronically connected to the meeting.

- 5.10.1 Where quorum as defined in Article 4.8 or Article 4.10 is not possible due to Trustees declaring a conflict under the *Municipal Conflict of Interest Act*, the remaining Trustees who have not declared a conflict, will constitute quorum where that number is at least two Trustees

5.11 Quorum for Meetings of Committees

Subject to the provisions of Article 4.8, a majority of Trustees who are members of the Committee eligible to vote shall constitute a quorum for Meetings of that Committee.

5.12 Call to Order

Every Meeting shall be called to order at the scheduled start time or as soon thereafter as a quorum is present.

5.13 Lack of Quorum

If a quorum is not present within thirty minutes after the time appointed for any Meeting, the Recording Secretary shall record the names of the Trustees and officials of the Board of Trustees who are present and the Meeting shall stand adjourned.

5.14 Quorum Lost

Subsequent to a meeting being called to order as provided in Article 4.11, whenever a motion is to be discussed or a vote called, the Chair shall ensure there is quorum, and to the extent quorum is no longer present the Chair shall note that fact and the Recording Secretary shall record in the Minutes of the Meeting the names of the Trustees who are present and the Meeting shall stand adjourned.

5.15 Meetings Open to the Public (Public Session)

Subject to the provisions of Article 4.16 and subject to legislation governing Statutory Committees each Meeting of the Board of Trustees and of a Committee of the Board shall be open to the public, and no person shall be excluded except for improper conduct.

5.16 Conduct at Meetings

No person shall at any Meeting, refer to any other person, by name, title, position or other means of personal identification in a negative, critical, or derogatory manner. In the event any person engages in behaviour contrary to this Article, it shall be the duty of the Chair of the Board of Trustees to advise such person to cease such behaviour, failing which the person shall be evicted from such Meeting.

5.17 Meetings Closed to the Public (Private Session)

A Meeting of the Board of Trustees and of a Committee of the Board of Trustees may be closed to the public, as may be determined from time to time by the Committee or the Board of Trustees, when the subject matter under consideration involves:

- 5.17.1 the security of the property of the TCDSB;
- 5.17.2 the disclosure of intimate, personal or financial information in respect of a member of the Board of Trustees or Committee, an employee or prospective employee of the TCDSB, or a student, or the parent or guardian of the student;
- 5.17.3 the acquisition or disposal of a school site;
- 5.17.4 decisions in respect of negotiations with employees of the TCDSB; or
- 5.17.5 litigation affecting the TCDSB.

Meetings closed to the public may have individuals in attendance other than Trustees.

5.18 Recess of Meeting by the Chair

At any time, except during a vote, the Chair may recess a Meeting for any purpose, including for the purpose of solidifying quorum, for a period of not more than twenty (20) minutes, and for this purpose, may interrupt a speaker. No meeting shall continue in Session for more than 3 hours without a recess.

5.18.1 The Chair shall call the roll call following a recess;

5.19 Maximum Length of Meeting

No Meeting shall continue in session for more than four hours provided that in the case of a regular Meeting of the Board of Trustees, the beginning of the Meeting for the purposes of this Article shall be the beginning of the public session of the Meeting.

5.20 Extension of Length

Notwithstanding Article 4.18 and subject to maintaining a quorum, upon the consent of a majority of members eligible to vote, a meeting may be extended without limit beyond the maximum length otherwise provided in order to complete an item currently on the floor or to deal with a matter on the agenda deemed to be urgent.

Notwithstanding Article 4.18 upon the unanimous consent of all members eligible to vote who are present, a meeting may be extended without limit to deal with any item or items on the agenda.

5.21 Agenda Review

- 5.21.1 Every meeting shall at 9: 00 p.m. or as soon thereafter as practical, review the outstanding items remaining on the Meeting agenda to determine urgent business requiring action in the current monthly cycle.
- 5.21.2 At a Meeting of a Committee, the Committee will determine, without debate, which outstanding items should be deferred, or referred to the next Regular Board of Trustees Meeting, or dealt with that evening.
- 5.21.3 At a Meeting of the Board of Trustees, the Board of Trustees will determine which outstanding items should be deferred or dealt with at that meeting.

5.22 Minutes of Meetings To Be Kept

A full and correct account of the proceedings of every Meeting shall be kept. Minutes of Meetings shall contain the following information:

- 5.22.1 the date of the Meeting;

5.22.2 whether the Meeting was a regular or special Meeting;

5.22.3 the names of attendees:

5.22.3.1 the Trustees/members and their arrival and departure time,

5.22.3.2 Senior Staff (or delegate, if applicable),

5.22.3.3 external consultants,

5.22.3.4 the TCDSB auditors and TCDSB solicitors,

5.22.3.5 the Recording Secretary, and

5.22.3.6 any other individuals invited to attend who were present;

5.22.4 a list of those Trustees who were absent; and

5.22.5 under the heading "Disclosure of Interest",

5.22.5.1 the name of each Trustee who disclosed an interest in any matter on the Agenda of such Meeting,

5.22.5.2 an identification of the matter in which the Trustee disclosed the interest,

5.22.5.3 if the public was not excluded from the Meeting, the general nature of the interest so disclosed,

and to the extent an interest is declared later in the Meeting, the matters set out in Articles 5.22.5.1, 5.22.5.2 and 5.22.5.3 shall be recorded as well at the point in the minutes when the declaration was made;

5.22.6 all motions, and

5.22.7 the particulars of all matters that were placed upon the Agenda, and the disposition thereof.

5.23 Monthly Special Meetings of the Board

A Special Meeting of the Board shall be held immediately following the conclusion of the regular meetings of all standing committees solely for the purpose of permitting the standing committee to rise and report to the Board on matters considered at such meeting of the standing committee provided that:

- 5.23.1 all matters, for which a clear majority of the full Board was not received, questioned by a minimum of at least three (3) Trustees at such Special Meeting of the Board shall, without debate, stand referred to the next regular meeting of the Board provided in 4.2.
- 5.23.2 at any time during a standing committee meeting, any matter may be identified for questioning and such will be noted without debate.

ARTICLE 6. COMMITTEES

6.1 Statutory Committees

The following Statutory Committees shall be established as prescribed by the *Education Act* and its Regulations:

- 6.1.1 Audit Committee;
- 6.1.2 Special Education Advisory Committee (SEAC);
- 6.1.3 Catholic Parent Involvement Committee (CPIC);
- 6.1.4 Suspension and Expulsion Committee; and
- 6.1.5 Supervised Learning Committee.

The composition and terms of reference for Statutory Committees shall be as prescribed by the *Education Act* and its Regulations.

6.2 Standing Committees

Standing Committees of the Board of Trustees may, by resolution of the Board of Trustees, be established consistent with the Board of Trustees' obligations under the *Education Act* and these By-Laws to consider policy issues for the Board of Trustees; such resolution shall define in detail the terms of reference of such Committee, which terms of reference shall not include dealing with the day to day management of the TCDSB.

6.3 Composition of Standing Committees

Membership of two (2) of the Standing Committees: Corporate Services and Student Achievement, shall include all members of the Board of Trustees. Membership of the Governance and Policy Committee shall include five (5) members of the Board of Trustees.

6.4 Terms of Reference of Committees

To the extent prescribed by the *Education Act* or its Regulations, the terms of reference of each Standing Committee shall be as prescribed and otherwise shall be as determined by the Board of Trustees from time to time. Terms of reference for Committees shall be published on the TCDSB website in conjunction with the By-laws and shall appear on the agenda of Committees.

6.5 Establishment of *Ad-Hoc* Committees

Ad-Hoc Committees of the Board of Trustees may be established consistent with the Board of Trustees' obligations under the *Education Act* and these By-laws by resolution of the Board of Trustees; such resolution shall define in detail the terms of reference of such Committee, which terms of reference shall not include dealing with the day to day management of the TCDSB.

6.6 Composition of *Ad-Hoc* Committees

Membership of *Ad-Hoc* Committees shall be a fixed number of Trustees, being no more than one third of the Board of Trustees. To the extent possible the Board of Trustees shall ensure equitable distribution of Trustees on Committees and **it is strongly recommended** that each Trustee shall sit on a maximum of three *Ad-Hoc* Committees. Committee membership shall include TCDSB staff as determined by the Director and other appropriate individuals as determined by the Board of Trustees from time to time. Trustees will be appointed by the Board when the *Ad-Hoc* Committee is established or may be appointed at a later time.

6.7 Functions of *Ad-Hoc* Committees

Unless otherwise provided by resolution, where an *Ad-Hoc* Committee has been established:

- 6.7.1 if relevant and permitted by law, matters within its terms of reference are removed from the terms of reference of the appropriate Standing Committee until the *Ad-Hoc* Committee is dissolved; and
- 6.7.2 it shall report, as required, directly to the Board of Trustees.

6.8 Dissolution of *Ad-Hoc* Committees

An *Ad-Hoc* Committee shall be dissolved:

- 6.8.1 upon the delivery of its final report to the Board of Trustees;
- 6.8.2 at any time upon a resolution of the Board of Trustees; or
- 6.8.3 at the end of the Year,

whichever first occurs;

provided however that any such *Ad-Hoc* Committee may be reconstituted in a subsequent year.

6.9 Establishment of Sub-Committees

Sub-committees may be established by any Committee to consider any matter within the terms of reference of that Committee.

6.10 Composition of Sub-Committees

Membership of a Sub-committee shall be determined by the appointing Committee and may include persons who are not members of the Committee.

6.10.1 All Trustees may attend sub-committee meetings. Trustees who are not members of the sub-committee may participate in discussion/debate at the meeting but may not move a motion or vote on any matter.

6.10.2 Neither the Chair or the Vice-Chair of the Board have ex-officio status on an sub-committee. Trustee membership on all sub-committees will be listed on the Board's website.

6.11 Dissolution of Sub-Committees

A Sub-committee shall be dissolved:

- 6.11.1 upon the delivery of its final report to the Committee; or
- 6.11.2 at any time upon a resolution of the Board or of the appointing Committee;
- 6.11.3 at the end of the year,

whichever occurs first.

6.12 Right of the Chair of the Board of Trustees

If eligible by law to vote on a matter, the Chair of the Board of Trustees, when present, shall:

6.12.1 be counted in determining quorum; and

6.12.2 have the right to vote,

at all Committee Meetings;

6.12.3 provided, however, that in the case of a Statutory Committee, the provisions of this Article shall only apply when the Chair of the Board of Trustees is a member of such Committee.

6.13 Right of the Vice-Chair of the Board of Trustees

If eligible by law to vote on a matter, the Vice-Chair of the Board of Trustees, when present, shall:

6.13.1 be counted in determining quorum; and

6.13.2 have the right to vote,

at all Committee Meetings.

6.13.3 provided, however, that in the case of a Statutory Committee, the provisions of this Article shall only apply when the Vice-Chair of the Board of Trustees is a member of such Committee.

6.14 Chairs of Committees

Chairs and Vice-Chairs of Committees shall be determined in accordance with Article 3.9.

6.15 Voting at Meetings of Committees

Members who are eligible to vote, including Trustees, may vote at Meetings at which they are present, as follows:

- 6.15.1 in the case of the Chair of the Board of Trustees and Vice-Chair of the Board of Trustees, in accordance with what is provided in Article 5.12 and Article 5.13; and
- 6.15.2 in the case of a Trustee appointed or elected to a Committee, at all Meetings of such Committee.

6.16 Resignation from Committees

A member may resign from any Committee at any time by notice in writing to the Chair of the Committee.

6.17 Vacancies on Committees

A vacancy, however caused, on a Committee, or in the office of the Chair or Vice-Chair of any Committee, shall be filled by election by the Board of Trustees at the earliest practicable time but in any event not later than the second Meeting after the vacancy occurs.

6.18 Referral Power of the Board of Trustees

Notwithstanding anything contained in the By-laws, the Board of Trustees, upon the majority vote of all Trustees eligible to vote on the matter, shall have the power to refer any matter to any Committee, regardless of the terms of reference of any Committee.

6.19 Committee Procedures

Each Committee may:

- 6.19.1 subject to the approval of the Board of Trustees, and subject to the other relevant provisions of the by-laws, establish procedures for the efficient operation of the Committee;
- 6.19.2 request from the Director reports concerning matters within its terms of reference; provided that, in the case of Statutory Committees, advance approval of the Board of Trustees shall be required before the Director acts upon the request;

- 6.19.3 receive reports from any officer of the Toronto Catholic District School Board concerning matters within its terms of reference;
- 6.19.4 hear delegations concerning matters within its terms of reference; and
- 6.19.5 receive and consider communications and petitions addressed to the Board of Trustees on any subject within the terms of reference of such Committee, without first being referred to the Board of Trustees.

ARTICLE 7. COMMITTEE REPORTS TO THE BOARD

7.1 Every Committee (excluding the Standing Committees) shall report to the Board of Trustees after each of its Meetings, by way of written reports containing recommendations for action.

7.2 Information to be Included

A full and correct account of the proceedings of every Meeting shall be kept. Minutes of Meetings shall contain the following information:

- 7.2.1 the name of the Committee;
- 7.2.2 the date of the Meeting;
- 7.2.3 whether the Meeting was a regular or special Meeting;
- 7.2.4 the names of:
 - 7.2.4.1 the Trustees and, where applicable, other members and their arrival and departure time;
 - 7.2.4.2 Senior Staff (or delegate, if applicable);
 - 7.2.4.3 external consultants;
 - 7.2.4.4 the TCDSB auditors and TCDSB solicitors;
 - 7.2.4.5 the Recording Secretary; and
 - 7.2.4.6 any other individuals invited to attend who were present;
- 7.2.5 under the heading “Disclosure of Interest”,

7.2.5.1 the name of each Trustee who disclosed an interest in any matter on the Agenda of such Meeting;

7.2.5.2 an identification of the matter in which the Trustee disclosed the interest; and

7.2.5.3 if the public was not excluded from the Meeting, the general nature of the interest so disclosed,

and to the extent an interest is declared later in the Meeting, the matters set out in Articles 7.2.5.1, 7.2.5.2 and 7.2.5.3 shall be recorded as well at the point in the minutes when the declaration was made;

7.2.6 all motions; and

7.2.7 the particulars of all matters that were placed upon the Agenda of the Committee and the disposition thereof.

7.3 Committee Reports and Minutes

7.3.1 The Committee shall transmit its recommendations to the Board in a written report in the format to be established by a procedure adopted by the Board from time to time.

ARTICLE 8. FINANCE

8.1 Expenditures Limited to Approved Budget

Subject to the provisions of Article 7.5, all expenditures and orders issued committing expenditures shall be made within current budget estimates in accordance with: current purchasing policies, prevailing contracts, agreements, schedules, and employment policies with teaching and non-teaching staff.

8.2 Source of Funding to be Specified

No By-law or Resolution of the Board of Trustees that authorizes the expenditure of funds that have not been included in the approved estimates of the TCDSB shall be enacted or passed unless there is contained therein the specific identification of the source (or sources, as the case requires) of funding from:

8.2.1 Provincial grants;

8.2.2 Other grants and revenue sources;

8.2.3 TCDSB reserves; or

8.2.4 borrowed funds

in any combination, for both the current and subsequent years.

8.3 When Debt Incurred

Whenever it shall be necessary to borrow funds in order to finance any expenditure:

- 8.3.1 the Board of Trustees shall have previously considered a report from the Treasurer as to the then total annual debt charges for principal and interest and sinking fund charges in respect of all outstanding borrowings of the TCDSB, set out for each year, including the last year in which debt is projected to be outstanding;
- 8.3.2 the affirmative vote of a majority of all Trustees entitled to vote shall be required; and
- 8.3.3 the vote on the By-law or resolution shall be conducted by means of a Recorded Vote as described in Section 13.6.4.

8.4 Maximum Debt Charges

The Board of Trustees may by resolution authorize the Treasurer and the Chair or Vice-Chair of the Board of Trustees to borrow from time to time the sums that the Board considers necessary to meet the current expenditures of the Board, until the current revenue has been received.

- 8.4.1 The Board may borrow the sums that the Board considers necessary to meet the debt charges payable in any fiscal year until the cash has been received; and
- 8.4.2 The amounts that the Board may borrow at any one time for the purposes referred to in Articles 7.4 and 7.4.1, together with the total of any similar borrowings that have not been repaid and any accrued interest on those borrowings, shall not exceed the un-received balance of the estimated current revenues of the Board.

8.5 Emergency Expenditures

Notwithstanding Article 7.1, in the event of emergencies which require the immediate expenditure of funds for the continued operation of any part of the school system, the Director of Education may authorize the expenditure in accordance with the policy of the TCDSB current at the time;

8.5.1 provided, however, that such expenditure shall be reported at the next regular Meeting of the Board of Trustees.

8.6 Bonding

The TCDSB shall provide for the bonding of officers and employees, as necessary.

ARTICLE 9. RULES OF ORDER

9.1 Rules at Meetings of the Board of Trustees

The rules of order to be observed at Meetings of the Board of Trustees shall be in accordance with the provisions of these By-laws.

9.2 Rules at Meetings of Committees

The rules of the Board of Trustees shall be observed at Meetings of all Committees.

9.3 Robert's Rules of Order

In all cases for which no specific provision is made in these By-laws, the rules and practice of the most recent version of *Robert's Rules of Order, Newly Revised* ("RONR") shall govern so far as applicable. The edition of Robert's Rules to be used may be changed from time to time by a resolution of the Board of Trustees.

ARTICLE 10. PRESIDING OFFICER AT BOARD AND COMMITTEE MEETINGS

10.1 Presiding Officer at Inaugural Meeting

Notwithstanding anything set out in this Article 9, the Presiding Officer at the Inaugural Meeting shall be determined in accordance with what is set out in Article 3.

10.2 Chair to Preside

The Chair (of the Board of Trustees, or a Committee, as the case may be) shall preside at all meetings at which the Chair is present.

10.3 When Vice-Chair to Preside

The Vice-Chair (of the Board of Trustees, or a Committee, as the case may be) shall preside in the absence of the Chair. The Vice-Chair will vacate the Chair upon arrival of the Chair after the disposition of the main motion then being debated.

10.4 When Other Trustee to Preside

If at any Meeting the Chair and Vice-Chair (of the Board of Trustees, or a Committee, as the case may be) are absent, the Trustees present may elect one of themselves to be Chair for that meeting. The Trustee will vacate the chair upon the arrival of the Chair or Vice-Chair and the disposition of the main motion then being debated.

10.5 Chair Permitted to Speak

In the interest of facilitating the discussion of a motion before the Board of Trustees, the Chair may frame the context or background of the motion and the parameters of the discussion around the motion. In the event the Chair wishes to express a personal opinion on any main or subsidiary motion on the floor, the Chair shall leave the chair in order to participate in the discussion.

10.6 Chair Pro Tem

If the Chair of a Meeting elects to vacate the chair for any reason, the Chair shall call upon a member who is not the mover or seconder of any motion, or subsidiary motion, on the floor (and preferably though not necessarily a member who has not spoken) to fill the place of the Chair until the main motion is disposed of, in the following sequence:

- 10.6.1 Vice-Chair if that person has not spoken;
- 10.6.2 another member present if that person has not spoken;
- 10.6.3 Vice-Chair even if that person has spoken; and
- 10.6.4 another member present even if that person has spoken.

ARTICLE 11. AGENDA AND ORDER PAPER

11.1 Delivery of Draft Meeting Agenda to Trustees

The Chair of the Board of Trustees, or a Committee, as the case may be, in consultation with the Director, shall establish the agenda for every Meeting. The draft Agenda and related materials for Standing Committees and Regular Board shall, subject to Article 4.3.4, be delivered to each Trustee one-hundred-and-twenty (120) hours (5 days) prior to the Meeting.

11.1.1 The Agenda and supporting materials may be delivered electronically.

11.2 Delivery of Draft Meeting Agenda to non-Trustees

Where a Committee includes persons who are not Trustees, the draft Agenda for every Meeting that is not closed to the public, and every Meeting of the Committee of which the person is a member, together with notice or reminder of such Meeting (as the case may be), shall be delivered to each such person one-hundred-and-twenty (120) hours (5 days) in advance of such Meeting.

11.3 Posting of Agendas

The Draft agendas of any regular meeting will be posted electronically on the Board website onehundred-and-twenty (120) hours (5 days) before the meeting.

11.4 Items on Agenda or Order Paper of a Meeting of a Board of Trustees

No matter shall be placed on the draft Agenda or Order Paper of a Meeting of the Board of Trustees:

- 11.4.1 unless it is a matter that is referred to the Board of Trustees by a Committee;
- 11.4.2 unless the Committee having cognizance of the matter has delivered its written reports containing recommendations for action as prescribed by Article 6.1, and the reports have been sent electronically to each Trustee not less than one hundred-and-twenty (120) hours (5 days) before the meeting, with hard copies to be sent to each Trustee not less than 72 hours (3 days) before the meeting;

- 11.4.3 unless it is a recommendation or report from a statutory committee established under the *Education Act* and OCSTA;
- 11.4.4 unless it is a Notice of Motion as prescribed in Article 10.7;
- 11.4.5 unless the matter is one for which Notice of Motion has been given at a prior Meeting of the Board of Trustees;
- 11.4.6 unless it is a presentation given with the approval of the Board of Trustees, which approval shall be determined without debate;
- 11.4.7 unless it is a communication for receipt, referral, or both receipt and referral, and a written copy thereof has been delivered to each Trustee not less than one hundred-and-twenty (120) hours before the Meeting;
- 11.4.8 unless it is an inquiry or miscellaneous item as prescribed in Article 10.9.19;
- 11.4.9 unless with the majority affirmative vote of all Trustees eligible to vote on the matter; or
- 11.4.10 unless it is a matter that, in the opinion of the Director, requires action by the Board of Trustees as a matter of urgency.

11.5 Placement Where Considered by Two or More Committees

Whenever the same matter has been considered by two or more Committees, or has been included in two or more Categories, the motions relating thereto shall be placed on the Draft Agenda and Order Paper so that the disposition of all Committees on the matter may be considered at the same time.

11.6 Items on Agenda or Order Paper of a Committee

No matter shall be placed on the draft Agenda or Order Paper of a Meeting of a Committee unless the matter is within the terms of reference of the Committee, and unless:

- 11.6.1 it is contained in the approved or unapproved minutes of its Sub-Committee, or is a report of Board of Trustees officials or the Director or Board of Trustees representatives;

- 11.6.2 or it is a Trustee Matter (submitted by a Trustee)/Notice of Matter (submitted by a member of a Committee other than a Trustee) as prescribed in Article 10.8; and
- 11.6.3 the person giving the notice, if not a Trustee, is a member of the Committee; or
- 11.6.4 the person giving the notice, being a Trustee, has the right to vote at a Meeting of the Board of Trustees with respect to such matter;
- 11.6.5 or it is a presentation or delegation, for receipt, referral, or both receipt and referral, made with the approval of the Committee, which approval shall be determined without debate;
- 11.6.6 or it is a communication for receipt, referral, or both receipt and referral;
- 11.6.7 unless it is an inquiry or miscellaneous item as prescribed in Article 10.9.19; or
- 11.6.8 or it is placed on the Order Paper upon the affirmative vote of a majority of all members of the Committee eligible to vote on the matter.

11.7 Notice of Motion for a Board of Trustees Meeting

A Trustee may place a Notice of Motion, regarding any matter with respect to which the Trustee has a right to vote, upon the Draft Agenda and Order Paper of a Meeting of the Board of Trustees; such Notice of Motion:

- 11.7.1 shall be wholly in writing in the form of a motion to be presented and debated;
- 11.7.2 shall have a seconder;
- 11.7.3 may be accompanied by an explanatory notice;
- 11.7.4 shall be delivered to the Secretary of the Board of Trustees before the Board of Trustees Meeting;
- 11.7.5 shall, if it does not appear in writing on the Order Paper, be read in full;
- 11.7.6 may be referred by resolution of the Board of Trustees to the appropriate Committee; and
- 11.7.7 shall not be the subject of any debate or comment at the Meeting at which it is introduced.

11.8 Member of a Committee Placing Matter/Notice of Motion on Agenda of Meeting

A Trustee, or member of a Committee who is not a Trustee, may place on the Draft Agenda of a Meeting of a Committee any matter within the terms of reference of such Committee, and with respect to which the Trustee, or member of a Committee who is not a Trustee, has a right to vote at a Meeting of the Committee; such Notice of Motion:

- 11.8.1 shall be wholly in writing, in the form of a motion to be presented and debated;
- 11.8.2 shall have a seconder;
- 11.8.3 may be accompanied by an explanatory notice;
- 11.8.4 shall be delivered to the Secretary of the Board of Trustees one-hundred-and-twenty (120) hours before the Committee Meeting;
- 11.8.5 shall, if it does not appear in writing on the Order Paper, be read in full; and
- 11.8.6 shall not be the subject of any debate or comment at the Meeting at which it is introduced.

Provided that:

- 11.8.7 any matter dealing with recommended changes to policy, program, or services shall, if adopted, stand referred to staff for a report and to SEAC, where it relates to special education services or delivery, prior to submission to the Board of Trustees for consideration;
- 11.8.8 the staff report, along with any SEAC response, shall be submitted to the appropriate Committee within sixty days for review prior to submission to the Board of Trustees;

11.8.9 any recommended changes to policy, program or services from SEAC shall stand referred to staff for a report to the Board of Trustees;

11.8.10 any matter dealing with recommended changes to parent involvement/engagement policy of services shall, if adopted, stand referred to the Catholic Parent Involvement Committee (CPIC) where applicable, prior to submission to the Board of Trustees for consideration; and the staff report, along with any CPIC response, shall be submitted to the

appropriate committee for review prior to submission to the Board of Trustees.

11.9 Order Paper for Regular Meetings of the Board of Trustees

Subject to the provisions of Article 10.4, the order of business for regular Meetings of the Board of Trustees that are open to the public shall be as follows:

- 11.9.1 Call to Order;
- 11.9.2 Memorials and Prayer;
- 11.9.3 Singing of O Canada *A Capella*;
- 11.9.4 Roll Call and Apologies;
- 11.9.5 Approval of the Agenda;
- 11.9.6 Reports from Private Session;
- 11.9.7 Notices of Motions;
- 11.9.8 Declarations of Interest;
- 11.9.9 Approval and signing of the Minutes of the Previous Meetings;
- 11.9.10 Presentations, not to exceed 15 minutes, given with the approval of the Chair of the Board of Trustees and the Director, which may be the subject only 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;
- 11.9.11 Delegations, which may be the subject only 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;
- 11.9.12 Consideration of Motions for which previous notice has been given;
- 11.9.13 Unfinished Business from Previous Meetings;
- 11.9.14 Matters referred/deferred from Committees /Board;
- 11.9.15 Reports of Officials for the information of the Board of Trustees;

- 11.9.16 Reports of Officials Requiring Action of the Board of Trustees which have not been Reviewed by Committee;
- 11.9.17 A recommendation or report from a statutory committee established under the *Education Act* and OCSTA;
- 11.9.18 Listing of communications, which may be the subject only 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;
- 11.9.19 Inquiries and Miscellaneous, which may be the subject only 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;
- 11.9.20 Updating of Pending Items List;
- 11.9.21 Closing Prayer; and
- 11.9.22 Adjournment.

11.10 Items on Order Paper of Committee Meetings of Board of Trustees

A matter shall be placed on the draft Agenda and Order Paper of a Meeting of a Committee of the Board of Trustees as follows:

- 11.10.1 Call to Order;
- 11.10.2 Opening Prayer (Chair or designate);
- 11.10.3 Singing of O Canada *A Capella*;
- 11.10.4 Roll Call and Apologies;
- 11.10.5 Approval of the Agenda;
- 11.10.6 Report from Private Session;
- 11.10.7 Declarations of Interest;
- 11.10.8 Approval and Signing of Minutes;
- 11.10.9 Delegations;
- 11.10.10 Presentations, not to exceed 15 minutes, given with the approval of the Chair of

the Committee of Trustees and the Director, which may be the subject only 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;

11.10.11 Notices of Motion;

11.10.12 Consent and Review;

11.10.13 Unfinished Business;

11.10.14 Matters referred or deferred;

11.10.15 Staff reports;

11.10.16 Listing of communications, which may be the subject only 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:

11.10.16.1 A communication shall be delivered to each Trustee electronically at least 24 hours prior to the meeting and included on the addendum prior to the meeting;

11.10.17 Inquiries and Miscellaneous, ~~only of an urgent nature~~ which may be the subject only 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;

11.10.18 Updating of the Pending List;

11.10.19 Closing Prayer; and

11.10.20 Adjournment.

11.11 Reconsideration by the Board of Trustees

Any matter which has been decided upon by the Board of Trustees, for a period of three months thereafter, may be reconsidered by the Board of Trustees only on an affirmative vote of two-thirds of all Trustees of the Board of Trustees entitled to vote, thereafter only on an affirmative vote of a majority of all Trustees of the Board of Trustees entitled to vote thereon. Thereafter a matter may be reconsidered only on a vote of a majority of all Trustees of the Board of Trustees entitled to vote thereon.

ARTICLE 12. MOTIONS

12.1 All Motions at Meetings must be moved, seconded, and stated by the Chair prior to any debate.

12.2 Debatable Motions to be in Writing

All debatable motions subject to debate must be in writing or sent in electronic form to the Recording Secretary or at the Committee except:

- 12.2.1 where a date, time, single figure or single word is to be added;
- 12.2.2 where one or more words are to be deleted without substitution;
- 12.2.3 motions to;
 - 12.2.3.1 adjourn;
 - 12.2.3.2 fix the time of adjournment;
 - 12.2.3.3 take a recess;
 - 12.2.3.4 limit or extend limits of debate;
 - 12.2.3.5 call the question;
 - 12.2.3.6 receipt and/or referral;
 - 12.2.3.7 hear delegations;
 - 12.2.3.8 adoption of the minutes of previous meeting; and
 - 12.2.3.9 hear inquiries and miscellaneous.

12.3 Subsidiary Motions re: Notice of Motion

Except in the case of a Notice of Motion intended to be an Amendment to the By-laws as contemplated in Article 17, an amending motion, or motion to defer consideration to a subsequent Meeting, or a motion to lay on the table, may not be applied to a motion in respect of which Notice of Motion has been previously given, except with the consent of the Trustee who gave such Notice of Motion.

12.4 Motion of Receipt Not Approval

- 12.4.1 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.

12.5 Motions to Call the Question

No motion to Call the Question shall be in order on a main motion until all members wishing to speak have spoken once.

12.6 Motions to Refer

All motions to refer require appropriate and succinct instructions for the receiving body.

ARTICLE 13. PROTOCOL FOR DEBATE

13.1 Address of the Chair

The Chair of any Meeting shall be addressed in accordance with the preferences of the person occupying the position.

13.2 Member to Await Recognition

A member shall seek and await recognition by the Chair before speaking.

13.3 Conduct of Member in Debate

After recognition by the Chair, a Member shall at all times during debate:

- 13.3.1 maintain a courteous tone;
- 13.3.2 avoid personalities;
- 13.3.3 act in respectful manner to other members, staff, and the public;
- 13.3.4 avoid allusions to the motives of other members, staff, and the public;
- 13.3.5 refer to other Members by their last name or their ward;
- 13.3.6 address all debate, remarks, questions, and the like to the Chair; and
- 13.3.7 confine all remarks, questions, and the like to the motion which is the subject of debate.

13.4 Order of Discussion

On any motion, the mover of the motion may speak first and the seconder may speak second. The mover may request to be the last speaker to the motion.

- 13.4.1 Each person wishing to speak, will have the opportunity to speak once before any member shall speak for the 2nd time.

13.5 Time Limit on Speakers

No member shall speak more than once, or for longer than three (3) minutes, on the same motion without the leave of the Meeting, except that the mover of the main motion may, subject to the provisions of Article 13.4 and 13.6, have an additional two (2) minutes to reply.

- 13.5.1 A member's time limit shall not include time expended in staff responses and/or procedural discussions.

13.6 Time Limit on Debate

No matter, including any subsidiary motions, and points of information and answers related to it shall be debated longer than 30 minutes after it has been stated by the Chair. At the expiration of time for debate, and notwithstanding Article 13.8, the Chair shall put the question, "Is it the will of the meeting to extend debate for 15 minutes?" The vote shall be taken immediately without debate.

- 13.6.1 No more than two extensions of debate will be permitted.

13.7 Procedure When Time Limit Expires

In the event that a matter has not been disposed of at a meeting within the time limits set out in Article 12.6, then, notwithstanding anything in the by-laws, the Chair shall call for a motion to call the question; and if such a motion:

- 13.7.1 is not moved; or
- 13.7.2 if moved, is not seconded; or
- 13.7.3 if moved and seconded, is not passed;

the matter shall stand referred to the appropriate Committee or Board meeting.

13.8 Interruption of Speaker by Another Member

No Member who does not have the floor shall interrupt a Member who does have the floor except:

- 13.8.1 on a point of order;
- 13.8.2 on a question of privilege;
- 13.8.3 to request permission to withdraw a motion; or
- 13.8.4 to appeal a ruling of the chair;

and in the event that a Member interrupts a speaker in accordance with the authority provided in this Article, he or she shall first gain the recognition of the Chair and shall confine all remarks to the particular point.

13.9 Point of Information

A Member may rise on a point of information, that is, to make a request for information relevant to the matter under discussion but not related to procedural questions, only if the Member then speaking consents to the interruption, in which case the time consumed in responding to the point of information will be included as part of the speaker's allotted time. Should the member who is then speaking declines to be interrupted by the point of information, it will be heard next.

13.10 Motion May Be Read

Any member may require a motion under discussion to be read at any time in the debate, but not so as to interrupt any Member while speaking

13.11 Rulings of the Chair

Whenever the Chair is called upon to decide a point of order or procedure, the Chair shall, before deciding, state the rule applicable to the case, without comment, and the ruling of the Chair shall, subject to the right of appeal provided in Article 13.12, be final and binding.

13.12 Challenges to Rulings of the Chair

Any person entitled to vote on the main motion on the floor may appeal to the meeting from the ruling of the Chair on a point of order or procedure. Such an appeal must be seconded and may not be amended. The vote shall be determined by a majority vote and the results shall be final and binding. Such motion appealing the ruling of the Chair shall explain the basis for the challenge. The Chair shall put the question: “The ruling of the Chair has been appealed, is it the will of the meeting that the ruling of the Chair shall stand as the judgement of the meeting?” All those in favour of supporting or upholding the ruling of the Chair shall vote yes and those who do not support the ruling of the Chair vote no.

ARTICLE 14. VOTING

14.1 Voting

At the Board and Standing Committee meetings, every vote shall be recorded with the exception of: Approval of the Agenda, Approval of Minutes, Motions of Receipt of Presentations.

14.2 Voting

Each member, including the Chair, present at the meeting, seated at the Board table, and/or participating through electronic means, who has not declared a conflict of interest under the *Municipal Conflict of Interest Act* shall vote on all questions on which the Member is entitled to vote. Those who have declared a conflict of interest shall remove themselves from the area in

which the vote is being taken. Where the meeting is not open to the public, the Member shall leave the meeting room. Where the meeting is open to the public, the Member may leave the meeting room or may sit in the public gallery, but shall leave the area in which the vote is being taken.

14.3 Member Must be Present

Only Members present at the Meeting, seated at the Board table or participating by electronic means when a vote is taken shall have the right to vote.

14.4 Majority Vote Required

Except as otherwise provided in the *Education Act* or in these By-laws, an affirmative vote shall require a majority of the votes of the Members present either in person or electronically and entitled to vote.

14.5 Minimum Number

Any matter, on which there are fewer than two Members eligible to vote at a Committee Meeting shall automatically stand referred to the Board of Trustees

14.6 Methods of Voting

Every matter considered by the Board of Trustees or a Committee shall be disposed of by a recorded vote of all Members in one of the following ways (preference being given in the following sequence):

- 14.6.1 by general (or unanimous) consent, in which the Chair, exercising discretion, states that the motion will be adopted in the absence of objection;
- 14.6.2 by show of hands, in which each Member raises the Member's own hand in response to the request of the Chair for the votes, in the affirmative and in the negative, as the case may be, until the votes are counted;
- 14.6.3 by rising, in which each Member, as able, stands in response to the requests of the Chair for the votes, in the affirmative and in the negative, as the case may be, until the votes are counted and reported;
- 14.6.4 by recorded vote, in which each Member stands (as able) in place in response to

the requests of the Chair for the votes, in the affirmative and in the negative, as the case may be, until the Chair has called the name of each Member as voting, respectively, in the affirmative, or in the negative, or in the case of selection from three or more alternatives, as voting in succession for one of the alternatives;

14.6.5 by ballot, in which each Member shall mark on a paper provided by the Secretary, the Member's choice from among the available alternatives, the papers being collected and counted immediately thereafter; and

14.6.6 by electronic voting machine, in which each Member shall indicate the Member's choice from among the available alternatives.

14.7 Declaration of Result

The Chair shall declare the result of all votes.

14.8 Division of the Question

At the request of any Trustee made before a vote is called by the Chair, any multiple-part question, each individual part of which is capable of independent implementation, shall be divided and voted upon as if each part were a separate motion. Such division shall not be permitted if doing so will alter the original intent of the motion.

ARTICLE 15. EXECUTION OF DOCUMENTS

15.1 Corporate Seal

The Seal in the form affixed in the margin hereof shall be the Corporate Seal of the Toronto Catholic District School Board.

15.2 Affixing the Corporate Seal

The Corporate Seal of the Toronto Catholic District School Board shall be in custody of the Secretary who shall be responsible for affixing it to such documents as may be required.

15.3 Corporate Seal Register

The Secretary shall keep a record of each use of the Corporate seal in a designated register.

15.4 Signing Authorities

All deeds, conveyances, mortgages, bonds, debentures, approved by the Board of Trustees shall be signed by the Director or any one of the associate Directors and either the Chair or Vice-Chair of the Board of Trustees.

15.5 Minutes

The Chair of the Board of Trustees or other presiding members and the Secretary shall sign the approved minutes of all Board and Committee Meetings.

15.6 By-laws

Every By-law, upon adoption, shall be signed by the Chair of the Board of Trustees, or the Chair of the Meeting at which it is adopted, and by the Secretary.

15.7 Certification of Documents

All certificates authenticating By-laws, resolutions or extracts of minutes shall be signed by the Chair of the Board of Trustees and the Secretary, and the Corporate seal shall be affixed thereto.

ARTICLE 16. BANKING

16.1 Bank Signing Officers

The signatures of two of:

- 16.1.1 the Chair of the Board of Trustees; or
- 16.1.2 the Vice-Chair of the Board of Trustees;
- 16.1.3 the Secretary;
- 16.1.4 the Treasurer;

(provided that one of the signatures must be that of the Secretary or Treasurer) are required when:

- 16.1.5 making, drawing, accepting, endorsing, negotiating, lodging, depositing, or transferring all or any cheques, promissory notes, drafts, acceptances, bills of exchange, order for payment of money, contracts for letters of credit and forward exchange; and
- 16.1.6 issuing cheques, drafts or orders for payment drawn on the bank accounts of the TCDSB.

16.2 Endorsement for Deposit

The Treasurer, by signature or by rubber stamp endorsement, may negotiate or deposit with, or transfer to, the bankers for the TCDSB, but for the credit only of the account of the TCDSB, all or any cheques, promissory notes, drafts, acceptances, bills of exchange, and orders for the payment of money.

16.3 Signatures by Reproduction

Signatures of persons authorized to sign may be printed, lithographed, or otherwise mechanically or electronically reproduced as provided by the *Education Act*.

ARTICLE 17. AMENDMENTS TO BY-LAWS

17.1 Amendment after Notice

By-laws of the Board of Trustees may be amended from time to time at a Meeting of the Board of Trustees (such Meeting hereinafter referred to as the "later meeting") upon the affirmative vote of two-thirds of all Trustees provided:

- 17.1.1 written notice of motion proposing the amendment shall have been given at a regular meeting held prior to the later meeting;
- 17.1.2 the text and a brief statement of intended purpose of the amendment shall have been included in the notice of motion; and
- 17.1.3 the text of the amendment as so enacted is substantially the same as either the text set out in the notice of motion or the text as recommended by the appropriate Committee.

17.2 Review Cycle

17.2 The By-laws will be updated as required and reviewed at a minimum every four (4) years.

ARTICLE 18. REPEAL OF PRIOR BY-LAWS

18.1 Repeal of Prior By-laws

Subject to the provisions of Article 17.2 hereof, all prior By-laws, resolutions, and other enactments of the Board of Trustees heretofore enacted or made are repealed.

18.2 Exception

The provisions of Article 17.1 shall not extend to any By-law or resolution heretofore enacted for the purpose of providing to the Board of Trustees the power or authority to borrow.

18.3 Proviso

The repeal of prior By-laws, resolutions, and other enactments shall not impair in any way the validity of any act or thing done pursuant to any such repealed By-law, resolution, or other enactment.

ARTICLE 19. INDEMNIFICATION

19.1 Reimbursement for Costs and Expenses Relating to Municipal Conflict of Interest Proceedings

~~On the advice of the Director as Chief Executive Officer and Secretary of the Board, and upon receipt of a formal documented request, in consultation with the Board of Trustees, the TCDSB shall pay on behalf of or reimburse, irrespective of any awarded costs, all reasonable costs and expenses, as agreed or taxed, based on the individual merits of each case, and not to be arbitrarily withheld, incurred by a Trustee who has been found not to have contravened Article 5 of the Municipal Conflict of Interest Act.~~

Upon receipt of a formal documented request, in consultation with the Board of Trustees, the TCDSB shall pay on behalf of or reimburse, irrespective of any awarded costs, all reasonable costs and expenses, as agreed or taxed, incurred by a Trustee who has been found not to have contravened Article 5 of the *Municipal Conflict of Interest Act*.



REPORT TO

GOVERNANCE AND POLICY
COMMITTEE

REVIEW OF POLICY S.P.12 – RELIGIOUS EDUCATION COURSE REQUIREMENTS FOR SECONDARY PUPILS

Jesus answered them, "Have faith in God." ~ Matthew 11:22

Drafted

February 14, 2022

Meeting Date

March 1, 2022

Michael Caccamo, Superintendent of Nurturing our Catholic Community

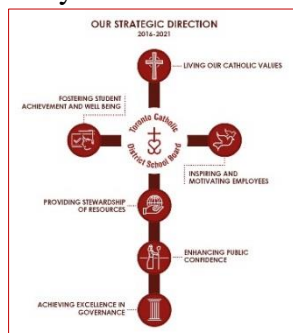
RECOMMENDATION REPORT

Vision:

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

Mission:

The Toronto Catholic District School Board is an inclusive learning community uniting home, parish and school and rooted in the love of Christ. We educate students to grow in grace and knowledge to lead lives of faith, hope and charity.



Brendan Browne
Director of Education

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

Derek Boyce
Associate Director of Facilities,
Business & Community Development

Ryan Putnam
Chief Financial Officer & Treasurer

A. EXECUTIVE SUMMARY

This report recommends updating the current Policy on Policy S.P.12 – Religious Education Course Requirements for Secondary Pupils to conform to current practice and policies.

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 and Policy Committee as it recommends policy revision.

C. BACKGROUND

1. The Policy on Religious Education Course Requirements for Secondary Pupils (S.P.12) was first approved in August 1986 and was last amended March 2017.
2. This policy reflects current practice and alignment with related policies:

Religious Accommodation – S.22

Religious Education – Board of Education Schools – H.T.06

Ontario Ministry of Education Policy/Program Memorandum 119,
Developing and Implementing Equity and Inclusive Education Policies in Ontario Schools

Constitution Act, 1867, Section 93

Ontario Human Rights Code

3. Recommended changes to this policy include implementation of this program in alignment with the Board's Pastoral Plans, and emphasis on the program's contributing role in nurturing a faith community through prayer and the celebration of liturgical seasons, engaging in retreats, and supporting ongoing efforts of community organizations.
4. The policy appeared at the Governance and Policy Committee meeting on March 1, 2022, and was referred back to staff to update language.

D. EVIDENCE/RESEARCH/ANALYSIS

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

Nurturing our Catholic Community
Student Success
Curriculum, Leadership and Innovation
Equity, Diversity, Indigenous Education and Community Relations
Special Services
Communications
Field Superintendents
Human Rights and Equity Advisor
Legal Services

This policy was also reviewed by the Board's Nurturing our Catholic Community Steering Committee on February 15, 2022.

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 Religious Education Course Requirements for Secondary Pupils S.P.12 provided in Report Appendix A be adopted.



POLICY SECTION: STUDENTS
 SUB-SECTION: PROGRAMS
 POLICY NAME: RELIGIOUS EDUCATION COURSE
 REQUIREMENT FOR SECONDARY
 PUPILS
 POLICY NO: S.P.12

Date Approved: August 21, 1986	Date of Next Review: March 2022	Dates of Amendments: March 30, 2017
Cross References: Religious Accommodation – S.22 Religious Education – Board of Education Schools – H.T.06 Ontario Ministry of Education Policy/Program Memorandum 119, <i>Developing and Implementing Equity and Inclusive Education Policies in Ontario Schools</i> Constitution Act, 1867, Section 93 Ontario Human Rights Code		
Appendix		

Purpose:

The Toronto Catholic District School Board is committed to educating our students to lead lives grounded in faith, hope and charity. The Board's mandate, beyond meeting the Ministry of Education's goals regarding student achievement and well-being, is to ~~deliberately infuse~~ **apply Catholic social justice** ~~the Catholic Graduate Expectations and Gospel values into~~ **to all disciplines to create a Christ-centred learning environment and Catholic community in every school**. Our vision is to create **nurture** discerning believers **in God's image** who ~~seek to transform the world through witness, faith, innovation and action~~ **exemplify the Ontario Catholic School Graduate Expectations and who grow in knowledge with justice and hope**.

Scope and Responsibility:

This policy applies to **all** pupils of TCDSB secondary schools. The Director of



POLICY SECTION: STUDENTS
SUB-SECTION: PROGRAMS
POLICY NAME: RELIGIOUS EDUCATION COURSE
REQUIREMENT FOR SECONDARY
PUPILS
POLICY NO: S.P.12

Education is responsible for the implementation of this program in alignment with the Multi Year Strategic Plan **and successive Pastoral Plans.**

Alignment with MYSP:

~~Living Our Catholic Values~~

~~Strengthening Public Confidence~~

~~Fostering Student Achievement and Well-Being~~

~~Inspiring and Motivating Employees~~

Learning – Growing in Knowledge

Continue to develop a Christ-centered learning organization in pursuit of knowledge, innovation, and responsiveness.

Equity – Growing in Knowledge with Justice

Apply Catholic social justice to nurture a community focused on equity, diversity, inclusion, anti-racism, and anti-oppression.

Well-Being – Growing in Knowledge with Justice and Hope

Strengthen an environment rooted in Gospel values that nurtures hope and wellbeing and to better support a work-life balance for all staff that nurtures spiritual, emotional, physical, and social well-being.

Policy:

A religious education course will be offered in each of the secondary school grades operated by the Board, and s**Students are required to enroll in one of these courses in each of the four years, preferably at the secondary school they attend in order to nurture a faith community through prayer and the celebration of liturgical seasons, engaging in retreats, and supporting ongoing efforts of**



POLICY SECTION: STUDENTS
SUB-SECTION: PROGRAMS
POLICY NAME: RELIGIOUS EDUCATION COURSE
REQUIREMENT FOR SECONDARY
PUPILS
POLICY NO: S.P.12

Catholic community organizations. Our distinctive Catholic approach to teaching and learning is founded in the dignity and value of every person. This gospel value and approach permeate all aspects of school life and the Toronto Catholic District School Board thus holds specific expectations for all of our students.

Regulations:

1. Religious education courses are approved by the ~~appropriate Catholic authorities~~ **Institute of Catholic Education and the Assembly of Catholic Bishops of Ontario** and recognized by the Ontario Ministry of Education as credits which count towards the Ontario Secondary Graduation Diploma.
2. All students are expected to participate in the prayer and liturgical life of the school and be respectful of all religious observances.
3. The TCDSB will respect exemptions to the requirements **in** this **policy** pursuant to applicable legislation.

Evaluation and Metrics:

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

Monitoring secondary school student scheduling data to ensure that all students are registered in and complete a Religion course in each academic year.



REPORT TO

GOVERNANCE AND POLICY
COMMITTEE

RECOGNITION OF EMPLOYMENT SERVICE AND RETIREMENT H.M.04

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

Drafted

April 11, 2022

Meeting Date

April 19, 2022

Margherita di Fonzo Senior Coordinator Academic Services, Human Resources
Lynda Coulter, Executive Superintendent, Human Resources, Equity and Leadership

RECOMMENDATION REPORT

Vision: *IN GOD'S IMAGE: Growing in
Knowledge, with Justice and Hope.*

Mission: *Nurturing the faith development and academic
excellence of our Catholic learning community through the
love of God, neighbour, and self.*



MULTI-YEAR STRATEGIC PLAN
2022 - 2025

IN GOD'S IMAGE: Growing in Knowledge, with Justice and Hope



Brendan Browne
Director of Education

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

Derek Boyce
Associate Director of Facilities,
Business & Community Development

Ryan Putnam
Chief Financial Officer & Treasurer

A. EXECUTIVE SUMMARY

This report recommends the rescindment and combination of two Board policies: Twenty-Five Year Recognition Program H.M.09 and Retirement Ceremonies H.M. 10 into one new policy, Recognition of Employment Service and Retirement H.M.04.

The cumulative staff time required to prepare this report was 7 hours.

B. PURPOSE

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

C. BACKGROUND

1. Policy H.M. 09 Twenty-Five Year Recognition Program and Policy H.M. 10 – Retirement Ceremonies were reviewed by the Board on January 17, 2007.
2. Both policies identify the Board's practices regarding the recognition of employees with long service to the Board and/or upon retirement from employment. The recommended policies for rescindment (H.M.09 and H.M.10) are included as Appendices B and C respectively.
3. Since the start of the COVID-19 pandemic, Human Resources has continued to recognize employees with long service and upon retirement in accordance with the province's health and safety measures.
4. The proposal to rescind and combine the two policies into a new policy will highlight the Board's renewed focus on recognizing employees with long service as well as celebrating employees upon their retirement.

D. EVIDENCE/RESEARCH/ANALYSIS

The new draft policy, Recognition of Employment Service and Retirement H.M.04 received input through consultation with Equity, Legal and Employee Relations staff.

E. METRICS AND ACCOUNTABILITY

Human Resources staff will monitor the recommendations in this report. Further reports will be brought to Board in accordance with the policy review schedule.

F. IMPLEMENTATION

Policies H.M. 09 and H.M. 10, once rescinded, will be removed from the TCDSB policy register; while the new policy H.M. 04, as approved, will be posted on the TCDSB policy register.

G. STAFF RECOMMENDATION

Staff recommends that Policy H.M. 04 Recognition of Employment Service and Retirement provided in Appendix A be adopted.



POLICY SECTION: HUMAN RESOURCES

SUB-SECTION: MISCELLANEOUS

POLICY NAME: RECOGNITION OF EMPLOYMENT SERVICE AND RETIREMENT

POLICY NO: H.M. 04

Date Approved:	Date of Review:	Dates of Amendment:
<p>Cross Reference:</p> <p>H.M. 09 - Twenty- Five Year Recognition Program*</p> <p>H.M. 10 - Retirement Ceremonies*</p> <p>*Rescinded – month/day/year</p>		
Appendices:		

Purpose:

This Policy affirms the Toronto Catholic District School Board's (TCDSB) commitment to recognize the outstanding contribution made by all Toronto Catholic District School Board employees who have reached twenty-five years of dedicated service with the TCDSB. This policy also acknowledges the TCDSB's pledge to appreciate the new retirees for their years of outstanding service with the TCDSB.

In keeping with the mission, vision and values of the Toronto Catholic District School Board, the Toronto Catholic District School Board believes that the realization of the goals of Catholic education, founded on faith, inspired by the Gospel, and committed to services requires leadership at all levels. The TCDSB recognizes that our school communities exist primarily to foster and exemplify Catholic values centered on the person of Jesus Christ.

Our Mission will continue the focus on nurturing the faith development and academic excellence of our Catholic learning community through the love of God, neighbour, and self.



POLICY SECTION:	HUMAN RESOURCES
SUB-SECTION:	MISCELLANEOUS
POLICY NAME:	RECOGNITION OF EMPLOYMENT SERVICE AND RETIREMENT
POLICY NO:	H.M. 04

Scope and Responsibility:

The policy applies to all employees of the Toronto Catholic District School Board in recognition of the twenty-five years of service with the Toronto Catholic District School Board. The policy also recognizes the outstanding years of dedicated service of our employees who retire from the Toronto Catholic District School Board.

The Director of Education and the Executive Superintendent of Human Resources, Leadership & Equity are responsible for this policy.

Alignment with MYSP:

Learning – Growing in Knowledge

Continue to develop a Christ-centered learning organization in pursuit of knowledge, innovation, and responsiveness.

Equity – Growing in Knowledge with Justice

Apply Catholic social justice to nurture a community focused on equity, diversity, inclusion, anti-racism, and anti-oppression.

Well-Being – Growing in Knowledge with Justice and Hope

Strengthen an environment rooted in Gospel values that nurtures hope and well-being and to better support a work-life balance for all staff that nurtures spiritual, emotional, physical, and social well-being.



POLICY SECTION: HUMAN RESOURCES
SUB-SECTION: MISCELLANEOUS
POLICY NAME: RECOGNITION OF EMPLOYMENT SERVICE AND RETIREMENT
POLICY NO: H.M. 04

Policy:

- I. There shall be a Twenty-Five Year Employee Recognition Program for active employees who have completed twenty-five years of service with the Toronto Catholic District School Board.**

Regulations:

1. A Toronto Catholic District School Board Twenty-Five Year Employee Recognition Program certificate and a small of token of appreciation shall be given to each employee in recognition of the completion of twenty-five years of service with the Toronto Catholic District School Board.
2. An annual induction ceremony shall be held for employees completing twenty-five years of service with the Toronto Catholic District School Board in the month of February. Each new member may invite their family members/ guests.
3. The years of service with the Toronto Catholic District School Board to be confirmed by the Human Resources Department.
4. Recognition of the twenty-five years of service for employees of TCDSB will be announced in the Director's Bulletin annually.

- II. The retirees of TCDSB shall be honoured by the Board of Trustees at an annual retirement ceremony.**

Regulations:

1. Permanent employees who retire will be honoured regardless of length of service.



POLICY SECTION: HUMAN RESOURCES

SUB-SECTION: MISCELLANEOUS

**POLICY NAME: RECOGNITION OF EMPLOYMENT SERVICE
AND RETIREMENT**

POLICY NO: H.M. 04

2. An annual retirement ceremony shall be held to honour the newly retired employees. Retirees may be accompanied by their family members/ guests.
3. A small token of appreciation will be presented to each retiree.
4. Appropriate funds to cover the cost of retirement ceremonies and token of appreciation will be included in the annual budget.
5. The ceremony shall take place in the month of November.

TCDSB Policy Register

Twenty- Five Year Recognition Program H.M.09

Date Approved: Mar 66	Date of Review: 19 Jan 07	Dates of Amendment: 18 Jun 92, 19 May 88, 21 Apr 88, 21 Jan 88, 17 Dec 87, Jan 75, Oct 67
Cross Reference:		

Policy:

There shall be a Twenty-Five Year Employee Recognition Program for active employees who have completed twenty-five years of service with the Toronto Catholic District School Board.

Regulations:

1. A Toronto Catholic District School Board Twenty-Five Year Employee Recognition Program pin and certificate shall be given to each employee in recognition of the completion of twenty-five years of service with the Toronto Catholic District School Board.
2. An Annual Induction Ceremony shall be held for employees completing twenty-five years of service with the Toronto Catholic District School Board. Invitations shall be limited to new members, trustees, and senior staff. Each new member may invite one guest.
3. The years of service with the Toronto Catholic District School Board to be confirmed by the Human Resources Department.

TCDSB Policy Register**Retirement Ceremonies H.M.10**

Date Approved: 17 Jan 07	Date of Review:	Dates of Amendment:
Cross Reference:		

Policy:

The retirees of TCDSB shall be honoured by the Board of Trustees at an annual retirement ceremony.

Regulations:

1. Permanent employees who retire will be honoured regardless of length of service.
2. Retirees may be accompanied by a spouse/guest.
3. A Toronto Catholic District School Board gift will be presented to each employee.
4. Appropriate funds to cover the cost of retirement ceremonies and gifts will be included in the annual budget.



REPORT TO

GOVERNANCE AND POLICY COMMITTEE

UPDATE TO POLICY A.20 RECORDS MANAGEMENT - ARCHIVES

"God is our refuge and strength, an very present help in trouble" Psalm 46:1

Drafted

April 11, 2022

Meeting Date

April 19, 2022

Bryan Shannon – Sr. Manager, Archives, Records Management and Freedom of Information
Steve Camacho - Executive Superintendent, Technology, Data, and Strategic Transformation & Chief Information Officer

RECOMMENDATION REPORT

Vision: *IN GOD'S IMAGE: Growing in Knowledge, with Justice and Hope.*

Mission: *Nurturing the faith development and academic excellence of our Catholic learning community through the love of God, neighbour, and self.*



MULTI-YEAR STRATEGIC PLAN
2022 - 2025

IN GOD'S IMAGE: Growing in Knowledge, with Justice and Hope



Brendan Browne
Director of Education

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

Derek Boyce
Associate Director of Facilities,
Business & Community Development

Ryan Putnam
Chief Financial Officer & Treasurer

A. EXECUTIVE SUMMARY

This report recommends updating the current Policy on Policy A.20 to conform to current practice and policies.

The cumulative staff time required to prepare this report was 10 hours.

B. PURPOSE

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

C. BACKGROUND

The Policy on Policy A.20 was first approved in April 2017 and has not been amended since.

D. EVIDENCE/RESEARCH/ANALYSIS

Changes to this policy reflect current practice and alignment with related legislation and policies, including the Education Act, the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), the Canada Evidence Act, the Ontario Evidence Act, the Personal Health Information Protection Act (PHIPA), the Ministry of Education Ontario Student Record (OSR) Guideline, as well as TCDSB Policies A.38 Freedom of Information and Protection of Privacy, S.16 Access to Pupil Information, and A.29 Acceptable Use of Technology.

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

As such, amendments have been made to express the full scope of the policy, to clarify responsibility for compliance, and to remove duplicative information within the policy.

E. METRICS AND ACCOUNTABILITY

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

F. STAFF RECOMMENDATION

Staff recommends that the revised POLICY ON POLICY A.20 provided in Report Appendix A be adopted.



POLICY SECTION: Administration

SUB-SECTION:

POLICY NAME: Records Management and Archives

POLICY NO: A.20

Date Approved:
April 19, 2017- Board

**Date of Next
Review:**

Dates of Amendments:
April 2022

Cross References:

Consolidating Records Management (A.20) and Archives (A.21)

Education Act

Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)

Canada Evidence Act

Ontario Evidence Act

Personal Health Information Protection Act (PHIPA)

Ministry of Education Ontario Student Record, (OSR) Guideline, 2000

Privacy and Information Management (PIM) toolkit

TCDSB Policy A.22 Art Collection

TCDSB Policy A.38 Freedom of Information and Protection of Privacy**TCDSB Policy S.16 Access to Pupil Information****TCDSB Policy A.29 Acceptable Use of Technology****Appendix****Purpose:**

The purpose of this policy is to establish requirements to protect the legal, fiscal, historical, and other interests of the Board and the public in managing records, and information, **and data** safely and securely, for as long as required.

Scope and Responsibility:

This policy applies to all records and information received, created and maintained within administrative departments and schools. The Director is responsible for this policy with the support of the **Executive Superintendent, Technology, Data, and**



POLICY SECTION: Administration

SUB-SECTION:

POLICY NAME: Records Management and Archives

POLICY NO: A.20

Strategic Transformation and Chief Information Officer; Executive General Legal Counsel; and Archives & Records Management staff. All Board employees **and trustees shall be responsible for compliance with this policy in the records, information, and data** they create, **use**, and maintain to support the business operations of the Board. ~~They must ensure compliance with the Board's policy and procedures in the management of Board records, information, and data.~~

Alignment with MYSP:

~~Living Our Catholic Values~~

~~Enhancing Public Confidence~~

~~Fostering Student Achievement and Well-Being~~

~~Achieving Excellence in Governance~~

~~Providing Stewardship of Resources~~

~~Inspiring and Motivating Employees~~

Learning – Growing in Knowledge

Continue to develop a Christ-centered learning organization in pursuit of knowledge, innovation, and responsiveness.

Equity – Growing in Knowledge with Justice

Apply Catholic social justice to nurture a community focused on equity, diversity, inclusion, anti-racism, and anti-oppression.

Well-Being – Growing in Knowledge With Justice and Hope

Strengthen an environment rooted in Gospel values that nurtures hope and well-being.



POLICY SECTION: Administration

SUB-SECTION:

POLICY NAME: Records Management and Archives

POLICY NO: A.20

Policy:

The Board requires the institution and maintenance of a comprehensive records, information, **and data** management program for the systematic creation and maintenance of records, information, **and data** that is accurate, authentic, reliable, accountable and consistent with applicable legislation and guidelines. In addition, the Board will support the collection and preservation of archival materials which illustrate the growth and development of TCDSB and its previous boards.

Regulations:

Records Management

1. Record keeping practices must comply with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), the Personal Health Information and Protection Act (PHIPA), the Education Act, the Ontario Evidence Act, the Canada Evidence Act, and other **applicable** statutory provisions, as well as relevant guidelines and current leading records, information, **and data** management practices.
2. **Records**, information, **and data** shall be readily available and accessible for as long as it is required:
 - a. **Records**, Information **and data** to support evidence of communications, actions and decisions shall be routinely recorded and stored.
 - b. **Records**, Information **and data** shall be accessible to staff who require it in the performance of their duties and are authorized to access it.
 - c. **Records**, Information **and data** shall be shared across the organization **and with external organizations having appropriate authorization**



POLICY SECTION: Administration

SUB-SECTION:

POLICY NAME: Records Management and Archives

POLICY NO: A.20

or consent and ~~with social agencies~~ in accordance with operational needs and statutory provisions.

- d. **Records, information and data shall be disclosed to individuals external to the TCDSB, law enforcement and child welfare agencies in accordance with applicable statutory provisions.**
 - e. **Records**, Information **and data** shall be managed throughout its life cycle regardless of format.
 - f. Rules shall be established for the organization, storage, retrieval, and destruction of records, **information, and data**.
 - g. Plans and practices to actively make appropriate records, **information, and data** available to the public shall be in place, and records, **information, and data** shall be available to the public by request, subject to the statutory requirements.
3. Accountability for managing **records, information and data** in the custody and control of the organization shall be clearly defined, communicated and monitored:
- a. Accountability for creating a record of business decisions and transactions and for maintaining corporate memory shall be clearly established and monitored;
 - b. Roles and responsibilities for staff shall be articulated and understood for all **information, and data** management ~~of information~~ activities; and.
 - c. Core competencies relating to managing **records**, information, **and data** shall be identified and training shall be provided.



POLICY SECTION: Administration

SUB-SECTION:

POLICY NAME: Records Management and Archives

POLICY NO: A.20

4. Risks to **records**, information, **and data** shall be managed and practices and processes in place to protect information assets:
- ~~a. Risks to records management shall be identified and managed;~~
 - b. Practices shall be in place to protect confidential, sensitive, and personal information from unauthorized collection, use, disclosure or destruction;
 - c. All records, **information, and data** shall be managed to meet rules of evidence and legal discovery;
 - d. Contractual arrangements shall include provisions for the protection and appropriate use of **records, information, and data** to mitigate risks;
 - e. Records, **information, and data** shall be managed ~~in order~~ to support business continuity and recovery in the event of disaster;
 - ~~f. Records shall be managed to protect privacy and confidentiality.~~
5. Records, **information, and data management** shall meet the needs of staff and stakeholders. Records, **information, and data** management **processes** shall be timely, accurate, reliable, and relevant, have integrity and be easy to use:
- ~~a. Processes shall be in place to ensure that records management is accurate, timely, reliable and easy to use;~~
 - ~~b. Records management shall be planned and managed;~~
 - a. e. Records, **information, and data** shall be managed appropriately throughout its entire life cycle - creation, capture and collection;



POLICY SECTION: Administration

SUB-SECTION:

POLICY NAME: Records Management and Archives

POLICY NO: A.20

organization; storage, access and use; and disclosure and disposition (destruction, archival selection or permanent retention);.

- b. d.** Processes and technology supports shall be in place to ensure appropriate access to records, **information, and data** and tracking of who has modified or accessed confidential records, **information, and data**.
6. Coordinated planning for **records, information, and data** management shall be linked to organizational goals, objectives and financial planning, and shall be integrated into program and business processes:
- a. Records, **information, and data** management practices shall be included in program planning;.
 - b. Records, **information, and data** management shall be coordinated across the organization – both schools and **administrative** departments;.
 - c. Records, **information, and data** management shall be planned to support continuous service and disaster recovery; ~~and~~.
 - d. Records, **information, and data** management shall be integrated into succession plans to ensure the capture and maintenance of corporate history.
7. TCDSB shall maintain an official records retention schedule, which will outline retention of Board records according to their administrative, fiscal, legal, research and archival value. It will include records that must be retained according to legislation and/or Board procedures and a notation of the



POLICY SECTION: Administration

SUB-SECTION:

POLICY NAME: Records Management and Archives

POLICY NO: A.20

archival/historical importance of each record series where appropriate. The ~~Records Retention Schedule~~ **records retention schedule** will be updated as appropriate.

~~8. All Board employees shall be responsible for the records, information, and data they create and maintain to support the business operations of the Board. They must ensure compliance with the Board's policy and procedures in the management of Board records, information, and data.~~

Archives

9. Archival material shall be arranged and described according to archival principles and collections will be documented to support the organization and the retrieval of materials.
10. The Board shall provide adequate and appropriate conditions for the storage, protection, and preservation of archival material;.
11. The Archives shall provide reference and services to Board employees, school communities, individuals, **and** organizations interested in its holdings, unless access is restricted by legal requirements or written agreements with donors;.
12. Where feasible, the Archives shall accept historical material, including: textual records; photographs and other visual records; maps, plans, and architectural records; ~~and~~ **sound and video** recordings and oral histories.



POLICY SECTION: Administration

SUB-SECTION:

POLICY NAME: Records Management and Archives

POLICY NO: A.20

Transfer of material to the Board Archives, or from the Board Archives to external cultural/historical organizations, must be approved by the Director.

Definitions:

Board

“Board,” as referenced in this policy, means the corporate Board.

Data

Any symbols or characters that represent raw facts or figures forming the basis of information.

Information

Meaning and value derived through the analysis, interpretation, and organization of data.

Record

Any information however recorded, whether in printed form, on file, by electronic means or otherwise and includes:

- Correspondence, a memorandum, book, plan, map, drawing, diagram, pictorial or graphic work, photograph, film, microfilm, sound recording, videotape, machine readable record, any other documentary material, regardless of physical form or characteristics, and any copy thereof; and
- ~~Subject to the regulations,~~ Any information that is capable of being produced from a machine-readable source, under the control of an institution by means of computer hardware and software or any other information storage equipment and technical expertise normally used by the institution.

Records Management



POLICY SECTION: Administration

SUB-SECTION:

POLICY NAME: Records Management and Archives

POLICY NO: A.20

The efficient creation, processing, retrieval, storage, and disposal and/or destruction of information.

~~Records Inventory~~

~~A systematic listing of the records in a given area~~

Records Lifecycle

The stages of a record throughout its lifetime:

- The creation or when a record is received;
- The active record, when we are using it;
- The inactive record, when a record is used infrequently and may be stored on-site or off-site; and
- Disposal, when a record is securely destroyed, or is deemed to have an ongoing value to the organization and is archived for reference.

Records Series

The technical name given to a group of related records filed as a unit that are organized into a pattern or arrangement which permits evaluation as a unit for retrieval and for retention scheduling purposes.

Personal Information

Recorded information about an identifiable individual including;

- Information relating to the race, national or ethnic origin, colour, religion, age, sex, sexual orientation or marital or family status of the individual;
- Information relating to the education or the medical, psychiatric, psychological, criminal or employment history of the individual or information relating to financial transactions in which the individual has been involved;
- Any identifying number, symbol or other particular assigned to the individual;



POLICY SECTION: Administration

SUB-SECTION:

POLICY NAME: Records Management and Archives

POLICY NO: A.20

- The address, telephone number, fingerprints or blood type of the individual;
- The personal opinions or view of the individual except if they relate to another individual;
- Correspondence sent to an institution by the individual that is implicitly or explicitly of a private or confidential nature, and replies to that correspondence that would reveal the contents of the original correspondence;
- The views or opinions of another individual about the individual; and
- The individual's name if it appears with other personal information relating to the individual or where the disclosure of the name would reveal other personal information about the individual.

Business records

Any documents that are made or received in connection with the transaction of public business of the Board that conveys information regarding decisions or other business activities or are associated with business programming, policies, legal or financial requirements, such as agreements/contracts, financial documents, approvals, meeting minutes.

Active record

A record that is current. It is a record that is being referred to and used on a regular basis.

Inactive records

Records that are referred to infrequently, but must be retained temporarily or permanently due to legal, fiscal, administrative or archival value.

Vital records



POLICY SECTION: Administration

SUB-SECTION:

POLICY NAME: Records Management and Archives

POLICY NO: A.20

Records required to continue or resume business following an emergency or disaster. Each department will have records that are vital to their day-to-day operations.

Archival records

Records that have permanent historical value. An example of an archival record is Board meeting minutes.

Records Retention Schedule

A list of all the record classifications and their corresponding retention periods. The schedule also identifies which records are deemed vital, which are archival, and who is the responsible department or official record holder.

Evaluation and Metrics:

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

- a) Regular monitoring of board records, **information, and data** management processes by Archives and Records Management staff to identify necessary improvements to practice and training requirements.
- b) Regular audit of Board records management practice by Ministry of Education-mandated Internal Audit Committee.
- c) Official communications received by the Ontario Information and Privacy Commission.
- d) Feedback from business leaders, superintendents, and principals.

GOVERNANCE AND POLICY COMMITTEE

PENDING LIST TO APRIL 19, 2022

#	Date Requested & Committee/Board	Report Due Date	Destination of Report Committee/Board	Subject	Delegated To
1	Mar-2017 Governance and Policy	TBC	Governance and Policy	Report regarding consultations with CLSIT and conversations with the Archdiocese in regards to the content of the policy (Update to Chaplaincy Program Policy)	Superintendent Fernandes
2	June-2017 GAP	TBC	Governance and Policy	Staff to bring back after the Ministry of Education's Transportation report is considered (Update to Transportation Policies S.T.01, 03, 04 and 05)	Superintendent Fernandes
3	Mar-2018 Regular Board	TBC	Governance and Policy	That the matter be referred to the Governance and Policy Committee (Photographing and Filming of Individuals at Board and Committee Meetings)	Superintendent Fernandes
4	May-2018 Governance and Policy	TBC	Governance and Policy	Staff was requested to add the policy to the Governance and Policy Committee work plan for the development of an Omnibus policy (Update to School Events Communications and Invitee Protocols Policy (S.02).)	Superintendent Fernandes
5	Jun-2018 Corporate Services	TBC	Governance and Policy	That the Pupil Accommodation Review Policy and Operating Procedures be referred to the Governance and Policy Committee to be updated to reflect changes to the Pupil Accommodation	Superintendent Fernandes

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

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

#	Date Requested & Committee/Board	Report Due Date	Destination of Report Committee/Board	Subject	Delegated To
8				TCDSB refuses to accommodate students with special education disabilities in regular classrooms without needed supports or services, the principal be required to provide written notice and rationale of this to the family and that the Superintendent be copied; and That a refusal to admit policy be referred to the Governance and Policy Committee; and that staff prepare a comprehensive report on the implementation of a refusal to report policy (Accountability Framework for Special Education 2018-19)	
	July 2020 Special Board	TBC	Governance and Policy	That the Strategic Reserves Policy be directed to the Governance and Policy Committee to consider a revision to this policy to allow for increased funding of the playground Reserve (2020-21 Budget Estimates Overall and Instructional)	Superintendent Fernandes
	August 2020 Regular Board	TBC	Governance and Policy	That the draft documents in Appendix A and Appendix B of the report be referred to the Governance Committee and Policy Committee and the By-Law Committee for their consideration (Revision of Toronto Catholic District School Board (TCDSB) By-Law #175 to Include the Authority of the Integrity Commissioner in the Governance Model)	Superintendent Fernandes

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

#	Date Requested & Committee/Board	Report Due Date	Destination of Report Committee/Board	Subject	Delegated To
				are not speaking must use the mute function on their device. Student Trustees may not participate electronically in meetings that are closed to the public in accordance with the Act (Proposal: Add/Change Electronic Participation)	
11	February 2021 Corporate Services	TBC	Governance and Policy	That the policy on playground reserves be referred to the Governance and Policy Committee in order to change the criteria based on surplus budgets (Playground Reserve Update)	Superintendent Fernandes
12	February 2021 Regular Board	TBC	Governance and Policy	Therefore be it resolved that: A report be provided to consider and include: - setting up a real property subsidiary; and - develop an acquisition policy that incorporates a comprehensive set of criteria That this item be referred to the Governance and Policy Committee. (Rental of Surplus School Space Policy B.R.01 Annual Policy Metric)	Superintendent Fernandes
13	June 2021 Corporate Services	TBC	Governance and Policy	WHEREAS: Notices of motions/motions and amendments are used to bring proposals for consideration by Trustees;	Superintendent Fernandes

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

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

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

#	Date Requested & Committee/Board	Report Due Date	Destination of Report Committee/Board	Subject	Delegated To
14				FURTHER BE IT RESOLVED THAT: The aforementioned be referred to the Governance and Policy Committee and to staff for necessary amendments to the present policies (Consideration of Motion from Trustee Rizzo regarding Notice of Motions)	
	June 2021 Regular Board	TBC	Governance and Policy	That the revised Terms of Reference for the 2SLGBTQ+ Advisory Committee (Appendix A of the report) be approved. Staff was directed to refer the matter of having consistency with respect of determining Terms of Reference before approval of Committee membership and meetings to the Governance and Policy Committee (Approval of 2SLGBTQ+ Advisory Committee Terms of Reference)	Superintendent Fernandes
15.	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 determining proper procedures for fund raising in a pandemic (Return to School Update)	Superintendent Fernandes
16.	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	Superintendent Wujek

#	Date Requested & Committee/Board	Report Due Date	Destination of Report Committee/Board	Subject	Delegated To
				involving community members including Advisory, Ad hoc and Statutory Committees (Update to Operational Procedures on Selection Process for Community and Parent/Guardian Membership on Advisory / Ad Hoc Committees)	

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

Governance	Policy or Procedure	Policy #	Key Contact (s)
January 11	Access Control	B.B.05	M. Farrell (EC)
	Flag Flying Policy	A.04	P. Matthews
February 1	Information and Communication Technology - Hardware and Software Standards	A.34	O. Malik
	Outdoor Play Environment	B.G.01	M. Zlomislic
	Public Participation Policy	T.14	P. Matthews
	Flag Flying Policy	A.04	P. Matthews
March 1	Emergency School Closure	A.16	M. Farrell
	Religious Education Course Requirement for Secondary Pupils	S.P.12	Caccamo
	Opening and Closing Exercises	SS02	P. Matthews
	Meta Policy	M.01	Corporate Serv.
April 19	Records Management & Archives	A.20	B.Shannon
	(Twenty-Five Year Club)	H.M.09	L. Coulter
	(Retirement Ceremonies)	H.M.10	L. Coulter
	NEW Recognition of Employment Service and Retirement - HM 09/10	H.M.03	L. Coulter
	Religious Education Course Requirement for Secondary Pupils	S.P.12	Caccamo
May 10	School Organization Change	S.05	M. Loberto
	Credit Union	A.10	R. Putnam
	Permit Supervisors	H.S.06	M. Loberto
	Insurance for School Volunteers	I.01	R. Putnam
	Sweatshop-Free Purchasing	F.P.04	R. Putnam
	Right to Disconnect Policy	H.M.06	C. Caldwell
June 7	Real Property	R.01	M. Loberto
	Alternative Arrangements for School Facilities	R.09	M. Loberto
	Employment Equity	H.M.11	L. Coulter
	Accessibility Standards for Services and Facilities/ Accessibility	A.36/A.35	F. Cifelli
September 6	School Names	S.07	S. Campbell
	Fund Raising Policy	S.M.04	R. Putnam
	Donation and Sponsorship	F.F.02	R. Putnam
October 4	Alcohol, Cannabis and Other Drugs	S.S.03	Curriculum/Safe
	Harassment and Discrimination in the Workplace	H.M.14	L. Coulter/ I.
	Use of School Facilities in Emergency Situations	B.R.06	M. Farrell
	Negotiation Procedures	H.M.39	Employee
	Art Collection	A.22	M. Zlomislic
November 1	Non-Union Employee Handbook	H.M.02	L. Coulter

	ICod Policy (NEW)	TBD	Employee
	Community Engagement	T.07	P. Matthews
	Guidelines for Trustees, Parents and Staff in Addressing School	A. 33	Employee
December 6	Direction of Propety Taxes for Separate Education School Support	F.M.03	M. Loberto
	Complaint Against a Staff Member	H.M.30	Human Resources
	Demolition	R. 02	M. Loberto