

GOVERNANCE AND POLICY COMMITTEE REGULAR MEETING Public Session

AGENDA JUNE 7, 2022

Garry Tanuan, Chair
Trustee Ward 8

Frank D'Amico
Ex-Officio

Nancy Crawford, Vice Chair
Trustee Ward 12

Angela Kennedy
Ex-Officio



MULTI-YEAR STRATEGIC PLAN
2022 - 2025

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

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, June 7, 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 May 10, 2022 1 - 9
8. Delegations
9. Presentation
10. Notices of Motion

- 11. Unfinished Business**
- 12. Matters referred or deferred**
- 13. Staff Reports**
 - 13.a. Insurance for School Volunteers Policy I.01 10 - 14
 - 13.b. Recommendations from the By-Law Ad Hoc Committee 15 - 73
 - 13.c. Accessibility Standards for Services and Facilities - A.36 74 - 89
 - 13.d. Real Property Policy R.01 Update 90 - 102
 - 13.e. Rental of Surplus School Space Policy B.R.01 Annual Policy Metric (Information) 103 - 108
- 14. Listing of Communications**
- 15. Inquiries and Miscellaneous**
- 16. Updating of Pending List**
 - 16.a. Monthly Pending List 109 - 118
 - 16.b. Annual Policy Priority Schedule 119 - 120
- 17. Adjournment**

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

HELD TUESDAY, MAY 10, 2022

PRESENT:

Trustees:

G. Tanuan, Chair
N. Crawford, Vice-Chair
F. D'Amico, Ex-Officio, Virtual
M. Del Grande - Virtual

Staff:

B. Browne
R. Putnam
L. Coulter
C. Fernandes
D. Bilenduke
C. Caldwell
M. Farrell
M. Loberto
J. Wujek

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

External Guest:

A. Robertson, Parliamentarian

4. Roll Call and Apologies

Trustee Li Preti was absent, as well as Trustee Kennedy who was on leave of absence due to her candidacy in the upcoming Ontario Provincial elections.

5. Approval of the Agenda

MOVED by Trustee Crawford, seconded by Trustee Del Grande, that the Agenda, as amended to include the Addendum, 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 Del Grande, that the Minutes of the Meeting held April 19, 2022 be approved.

The Motion was declared

CARRIED

13. Staff Reports

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

- 13a) Rescindment of School Organization Change Policy S.05** that the Governance and Policy Committee recommend to Board that the School Organization Change Policy - S.05 policy be rescinded.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
D'Amico
Del Grande
Tanuan

The Motion was declared

CARRIED

MOVED by Trustee Del Grande, seconded by Trustee D'Amico, that Item 13b) be adopted as follows:

- 13b) Credit Union Policy A.10** received.

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

That this policy be referred to the May 19, Regular Board PRIVATE Session with additional information in order for a decision to be made; and

That "*will*" be replaced with "*may*" in Regulation 2, Page 19 of 36.

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

In Favour

Opposed

Trustees Crawford
D'Amico
Del Grande
Tanuan

The AMENDMENT was declared

CARRIED

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

In Favour

Opposed

Trustees Crawford
D'Amico
Del Grande
Tanuan

The Motion, as amended, was declared

CARRIED

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

- 13c) Insurance for School Volunteers Policy I.01** that this be referred to Staff for further information and review.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
D'Amico
Del Grande
Tanuan

The Motion was declared

CARRIED

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

- 13d) H.S.06 - Permit Supervisors Policy (Rescindment)** that the Governance and Policy Committee recommend to Board that the Permit Supervisors Policy H.S.06 be rescinded.

Results of the Vote, as follows:

In Favour

Opposed

Trustees Crawford
D'Amico
Del Grande
Tanuan

The Motion was declared

CARRIED

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

- 13e) **H.M.06 – Disconnecting from Work Policy** that the Governance and Policy Committee recommend to Board that policy H.M.06 – Disconnecting from Work Policy in Appendix A of the report be adopted.

Trustee Tanuan relinquished the Chair to Trustee Crawford.

Results of the Vote, as follows:

In Favour

Opposed

Trustees Crawford
D'Amico
Del Grande
Tanuan

The Motion was declared

CARRIED

Trustee Tanuan reassumed the Chair.

Trustee Tanuan relinquished the Chair to Trustee Crawford.

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

- 13f) **Update on Request for Report regarding Consideration of Motion from Trustee Tanuan (see below) regarding Special Board Advisory Committee on Race Relations (Verbal) - John Wujek, Superintendent of Education** received.

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 that this be received and referred to Staff for a report to come back at the May GAP Committee meeting.

Results of the Vote, as follows:

In Favour

Opposed

Trustees Crawford
D'Amico
Del Grande
Tanuan

The Motion was declared

CARRIED

Staff advised that a draft report will come to the November 1, 2022 Governance and Policy Committee Meeting.

Trustee Tanuan reassumed the Chair.

16. Updating of Pending List

MOVED by Trustee Crawford, seconded by Trustee D'Amico, 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
D'Amico
Del Grande
Tanuan

The Motion was declared

CARRIED

17. Adjournment

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

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
D'Amico
Del Grande
Tanuan

The Motion was declared

CARRIED

SECRETARY

CHAIR



REPORT TO

GOVERNANCE AND POLICY COMMITTEE

INSURANCE FOR SCHOOL VOLUNTEERS POLICY I.01

Created, Draft	First Tabling	Review
May 30, 2022	June 7, 2022	

R. Putnam, Chief Financial Officer and Treasurer
C. Caldwell, Acting Executive General Counsel

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.



Brendan Browne, PhD
Director of Education

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

Derek Boyce
Associate Director of
Corporate Services and
Chief Commercial Officer

Ryan Putnam
Chief Financial Officer and
Treasurer

A. EXECUTIVE SUMMARY

This report is recommending an update to Policy I.01 - Insurance for School Volunteers to reflect current insurance coverage available to the Board.

B. PURPOSE

This recommendation report is on the order paper of the Governance and Policy Committee as a requirement to periodically review all Board policies.

C. BACKGROUND

The Insurance for School Volunteers (I.01) policy was last reviewed in September 2006.

A copy of I.01 Insurance for School Volunteers with proposed revisions is attached as Appendix A.

D. EVIDENCE/RESEARCH/ANALYSIS

The Board's insurance provider, the Ontario School Board Insurance Exchange (OSBIE), is the primary insurance provider to School Boards in Ontario.

OSBIE understands the unique and varied requirements of School Boards and coverage for volunteers is provided for in their policy with the Board.

E. METRICS AND ACCOUNTABILITY

It is important that volunteers understand they are only covered by the Board's insurance policy in accordance with the terms of the plan(s).

This has been emphasized in the main body of the revised policy attached.

A synopsis of what is covered under the plan(s) will be updated and provided to volunteers annually for information.

F. STAFF RECOMMENDATION

Staff recommends that Policy I.01 be revised as per Appendix A.



POLICY SECTION: FINANCIAL SERVICES

SUB-SECTION:

POLICY NAME: INSURANCE FOR SCHOOL VOLUNTEERS

POLICY NO: I.01

Date Approved: October 1986	Date of Next Review:	Dates of Amendments: September 2006
Cross References: School Volunteers S.01 <i>Who Cares? Volunteers do!</i>, TCDSB, 2005		
Appendix:		

Purpose:

To outline the Board's commitment to providing insurance coverage for volunteers.

Scope and Responsibility:

This policy is administered by the Financial Services department.

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.



POLICY SECTION: FINANCIAL SERVICES

SUB-SECTION:

POLICY NAME: INSURANCE FOR SCHOOL VOLUNTEERS

POLICY NO: I.01

Well-Being – Growing in Knowledge With Justice and Hope

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

Policy:

The TCDSB shall provide ~~Accidental Death and Dismemberment, Legal Liability and Excess Automobile Liability~~ insurance **coverage** for school volunteers **in accordance with the terms of the Board's insurance plan(s), as may be amended from time to time.**

Regulations:

1. A school volunteer is a person who the principal has assigned to assist in school activities without remuneration, **unless otherwise defined in the terms of the Board's insurance plan(s), which definition shall take precedence.**
2. The amount **and nature** of coverage shall be determined ~~from time to time by the Board~~ **in accordance with and subject to the terms of the Board's insurance plan(s), as may be amended from time to time.**

Evaluation and Metrics:

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

Coverage with the Board's insurance provider(s) will be reviewed annually by the Board.

A synopsis of what is covered under the plan(s) will be updated annually and provided to volunteers for information.



Volunteers

School Board volunteers are covered under OSBIE's liability policy for claims arising from negligent acts while acting within the scope of their approved duties on behalf of the School Board. The coverage available is the same that is available to all School Board personnel. Volunteers will be protected from lawsuits and statements of claims that may follow due to an allegation negligence. Examples that we have seen where the liability policy responds include: field trips, ski trips, volunteer coaches, classroom volunteers and yard duty volunteers. Lawsuits naming volunteers are typically related to a student injury as a result of alleged negligent supervision. For volunteers to be successful in their role, School Board staff play an important part in providing guidance and training to these individuals.

Volunteers should be familiar with School Board policies and procedures for organizing, directing, controlling and supervising school activities and/or trips. Areas of focus include:

- Emergency response protocols;
- Safety guidelines – School Board's excursion policy, OPHEA Guidelines, etc.;
- Student code of conduct/behavior - volunteers should not be responsible for administering discipline to students;
- Volunteers should be properly screened and subject to appropriate criminal background checks as outlined by School Board policy;
- Volunteer orientation provided by the lead teacher which communicates what duties are assigned and what is expected of the volunteer.

Volunteer Workers

What activities will the volunteers be performing and what equipment is being used? Treat volunteers as if they were a staff member. For example, are they loading and unloading material? Are they using power tools? If these activities require regular school staff to go through Health and Safety training, then the School Board would be responsible for providing this training to the volunteers as well.

Volunteer Coaches

Just like teachers or other School Board staff, volunteers being asked to assume duties to supervise sports activities would be expected to meet the same qualifications as set out by the sport governing bodies and/or the minimum recommendations set out in the OPHEA Guidelines.

Volunteer Drivers

One area where the School Board's insurance will not act as primary coverage for volunteers is for volunteer drivers. Automobile insurance is Provincially regulated so it is important for volunteer drivers to understand that there is no coverage provided by the School Board's insurance for damage to their vehicles even while being operated for approved School Board activities. Volunteer driver forms should be completed, signed and collected before the excursion, as required, as part of School Board policy.



REPORT TO

GOVERNANCE AND POLICY
COMMITTEERECOMMENDATIONS FROM THE BY-LAW AD HOC
COMMITTEE*For I know that my Redeemer lives, and that at the last he will stand upon the earth," Job 19:25*

Drafted

May 31, 2022

Meeting Date

June 7, 2022

Eric Roher, Borden Ladner Gervais LLP

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 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 two sections of the Toronto Catholic District School Board Operating By-Law 175 (as amended on April 21, 2016). These proposed changes arose from multiple By-Law Ad Hoc Committee meetings. The first proposed change has already been presented to the Governance and Policy Committee, with a request from that Committee for more information.

The cumulative staff time required to prepare this report was 5 hours

B. PURPOSE

1. The purpose of this report is to propose revision to two sections 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.
2. At the last By-Law Ad Hoc Committee, two proposals were referred to the Governance and Policy Committee.
3. On April 19, 2022 the Governance and By-Law Committee referred one proposal back to staff for further analysis.

C. BACKGROUND

1. The By-Law Ad Hoc Review Committee met on February 24, 2022 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.
2. On April 19, 2022 the By-Law Committee recommended that the new provision of the Toronto Catholic District School Board Operating By-Law 175 (as amended on April 21, 2016) be added to include:

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

The Governance and Policy Committee referred this recommendation back to staff for further analysis. A legal opinion was provided and stipulates that the Board is under no obligation legally, to record its meetings. Staff recommends

that private board and/or committee meetings shall not be recorded. If the Board wishes to continue, or expand the recordings of meetings, a retention policy will have to be implemented. Staff recommend that public Board meeting recordings be erased after 2 years.

3. The second recommendation to the Governance and Policy Committee is a new article regarding Electronic Participation in meetings. The recommendation is to add Article 6.10.1 and 6.10.2 as follows:

The Board will provide the means to participate electronically in Board and Committee meetings in accordance with the provisions of the Act and Ontario Regulation 463/97 – Electronic Meetings; The Board will adopt a process to ensure the security and confidentiality of proceedings held during closed (private) meetings and review the procedures annually; 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;

No more than half of Board or Committee meetings in a twelve (12) month period can be chaired electronically in accordance with Ontario Regulation 463/97 – Electronic Meetings; All members participating via teleconference who 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 in accordance with the TCDSB Student Trustee Policy T. 02 - A Student Trustee is not entitled to be present at a meeting that is closed to the public if the subject matter under consideration involves the disclosure of intimate, personal or financial information in respect of a member of the board or committee, an employee or prospective employee of the board or a pupil or his or her parent or guardian.

4. Once the Governance and Policy Committee has made recommendations to the By-Law Committee, the Committee will then prepare a draft of the revised Toronto Catholic District School Board Operating By-Law 175 (as amended on April 21, 2016) for Board approval.

D. EVIDENCE / RESEARCH / ANALYSIS

Currently, the Board budgets to record meetings of the Public Board, and standing committees (Regular Board, Student Achievement and Well-Being, Corporate Services, Audit, CPIC, Governance and Policy, Caucus and SEAC),

if the new article is added to the Board Operating By-Law Number 175 (as amended on April 21, 2016), “to record every committee/Board meeting (private and public)”, there will be additional costs to the Board.

E. STAFF RECOMMENDATION

Staff recommends that the Governance and Policy Committee accept the proposed changes to the Toronto Catholic District School Board Operating By-Law 175 (as amended on April 21, 2016) as outlined in paragraph 3 of the background section of this report, however staff does not recommend that a new provision on audio/visual recording as outlined in paragraph 2 of this report be adopted, and that the Governance and Policy Committee refer this report back to the By-Law Ad Hoc committee.

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



ARTICLE 1. INTERPRETATION	5
1.1 MEANING OF TERMS	5
1.2 COMMITTEE OF THE WHOLE BOARD	7
1.3 INADVERTENT OMISSION.....	7
ARTICLE 2. PURPOSE OF THE BY-LAWS	7
2.1 BY LAWS EMACED BY	7
2.2 BY LAWS GOVERNED BY	7
2.3 APPLICABLE LEGISLATION	7
ARTICLE 3. DUTIES OF THE BOARD OF TRUSTEES AND OFFICERS.....	8
3.1 THE BOARD OF TRUSTEES	8
3.2 TRUSTEES.....	9
3.3 STUDENT TRUSTEES	9
3.4 DUTIES OF THE DIRECTOR	11
3.5 DUTIES OF OTHER SENIOR STAFF AND OTHER TCDSB EMPLOYEES.....	12
3.6 OFFICERS NAMED	12
3.7 DUTIES OF THE CHAIR OF THE BOARD OF TRUSTEES	12
3.8 DUTIES OF THE VICE-CHAIR OF THE BOARD OF TRUSTEES.....	13
3.9 DUTIES OF THE SECRETARY	13
3.10 DUTIES OF THE TREASURER	14
3.11 CODE OF CONDUCT	15
ARTICLE 4. INAUGURAL MEETING	17
4.1 DATE OF INAUGURAL MEETING	17
4.2 ORIENTATION.....	17
4.3 SERVICE OF DEDICATION OF THE ROMAN CATHOLIC TRUSTEE.....	17
4.4 PROCEDURE AT INAUGURAL MEETING	18
4.5 PRESIDING OFFICER AT INAUGURAL MEETING.....	18
4.6 PRELIMINARY PROCEEDINGS.....	18
4.7 ELECTION OF CHAIR OF THE BOARD OF TRUSTEES.....	19
4.8 ELECTION OF OTHER OFFICIALS	19
4.9 ELECTION OF CHAIR AND VICE-CHAIR OF COMMITTEES	19
4.10 OTHER APPOINTMENTS	19
4.11 FURTHER BUSINESS.....	19
4.12 ELECTIONS	20
ARTICLE 5. MEETINGS	21
5.1 TRADITIONAL LAND ACKNOWLEDGMENT	21
5.2 STANDING COMMITTEES	20
5.3 REGULAR MEETINGS OF THE BOARD OF TRUSTEES.....	21
5.4 SPECIAL MEETINGS OF THE BOARD OF TRUSTEES	22
5.5 MEETINGS OF COMMITTEES	22
5.6 NOTICE OF OTHER THAN REQUIRED REGULAR MONTHLY MEETINGS	23
5.7 CANCELLATION OF MEETINGS	23
5.8 AUTOMATIC CANCELLATION BY INAUGURAL MEETING	23
5.9 QUORUM FOR MEETINGS OF ALL TRUSTEES	24
5.10 HOW QUORUM IS TO BE COUNTED	24
5.11 QUORUM FOR MEETINGS OF COMMITTEES	24
5.12 CALL TO ORDER.....	25
5.13 LACK OF QUORUM	25
5.14 QUORUM LOST	25
5.15 MEETINGS OPEN TO THE PUBLIC (PUBLIC SESSION).....	25
5.16 CONDUCT AT MEETINGS	25
5.17 MEETINGS CLOSED TO THE PUBLIC (PRIVATE SESSION).....	26
5.18 RECESS OF MEETING BY THE CHAIR.....	26

5.19	MAXIMUM LENGTH OF MEETING	26
5.20	EXTENSION OF LENGTH.....	27
5.21	AGENDA REVIEW	27
5.22	MINUTES OF MEETINGS TO BE KEPT	27
5.23	MONTHLY SPECIAL MEETINGS OF THE BOARD	28
ARTICLE 6. COMMITTEES.....		29
6.1	STATUTORY COMMITTEES.....	29
6.2	STANDING COMMITTEES	29
6.3	COMPOSITION OF STANDING COMMITTEES	29
6.4	TERMS OF REFERENCE OF COMMITTEES	29
6.5	ESTABLISHMENT OF <i>Ad-Hoc</i> COMMITTEES	30
6.6	COMPOSITION OF <i>Ad-Hoc</i> COMMITTEES.....	30
6.7	FUNCTIONS OF <i>Ad-Hoc</i> COMMITTEES.....	30
6.8	DISSOLUTION OF <i>Ad-Hoc</i> COMMITTEES	30
6.9	ESTABLISHMENT OF SUB-COMMITTEES.....	31
6.10	COMPOSITION OF SUB-COMMITTEES	31
6.11	DISSOLUTION OF SUB-COMMITTEES.....	31
6.12	RIGHT OF THE CHAIR OF THE BOARD OF TRUSTEES.....	31
6.13	RIGHT OF THE VICE-CHAIR OF THE BOARD OF TRUSTEES	32
6.14	CHAIRS OF COMMITTEES	32
6.15	VOTING AT MEETINGS OF COMMITTEES.....	32
6.16	RESIGNATION FROM COMMITTEES	33
6.17	VACANCIES ON COMMITTEES.....	33
6.18	REFERRAL POWER OF THE BOARD OF TRUSTEES.....	33
6.19	COMMITTEE PROCEDURES.....	33
ARTICLE 7. COMMITTEE REPORTS TO THE BOARD.....		34
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	34
7.2	INFORMATION TO BE INCLUDED	34
7.3	COMMITTEE REPORTS AND MINUTES	35
ARTICLE 8. FINANCE.....		35
8.1	EXPENDITURES LIMITED TO APPROVED BUDGET	35
8.2	SOURCE OF FUNDING TO BE SPECIFIED	35
8.3	WHEN DEBT INCURRED.....	36
8.4	MAXIMUM DEBT CHARGES	36
8.5	EMERGENCY EXPENDITURES.....	35
8.6	BONDING.....	37
ARTICLE 9. RULES OF ORDER.....		37
9.1	RULES AT MEETINGS OF THE BOARD OF TRUSTEES.....	37
9.2	RULES AT MEETINGS OF COMMITTEES	37
9.3	ROBERT’S RULES OF ORDER	37
ARTICLE 10. PRESIDING OFFICER AT BOARD AND COMMITTEE MEETINGS		37
10.1	PRESIDING OFFICER AT INAUGURAL MEETING.....	37
10.2	CHAIR TO PRESIDE	37
10.3	WHEN VICE-CHAIR TO PRESIDE	38
10.4	WHEN OTHER TRUSTEE TO PRESIDE	38
10.5	CHAIR PERMITTED TO SPEAK	38
10.6	CHAIR PRO TEM.....	38
ARTICLE 11. AGENDA AND ORDER PAPER		38
11.1	DELIVERY OF DRAFT MEETING AGENDA TO TRUSTEES	38
11.2	DELIVERY OF DRAFT MEETING AGENDA TO NON-TRUSTEES	39
11.3	POSTING OF AGENDAS.....	39

11.4	ITEMS ON AGENDA OR ORDER PAPER OF A MEETING OF A BOARD OF TRUSTEES.....	39
11.5	PLACEMENT WHERE CONSIDERED BY TWO OR MORE COMMITTEES.....	40
11.6	ITEMS ON AGENDA OR ORDER PAPER OF A COMMITTEE	40
11.7	NOTICE OF MOTION FOR A BOARD OF TRUSTEES MEETING.....	41
11.8	MEMBER OF A COMMITTEE PLACING MATTER/NOTICE OF MOTION ON AGENDA OF A MEETING.....	40
11.9	ORDER PAPER FOR REGULAR MEETINGS OF THE BOARD OF TRUSTEES.....	42
11.10	ITEMS ON ORDER PAPER OF COMMITTEE MEETINGS OF BOARD OF TRUSTEES.....	44
11.11	RECONSIDERATION BY THE BOARD OF TRUSTEES	43
ARTICLE 12.	MOTIONS	44
12.1	ALL MOTIONS AT MEETINGS MUST BE MOVED, SECONDED, AND STATED BY THE CHAIR PRIOR TO ANY DEBATE.	44
12.2	DEBATABLE MOTIONS TO BE IN WRITING	44
12.3	SUBSIDIARY MOTIONS RE: NOTICE OF MOTION	44
12.4	MOTION OF RECEIPT NOT APPROVAL	45
12.5	MOTIONS TO CALL THE QUESTION	45
12.6	MOTIONS TO REFER	45
ARTICLE 13.	PROTOCOL FOR DEBATE	45
13.1	ADDRESS OF THE CHAIR	45
13.2	MEMBER TO AWAIT RECOGNITION	45
13.3	CONDUCT OF MEMBER IN DEBATE	45
13.4	ORDER OF DISCUSSION	46
13.5	TIME LIMIT ON SPEAKERS	46
13.6	TIME LIMIT ON DEBATE	46
13.7	PROCEDURE WHEN TIME LIMIT EXPIRES	46
13.8	INTERRUPTION OF SPEAKER BY ANOTHER MEMBER	47
13.9	POINT OF INFORMATION	47
13.10	MOTION MAY BE READ	47
13.11	RULINGS OF THE CHAIR	47
13.12	CHALLENGES TO RULINGS OF THE CHAIR	48
ARTICLE 14.	VOTING	48
14.1	VOTING	48
14.2	VOTING	48
14.3	MEMBER MUST BE PRESENT	48
14.4	MAJORITY VOTE REQUIRED	49
14.5	MINIMUM NUMBER	49
14.6	METHODS OF VOTING	49
14.7	DECLARATION OF RESULT	50
14.8	DIVISION OF THE QUESTION	50
ARTICLE 15.	EXECUTION OF DOCUMENTS	50
15.1	CORPORATE SEAL	50
15.2	AFFIXING THE CORPORATE SEAL	50
15.3	CORPORATE SEAL REGISTER	50
15.4	SIGNING AUTHORITIES	50
15.5	MINUTES	50
15.6	BY-LAWS	51
15.7	CERTIFICATION OF DOCUMENTS	51
ARTICLE 16.	BANKING	51
16.1	BANK SIGNING OFFICERS	51
16.2	ENDORSEMENT FOR DEPOSIT	51

16.3	SIGNATURES BY REPRODUCTION	52
ARTICLE 17. AMENDMENTS TO BY-LAWS		52
17.1	AMENDMENT AFTER NOTICE	52
17.1	REVIEW CYCLE	52
ARTICLE 18. REPEAL OF PRIOR BY-LAWS		52
18.1	REPEAL OF PRIOR BY-LAWS	52
18.2	EXCEPTION.....	53
18.3	PROVISO	53
ARTICLE 19. INDEMNIFICATION		53
19.1	REIMBURSEMENT FOR COSTS AND EXPENSES RELATING TO MUNICIPAL CONFLICT OF INTEREST PROCEEDINGS	53

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 the

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.

3.2.9 follow the Teaching Magisterium of the Church, as sworn in the yearly “Oath of Office”

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 TCDSB Student Trustee Policy T. 02 “A Student Trustee is not entitled to be present at a meeting that is closed to the public if the subject matter under consideration involves the disclosure of intimate, personal or financial information in respect of a member of the board or committee, an employee or prospective employee of the board or a pupil or his/her parent or guardian 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/Ancstral 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.

5.11.1 Electronic Participation

The Board will provide the means to participate electronically in Board and Committee meetings in accordance with the provisions of the Act and Ontario Regulation 463/97 – Electronic Meetings.

The Board will adopt a process to ensure the security and confidentiality of proceedings held during closed (private) meetings and review the procedures annually.

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.

No more than half of Board or Committee meetings in a twelve (12) month period can be chaired electronically in accordance with Ontario Regulation 463/97 – Electronic Meetings.

All members participating via teleconference who 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.

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;

5.18.1.2 Every Committee/Board meeting (public and private) shall be recorded.

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;

11.9.19.1 Trustee Statements, Trustees may have up to 2 minutes to make a statement to his/her constituents

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

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
COMMITTEEACCESSIBILITY STANDARDS FOR SERVICES
AND FACILITIES – A. 362 Corinthians 8:13

Our desire is not that others might be relieved while you are hard pressed, but that there might be equality.

Created, Draft	First Tabling	Review
May 30, 2022	June 7, 2022	

Flora Cifelli – Superintendent of Schools, Area 1, AODA Chairperson

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, PhD
Director of Education

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

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

R. Putnam
Chief Financial Officer and
Treasurer

A. EXECUTIVE SUMMARY

This report recommends updating the current Policy A. 36 by merging it with Policy A. 35 in order to provide clarity and conform to current practices and policies

The cumulative staff time required to prepare this report was 30 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 was first approved on March 31, 2010 and has not been amended since.
2. Changes to this policy reflect current practice and alignment with related policies A. 35 and A.36 as seen in Appendix A of this report.
3. The Accessibility for Ontarians with Disabilities Act (AODA), 2005 requires that all schools boards are compliant with the AODA t by 2025. An AODA Desk Audit was completed in January, 2022 to ensure that our policies aligned with the AODA. This resulted in the recommendation that we merge A.35 and A.36 to better manage the two policies.

D. EVIDENCE/RESEARCH/ANALYSIS

This policy has been amended in consultation with the Ministry of Seniors and Accessibility Compliance Assurance Branch and staff from the Environmental Services Department, Communications Departments, Human Resources and Legal Services.

E. METRICS AND ACCOUNTABILITY

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

2. Further reports will be brought to Board in accordance with the policy review schedule, including the Accessibility Annual Status Report in January.

F. IMPLEMENTATION

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

G. STAFF RECOMMENDATION

Staff recommends that the revised and merged Policy A. 36 (Appendix A) Accessibility Standards for Services and Facilities be adopted and posted on the public website.



POLICY SECTION: ADMINISTRATION

SUB-SECTION:

POLICY NAME: ACCESSIBILITY STANDARDS FOR SERVICES AND FACILITIES

POLICY NO: A. 36

Date Approved: Board- March 31, 2010	Date of Next Review: September 2019	Dates of Amendments: February 24, 2016-Board September 22, 2016- Board March 14, 2022 (Merge A.35 and A.36)
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Cross References:

Accessibility for Ontarians with Disabilities Act, 2005
 (AODA) Integrated Accessibility Standards, Ontario
 Regulation 191/11 *Ontario Human Rights Code*
Ontarians with Disabilities Act, 2001
 TCDSB A. 35 Accessibility Standards
 TCDSB A. 35 APPENDIX Multi-Year Accessibility Plan
 S.12 Guide Dogs/Service Dogs and Service Animals for Students
 TCDSB Policy Workplace Accommodation for Employees with Disabilities (H.M. 38)

Appendix : *Accessibility Best Practices Guideline- Process for Assessing Requests Respecting Accessibility for Students with Disabilities*

Purpose:

The purpose of this policy is to outline the practices and procedures approved by the Toronto Catholic District School Board in order to meet the obligations of the *Accessibility for Ontarians with Disabilities Act, 2005* and specifically in regard to Customer Service Standards under O. Reg. 191/11. The Board, through this policy, establishes and implements practices and procedures consistent with its goal of compliance, as well as its commitment to excellent customer service for all.

Scope and Responsibility:

This policy applies to all operational policies and procedures in all facilities within the Toronto Catholic District School Board. The Director of Education is responsible for this policy.



POLICY SECTION: ADMINISTRATION

SUB-SECTION:

POLICY NAME: ACCESSIBILITY STANDARDS FOR SERVICES AND FACILITIES

POLICY NO: A. 36

Alignment with MYSP:

Equity – Growing in Knowledge with Justice

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

Policy:

The Toronto Catholic District School Board is committed to providing services and facilities to our students, parents/guardians, the public and our staff that are free of barriers and biases in a manner that, as much as reasonably possible, respects an individual's dignity and independence, including, for those with disabilities. In its ongoing efforts to strive for accessibility, the Toronto Catholic District School Board endorses the *Accessibility for Ontarians with Disabilities Act, 2005* and the regulations supporting this Act.

Regulations:

1. This policy aims to ensure that people with disabilities are given the same opportunity as others to obtain and benefit from services and facilities offered by the Toronto Catholic District School Board. ~~Reasonable efforts will be made to ensure that services and facilities offered by the board are provided in such a way that the key principles of independence, dignity, integration and equality of opportunity are respected.~~
2. ~~Reasonable efforts will be made to ensure that services and facilities offered by the Toronto Catholic District School Board are provided in such a way that the key principles of independence, dignity, integration and equality of opportunity are respected and any communications with a person of disability will take place in a manner respectful of the person's disability.~~

POLICY SECTION: ADMINISTRATION

SUB-SECTION:

POLICY NAME: ACCESSIBILITY STANDARDS FOR SERVICES AND FACILITIES

POLICY NO: A. 36

- ~~3. When communicating with a person with a disability, the person's specific disability will be taken into account.~~
- 4. Reasonable efforts will be made to ensure that people with disabilities have the same opportunity of access to our services and facilities in the same location and in a similar way as these services and facilities are available to all others we serve, unless an alternate measure is necessary, whether temporarily or on a permanent basis, to enable the person to access the service or facilities.**
- 5. When communicating with a person with a disability, the person's specific disability will be considered. Any communications with a person with a disability will take place in a manner respectful of the person's disability. Information about our organization and its services in accessible formats or with communication supports will be provided upon request.**
- 6. The TCDSB will ensure that the policy and Multi-Year Accessibility Plan are communicated to the public in a manner that accommodates all disabilities.**
- 7. The Multi-Year Accessibility Plan shall be utilized in the TCDSB community and environment including students, staff, parents and guardians, volunteers and visitors to the Board and its schools.**
- 8. The TCDSB will meet internationally-recognized Web Content Accessibility Guidelines (WCAG) 2.0 Level AA website requirements in accordance with Ontario's accessibility laws.**
- 9. The TCDSB will advise that accommodations can be made during recruitment and hiring. Please see the TCDSB [Accessibility Standards for Services and Facilities policy \(A.36\)](#) and the [Workplace Accommodation for Employees with Disabilities policy \(H.M.38\)](#) for more a detailed description of the Board's obligations to accommodate persons with disabilities.**

POLICY SECTION: ADMINISTRATION

SUB-SECTION:

POLICY NAME: ACCESSIBILITY STANDARDS FOR SERVICES AND FACILITIES

POLICY NO: A. 36

10. The TCDSB will notify staff that supports are available for those with disabilities. The TCDSB will put in place a process to develop individual accommodation plans for employees.

11. Where needed, the TCDSB will provide customized emergency information to help individuals with a disability during an emergency.

12. The TCDSB performance management, career development and redeployment processes will take into account the accessibility needs of all employees.

13. The TCDSB will meet accessibility standards when building or making major changes to public spaces. Public spaces include:

- Outdoor play spaces**
- Outdoor paths of travel: sidewalks, ramps, stairs, and curb ramps**
- Accessible off-street parking**

14. The TCDSB has procedures [to prevent service disruptions to](#) our accessible areas of our public spaces. (TCDSB Notice of Disruption Document)

15. Use of Assistive Devices

- a. People with disabilities may use their own personal assistive devices, or those that may be provided by the Board, while obtaining any services provided in any premise of the Board.
- b. A person with a disability may enter any premise of the Board with that assistive device unless not allowed by law. If the device is not allowed by law, the person will be so advised and alternate options will be explored. If barriers to the use of an assistive device exist at any premises, these barriers, where reasonably possible, will be removed.

POLICY SECTION: ADMINISTRATION

SUB-SECTION:

POLICY NAME: ACCESSIBILITY STANDARDS FOR SERVICES AND FACILITIES

POLICY NO: A. 36

16. Service Animals and Support Persons

- a. Service animals are allowed to enter premises with any person with a disability, except where animals are not allowed by law.
- b. Where an animal is not allowed by law, alternate options will be explored to provide the service to the person with a disability.
- c. Support persons can go with any person with a disability in any area, on any Board premise. This will include attendance at any meetings or interviews.
- d. Depending on the circumstance, it may be appropriate for permission to be obtained from the person with the disability for their support person to attend a meeting or interview which could be considered private or confidential.
 - i. This permission can take many forms, depending on the specific needs of the person with the disability, and may
 - ii. include, written or verbal permission, a nod of the head, or otherwise.
 - iii. Permission should be documented by Board staff.
- e. In some instances, after consultation with the person with a disability, the Board may require that a person with a disability be accompanied by a support person when on Board premises, but only in such instances where a support person is necessary to protect the health and safety of the person with the disability, or others on the premises.
 - i. If there is an admission fee payable as a result of the person's attendance at the premise, the organization will waive any applicable admission or fare.

17. Notice of Temporary Disruption

- a. If there is a temporary disruption of facilities or services typically used by people with disabilities, notice of the disruption will be provided by posting information at the premise, on the Board website, voice messaging or any other reasonable alternative in the particular circumstances. Notice must include information about the reason for the disruption, the anticipated duration of the disruption and a description of alternative facilities or services,

POLICY SECTION: ADMINISTRATION

SUB-SECTION:

**POLICY NAME: ACCESSIBILITY STANDARDS FOR
SERVICES AND FACILITIES**

POLICY NO: A. 36

- b. if any, that are available. ~~This policy enables Board Staff, as appropriate, to design and implement required notices.~~
- c. ~~Notice may be given by posting information at the premise, on the Board website vice messaging or any other reasonable alternative in the particular circumstances. It is expected that consideration will be given to which people with disabilities will be most affected by the disruption and steps will be taken to ensure that the information about the disruption will be communicated in a way that best matches these needs.~~



POLICY SECTION: ADMINISTRATION

SUB-SECTION:

POLICY NAME: ACCESSIBILITY STANDARDS FOR SERVICES AND FACILITIES

POLICY NO: A. 36

18. Customer Service Training

- a. The Board will ensure that the following persons receive training about the provision of its services or facilities to persons with disabilities:
 - i. All employees and volunteers of the TCDSB;
 - ii. Every other person who provides services or facilities on behalf of the TCDSB; and
 - iii. Those who participate in developing the Board's policies.
- b. The training will include a review of the purposes of the *Accessibility for Ontarians with Disabilities Act, 2005* and the requirements of Customer Service Standards under Regulation 191/11 and address the following matters:
 - i. How to interact and communicate with persons with various types of disability;
 - ii. How to interact with persons with disabilities who use an assistive device or require the assistance of a guide dog or otherservice animal or the assistance of a support person;
 - iii. How to use equipment or devices available on Board premises, or otherwise provided by the Board, if any, that may help with the provision of services or facilities;
 - iv. What to do if a person with a particular disability is having difficulty accessing Board services.
- c. Training must be provided to each person as soon as practicable after assignment of applicable duties. Ongoing training must also be provided in connection with any changes to the policies, practices and procedures relating to the provision of services to people with disabilities.



POLICY SECTION: ADMINISTRATION

SUB-SECTION:

POLICY NAME: ACCESSIBILITY STANDARDS FOR SERVICES AND FACILITIES

POLICY NO: A. 36

- d. Records of the training will be kept including, the dates on which the training is provided and the number of individuals to whom it was provided.
- e. Upon request, the TCDSB will provide a copy of a document describing its training policy, summarizing the content of the training and specifying when the training is to be provided.

19. Feedback Process and Requirements

- a. Any person wishing to provide feedback to the Board about the manner in which it provides service and facilities to people with disabilities and whether the feedback process established is accessible to people with disabilities may do so in a variety of ways, including: in person, by telephone, in writing by email, hard copy, diskette or fax, or by some other communication technology. Some schools may already have feedback processes in place and those processes can continue under this policy provided that the processes are not inconsistent with this policy.
- b. Where appropriate, feedback will be forwarded to the Board's Human Resources Department, to the attention of Superintendent of Human Resources. Upon receipt of feedback the matter will be reviewed by the Superintendent or designate, and the person who submitted feedback shall be responded to either verbally or in writing, as appropriate, concerning the feedback and any action which may have been taken as a result.
- c. **If accommodations are not met, individuals are encouraged to notify the Superintendent of Accessibility. Customers can expect to hear back within forty eight (48) hours.**

POLICY SECTION: ADMINISTRATION

SUB-SECTION:

**POLICY NAME: ACCESSIBILITY STANDARDS FOR
SERVICES AND FACILITIES**

POLICY NO: A. 36

20. Responsibilities

- a. Trustees: To consider legislative requirements as well as the Board goals of accessibility and customer service for people with disabilities while developing and reviewing Board policies.
- b. Superintendents
 - i. To oversee, monitor and support principals, managers and other employees in implementing this policy;
 - ii. To strive to ensure that practices are consistent with the key principles of independence, dignity, integration and equality of opportunity; and
 - iii. To strive to ensure that all schools and workplaces facilitate excellent customer service for those with disabilities through a variety of appropriate means including, the use of assistive devices, service animals and/or support persons.
- c. Human Resources Department
 - i. To provide appropriate training/training guidelines for new and current staff, and volunteers, within appropriate timelines; and
 - ii. To report, as required, on this policy to the Accessibility Directorate of Ontario- Ministry of Community and Social Services;
 - iii. To receive, and deal with, any complaint received as a result of customer service provision to persons with disabilities.
- d. Principals and Managers
 - i. To comply with and implement the *Customer Service Standards* policy;
 - ii. To receive requests and feedback from customers with disabilities;

POLICY SECTION: ADMINISTRATION

SUB-SECTION:

**POLICY NAME: ACCESSIBILITY STANDARDS FOR
SERVICES AND FACILITIES**

POLICY NO: A. 36

- iii. To determine, in consultation with the others where necessary, the most appropriate accommodation(s) to provide customer service;
- iv. To ensure that front-line staff and volunteers interfacing with customers are trained to know the policy and procedures; and
- v. To ensure that agents or others who are dealing with the public are aware of the policy and procedures.

e. Staff

- i. To comply with and support the implementation of the *Customer Service Standards* policy and procedures in schools and workplaces;
- ii. To participate in required training related to this policy; and
- iii. To direct feedback from customers regarding the policy to their immediate supervisor

f. Customer

- i. To self-identify as having a disability for which they require assistance in accessing Board services and communicating such to the appropriate Board personnel; and
- ii. To collaborate with Board staff to determine suitable mode(s) of accommodation/assistance.



POLICY SECTION: ADMINISTRATION

SUB-SECTION:

POLICY NAME: ACCESSIBILITY STANDARDS FOR SERVICES AND FACILITIES

POLICY NO: A. 36

Definitions:

Accessibility for Ontarians with Disabilities Act, 2005 (AODA)

The purpose of the AODA is to develop, implement, and enforce accessibility standards or rules so that all Ontarians will benefit from accessible services, programs, spaces, and employment. The standards help organizations to prevent or remove barriers that limit the things people with disabilities can do, the places they can go, and the attitudes of service providers toward them.

Assistive Device: Any device used by people with disabilities to help increase, maintain or improve how a person with a disability can function. Such devices may include, but are not limited to, wheelchairs, walkers, white canes, oxygen tanks, electronic communication devices, elevators, stair lift etc.

Customer: Any person who uses the goods, services and facilities of the Board, including staff, students, parents and other members of the public.

Disability: As defined in the *Accessibility for Ontarians with Disabilities Act, 2005*, Section 2, means

- a. any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness;
- b. a condition of mental impairment or developmental disability;
- c. a learning disability or a dysfunction on one or more of the processes involved in understanding or using symbols or spoken language;
- d. a mental disorder, or,
- e. an injury or disability for which benefits were claimed or received under the *Workplace Safety and Insurance Act, 1997*.

POLICY SECTION: ADMINISTRATION

SUB-SECTION:

POLICY NAME: ACCESSIBILITY STANDARDS FOR SERVICES AND FACILITIES

POLICY NO: A. 36

Dignity: Refers to service which is provided in a way that allows the person with a disability to maintain self-respect and the respect of others.

Equal Opportunity: Refers to service which is provided in a way that allows the person with a disability access to goods and service at the same level given to others.

Independence: Allows the person with a disability to do things on their own without unnecessary interference from others.

Integration: Refers to service which is provided in a way that allows the person with a disability to benefit from the same services, in the same place, and in the same or similar manner as other customers, unless an alternate measure is necessary to enable the person with the disability to access the goods or services.

Service Animal: ~~An animal is a service animal for a person with a disability if,~~

~~(a) the animal can be readily identified as one that is being used by the person for reasons relating to the person's disability, as a result of visual indicators such as the vest or harness worn by the animal; or~~

~~(b) the person provides documentation from one of the following regulated health professionals confirming that the person requires the animal for reasons relating to the disability:~~

~~(i) A member of the College of Audiologists and Speech Language Pathologists of Ontario.~~

~~(ii) A member of the College of Chiropractors of Ontario.~~

~~(iii) A member of the College of Nurses of Ontario.~~

~~(iv) A member of the College of Occupational Therapists of Ontario.~~

~~(v) A member of the College of Optometrists of Ontario.~~



POLICY SECTION: ADMINISTRATION

SUB-SECTION:

POLICY NAME: ACCESSIBILITY STANDARDS FOR SERVICES AND FACILITIES

POLICY NO: A. 36

- ~~(vi) A member of the College of Physicians and Surgeons of Ontario.~~
- ~~(vii) A member of the College of Physiotherapists of Ontario.~~
- ~~(viii) A member of the College of Psychologists of Ontario.~~
- ~~(ix) A member of the College of Registered Psychotherapists and Registered Mental Health Therapists of Ontario. O. Reg. 165/16, s.16.~~

Service Animal: An animal that provides support to a person with a disability. The types of functions performed by service animals are diverse, and may or may not include sensory, medical, therapeutic, and emotional support services. Service animals can allow individuals to achieve greater independence in daily tasks and promote safety, mental well-being, and learning.

Support Person: in relation to a person with a disability, another person who accompanies him or her in order to help with communication, mobility, personal care or medical needs or with access to goods, services or facilities. A support person is distinct from an employee who supports a student in the system.

Evaluation and Metrics:

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

1. The TCDSB's Annual Accessibility Status Report will serve as an assessment and overview of the Board's achievements and status in working to provide barrier-free facilities, services, employment and instruction to our staff, students, parents, volunteers and Catholic community.
2. Recommendations from the Accessibility Working Group or any advice provided to the Director of Education will be assessed, monitored and considered for implementation.



REPORT TO

GOVERNANCE AND POLICY
COMMITTEE

REAL PROPERTY POLICY R.01 UPDATE

“Wherever they do not welcome you, as you are leaving that town shake the dust off your feet as a testimony against them.” - Luke 9:5

Drafted

May 25, 2022

Meeting Date

June 7, 2022

N. D’Urzo, Senior Manager, Real Property

E. Pallotta, Senior Coordinator, Development Services

M. Loberto, Superintendent, Planning and Development Services

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 an update to the *Real Property Policy. R.01*, to reflect revised legislation, operational procedures, and the inclusion of guidelines for the acquisition and development of school sites, as outlined in *Appendix “A”* attached to the report.

The cumulative staff time required to prepare this report was 12 hours

B. PURPOSE

1. This Recommendation Report is on the Order Paper of the Governance and Policy Committee as it recommends policy revision to conform with the needs of the Board with respect to the expropriation, disposition, leasing (and acquisition) of Real Property.

C. BACKGROUND

1. *Policy R.01* states that the TCDSB is committed to ensuring planning for school sites. TCDSB property is developed in accordance with relevant legislation and in conjunction with the plans of municipal councils, other school boards and other authorities to achieve maximum service to the community.
2. The Policy was last approved in June 2017 which recommended the rescindment of the *Sharing R.01, Site Acquisition R.04, School Sites Expansion R.05* policies. It was further amended to amalgamate the *Expropriation of Real Property R.07, Disposal of Real Property R.08, School Sites – Operating Budget Surplus R.10* policies into the new policy *Real Property R.01*.
3. Staff undertook a thorough review of *Policy R.01* and are recommending revisions to reflect legislative changes to *O. Reg. 20/98: Educational Development Charges – General* (June 2021).
4. The Board, at its meeting on February 18, 2021, brought forward a motion to develop an acquisition policy that incorporates a comprehensive set of criteria. By virtue of this, staff are proposing the re-introduction of guidelines for the acquisition and development of school sites as outlined in *Appendix “A”*.

D. EVIDENCE/RESEARCH/ANALYSIS

1. Since June of 2017, the *O.Reg.20/98: Educational Development Charges – General* has published several amendments (*September 1, 2017 – October 11, 2018, October 12, 2018 – March 28, 2019, March 29, 2019 – November 7, 2019, November 8, 2019 – May 20, 2021, May 21, 2021 – May 31, 2021, June 1, 2021*).
2. The latest version of the O. Reg. 20/98 (June 1, 2021) no longer incorporates Section 9(1) paragraph 8 under the EDC section (Division E) of the Education Act. Therefore, staff is recommending the deletion of Section 3. School Sites - Operating Budget Surplus along with subsections (a), (b), (c), (d) (i) and (ii) and (e) in the *R.01 Policy*.
3. In response to the February 18, 2021, Board motion, staff are proposing further amendments to the Policy which outlines the rationale for the Board to consider when acquiring and developing school sites. Such criteria are outlined in the Policy (*Appendix “A”*) and identified as the new Sections 1 (a) to (d), including School Site Considerations, and Section 3 Surplus Declaration.
4. This policy has been reviewed in consultation with staff from Finance, Planning and Development, Legal Services, and the Board’s EDC consultant.

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 as approved will be posted on the TCDSB Policy Register.

G. STAFF RECOMMENDATION

That the revised *Real Property Policy R.01*, outlined in Appendix A to this report, be adopted.



POLICY SECTION: REAL PROPERTY

SUB-SECTION:

POLICY NAME: Real Property

POLICY NO: R.01

Report – Appendix A

Date Approved: June 8, 2017	Date of Next Review:	Dates of Amendments:
Cross References: <i>Amending and Consolidating: R. 07 Expropriation of Real Property, R. 08 Disposal of Surplus Real Property, R. 10 School Sites – Operating Budget Surplus Alternative Arrangements for School Facilities: R.09, O. Reg. 444/98, O.Reg.20/98: Educational Development Charges – General</i>		
Appendix		

Purpose:

This policy is intended to provide guidance to the Board with respect to the expropriation, disposition, **acquisition**, and leasing of Real Property.

Scope and Responsibility:

This policy applies to all school sites and other TCDSB property as well as TCDSB's ability to acquire additional property. The Director of Education is responsible for this policy with the support of the Planning and Development Services.

Alignment with MYSP:

Learning – Growing in Knowledge

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



POLICY SECTION: REAL PROPERTY

SUB-SECTION:

POLICY NAME: Real Property

POLICY NO: R.01

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:

The TCDSB is committed to ensuring planning for school sites and other TCDSB property is developed in accordance with relevant legislation and in conjunction with the plans of municipal councils, other school boards and other authorities to achieve maximum service to the community. Forecasted accommodation needs provide strategic direction for site size and location. **Sites shall be sized and located to optimize available space for curricular and co-curricular programing. School boards are encouraged to collaborate with other school boards as well as municipal councils for the joint acquisition, construction and operation of land and facilities, whether used for cultural, recreational, educational and other community purposes. Such joint initiatives shall be considered in conjunction with Policy NO. R.09 – Alternative Arrangements for School Facilities. This does not preclude the board from acquisition/disposition of property through external private agencies in accordance with legislative requirements.**



POLICY SECTION: REAL PROPERTY

SUB-SECTION:

POLICY NAME: Real Property

POLICY NO: R.01

Regulations:

1. Acquisition and Development of Property

- a. As defined by the O.Reg. 20/98, school boards are to consider the acquisition of land as the board's primary means to address pupil accommodation needs. Acquisitions are funded through either; 1) Land Priorities Grant or 2) Education Development Charges (EDCs). Both require Ministry of Education Capital Branch approvals to proceed with acquisition.**
- b. Potential site locations are identified for acquisition through the Long Term Accommodation Plan (LTAP) and EDC Background Study processes.**
- c. As prescribed by Ontario Regulation 20/98, the Board shall assess its requirements for pupil places to be constructed in each area, and identify potential site locations based on the following table of usable site sizes:**

Elementary Schools	
Number of Pupils	Maximum Area (Acres)
1 to 400	4
401 to 500	5
501 to 600	6
601 to 700	7
701 or more	8



POLICY SECTION: REAL PROPERTY

SUB-SECTION:

POLICY NAME: Real Property

POLICY NO: R.01

Secondary Schools	
Number of Pupils	Maximum Area (Acres)
1 to 1000	12
1001 to 1100	13
1101 to 1200	14
1201 to 1300	15
1301 to 1400	16
1401 to 1500	17
1501 or more	18

- d. Standard site sizes may be reduced where the Board deems appropriate and/or where agreements are in place to allow for alternative arrangements to accommodate the required components of a typical school site (i.e. access to adjacent municipal park during school hours; shared facilities such as Library, Gym, etc.)

School Site Considerations:

- Acquired school sites to be free from unsafe conditions, significant legal and historic restrictions, and shall conform to the conditions required by the Ministry of Education.
- School sites to have adequate land to safely accommodate institutional and operational needs as well as satisfy community and athletic activities.
- School sites to be selected, where possible, in close proximity to a



POLICY SECTION: REAL PROPERTY

SUB-SECTION:

POLICY NAME: Real Property

POLICY NO: R.01

Catholic parish.

- **School sites to be centrally located within the proposed attendance area with convenient and proper arterial access for public and private transportation.**
- **School sites to also be free from excessive noise, environmental contaminants, highway approaches, flight paths, transmission corridors, including hydro and natural gas and commercial or industrial development.**
- **Legislation and Ministry directives encourage cooperation with co-terminous boards, municipalities and other public entities to provide for joint land use and cooperation of facilities where service to the students are directly supported by such facilities. These types of initiatives to be considered in accordance with Policy No. R.09 Alternative Arrangements for School Facilities.**
- **School sites to be located, wherever possible, adjacent to neighbourhood/community parks which may be used for school purposes.**
- **Podium schools, joint partnerships and co-build opportunities to be considered where appropriate.**

2. Expropriation of Real Property:

- a. The Expropriations Act, R.S.O., 1990, C.E.26 defines the process requirements a school Board, as an expropriating authority, must adhere to.



POLICY SECTION: REAL PROPERTY

SUB-SECTION:

POLICY NAME: Real Property

POLICY NO: R.01

- b. All expropriations are subject to Board approval.
- c. The procedure for hiring of consultants for expropriation such appraisers, surveyors, and real estate brokers follow the Board's Material Management procurement *Purchasing Policy FP01*.

3. Surplus Declaration:

- a. The board's Asset Inventory will be reviewed through the Long- Term Accommodation Plan process to determine properties not required for accommodation needs.
- b. A property will also be reviewed for need following completion of a Pupil Accommodation Review that will result in the closure of one or more facilities.
- c. Properties will be evaluated for need based on local accommodation needs, enrolment projections, demographic trending, accommodation strategies for construction management, alternative program need, and administrative requirements.

3. School Sites - Operating Budget Surplus:

- a. ~~Section 9(1) paragraph 8 of O. Reg 20/98 (Education Development Charges — General) provides that an education development background charge study must contain:~~

~~A statement from the board stating that it has reviewed its operating budget for savings that could be applied to reduce growth-related net education land costs, and the amount of any savings which it proposes to apply, if any.~~



POLICY SECTION: REAL PROPERTY

SUB-SECTION:

POLICY NAME: Real Property

POLICY NO: R.01

~~It is therefore necessary that the review referred to in section 9(1) paragraph 8 be conducted annually as part of the process of setting the estimates.~~

~~Under the Grants for Student Needs, only a surplus from the non-classroom part of the estimates is eligible to be used to acquire school sites, thereby reducing the "growth related net education land cost" and the education development charge that may be levied by the TCDSB.~~

b. ~~Where there has been or it appears that there will be surplus in the non-classroom part of the estimates of the TCDSB in a fiscal year, the Board shall determine whether all, part, or none of the surplus will be designated as available for the purpose of acquiring school sites by purchase, lease or otherwise.~~

c. ~~If there is, or it appears that there will be a surplus in the operating budget, the Board shall pass a motion substantially as follows:~~

~~Whereas it appears that there has been or that there will be a surplus in the non-classroom part of the budget;~~

d. ~~Moved that:~~

~~(i) The Board may designate an amount as available for the purpose of acquiring school sites by purchase, lease or otherwise;~~

~~(ii) The Board's reasons for so deciding are as follows:~~

~~[The Board may choose to direct some funds to the purchase of school sites or may decline to do so. Reasons for the decision should be~~



POLICY SECTION: REAL PROPERTY

SUB-SECTION:

POLICY NAME: Real Property

POLICY NO: R.01

~~included which indicate where the board will be directing the funds and its basic reasons for doing so. The purpose for this part of the motion is to ensure that a clear record of the board's decision and its reasons are available as part of the public record for inclusion in the education development charge background study. This is particularly necessary as evidence for the Ontario Municipal Board in the event of an appeal of the by-law.]~~

- ~~e. If there is no surplus, or it appears that there will not be a surplus in the operating budget, no further action is required with respect to this Policy."~~

4. Disposal of Surplus Real Property:

- a. The TCDSB shall dispose of surplus real properties in accordance with the requirements of section 194(3) of the *Education Act*.
- b. The TCDSB shall approve the method of disposition, sale or lease, and issue a proposal in accordance with *Ontario Regulation 444/98; Disposition of Surplus Property*, made under the *Education Act*.
- c. Should no offers in compliance with the *Ontario Regulation 444/98; Disposition of Surplus Property* be received, and subject to Ministry of Education approval, the TCDSB may proceed with the disposition of the property, at fair market value, to any other body or persons.
- d. All Purchase and Sale Agreements and/or Lease Agreements are subject to Board approval.



POLICY SECTION: REAL PROPERTY

SUB-SECTION:

POLICY NAME: Real Property

POLICY NO: R.01

Definitions:

Real Property shall mean block land, building lots, relocatable schools, administration buildings and all other forms of real estate, and shall include all rights which flow from its ownership.

A Sale shall mean any of the following:

- i) Transfer of freehold title upon payment of the total purchase price on closing;
- ii) Transfer of title with part payment in cash and the balance by mortgage;
- iii) By agreement, with part payment in cash and the balance due at a later date prior to transfer of freehold title;
- iv) Conveyance of real property by long term lease with, or without, an option to obtain freehold title upon payment of a price previously established, or to be negotiated;
- v) Exchange of real property.

Expropriation is the forced purchase of land by a public authority from a private owner.

Disposition is the act of disposing; transferring to the care or possession of another. The parting with, alienation of, or giving up of property.

Evaluation and Metrics:

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

Development Services will continue to monitor and review the policy to



POLICY SECTION: REAL PROPERTY

SUB-SECTION:

POLICY NAME: Real Property

POLICY NO: R.01

ensure compliance with current Statutory and Regulatory requirements with respect to Real Property.



REPORT TO

GOVERNANCE AND POLICY
COMMITTEE

RENTAL OF SURPLUS SCHOOL SPACE POLICY B.R.01 ANNUAL POLICY METRIC

“Land that drinks in the rain often falling on it and that produces a crop useful to those for whom it is farmed receives the blessing of God.”, Hebrews 6:7

Drafted

May 25, 2022

Meeting Date

June 7, 2022

N. D’Urzo, Sr. Manager, Development Services

E. Pallotta, Sr. Coordinator, Development Services

M. Loberto, Superintendent, Planning and Development Services

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



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Associate Director of Academic
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Associate Director of Facilities,
Business & Community Development

Ryan Putnam
Chief Financial Officer & Treasurer

A. EXECUTIVE SUMMARY

This report is an annual requirement of *Policy B.R.01 – Rental of Surplus School Space & Properties*. An updated accounting of surplus space rental is included as well as a response to a motion received at the February 18, 2021 meeting of the Board.

The TCDSB is currently managing the use of twelve (12) properties, previously vacated as operating school buildings.

- Three (3) are leased.
- Five (5) properties are being used as temporary accommodation for TCDSB schools relocated due to active capital projects.
- Two (2) properties are being held for emergency purposes.
- Three (3) properties were acquired for capital funded replacement school sites.

The cumulative staff time required to prepare this report was 12 hours

B. PURPOSE

1. This report addresses the requirement for an annual report, as outlined in *Policy B.R01 Rental of Surplus School Space & Properties*.
2. At the February 18, 2021 meeting of the Board , the following was approved:

“THEREFORE BE IT RESOLVED THAT:

 - 1. A report be provided to consider and include :*
 - A) setting up a real property subsidiary; and*
 - B) develop an acquisition policy that incorporates a comprehensive set of criteria*

2. That this item be referred to the Governance and Policy Committee.”

C. BACKGROUND

1. ***Policy B.R.01 Rental of Surplus School Space & Properties governs how surplus school properties are treated.*** The policy provides details on regulations for which the Board is required to adhere to when it makes a decision to lease or otherwise make available surplus school space which has been declared surplus to the educational needs of the TCDSB.
2. ***The treatment of surplus school properties is also rooted in legislation.*** *Ontario Regulation 444/98*, under the Education Act, governs how School Boards

dispose of surplus school property by sale or lease. Through *Ontario Regulation 444/98, Disposition of Surplus Real Property*, school boards follow a two-step process to dispose of a property.

- **Step 1** - offer to public agencies, coterminous school boards and preferred agencies where public entities have 90 days to express interest in the property and an additional 90 days to submit an offer.

If the Board does not receive an offer from the bodies listed above within the prescribed period,

- **Step 2** - subject to the approval of the Minister, disposal to any other body or person.

D. EVIDENCE/RESEARCH/ANALYSIS

1. ***TCDSB has twelve (12) properties being managed currently as closed/vacant sites.*** Details of use are outlined below.

Property	Status	Available for Lease/Sale/TCDSB Occupancy
Former Christ the King	Temporary Accommodation – St. Leo	2024
Senhor Santo Cristo	Lease expiring, short term film production license being finalized	November 2022
St. Gerard Majella	Leased – Private School	2023
St. Leonard	Leased – Conseil Scolaire Viamonde	2023 - tenant option to renew
Don Bosco	Temporary Accommodation – Dante Alighieri	2025
St. Bernadette	Emergency/Short-Term Use	Core Hold - current short-term film license
St. Veronica	Emergency/Short-Term Use	Core Hold – renewal work ongoing
Holy Redeemer	Temporary Accommodation – St. Matthias	2024
St. Philip Neri	Temporary Accommodation – St. Antoine Daniel	2024
Former N.A. Boylen	Short-Term Permit Use	To be demolished for new St. Fidelis

Former Baycrest	Awaiting TDSB relocation	To be demolished for new TCDSB elementary school
Former Buttonwood	Temporary Accommodation – Holy Angels	To be demolished for new TCDSB elementary school

A listing of TCDSB vacant land is also provided as *Appendix ‘A’* of this report.

2. ***No properties have recently been declared surplus.*** Resulting from a Ministry decision to review and revise Pupil Accommodation Review Guidelines in 2017, a moratorium on school closures remains in place until completion of that review. Staff have continued to seek updates from the Ministry on this matter, however no definitive timeline for the release of the guidelines has been provided.
3. ***The TDSB established a separate entity, Toronto Lands Corporation (TLC), to manage their significant asset portfolio in 2007.*** With over 600 operating schools and an additional 70-90 properties in varied situations of lease, vacancy and tenancy, TLC manages all TDSB’s real estate and property interests as directed by the TDSB. ***The TDSB real estate portfolio is more than 3 times the size of that of the TCDSB.***
4. ***TCDSB real estate matters are managed through Development Services.*** TCDSB assets total approximately 200 operating schools and the closed/vacant properties as noted above. A real property subsidiary is not required to manage the portfolio at this time.
5. ***The acquisition and disposition of assets is governed by Real Property Policy R.01*** which is being updated in a concurrent report to the Governance and Policy Committee. Updates include parameters and methodology for identifying sites to acquire and therefore, there is no need to establish a real estate subsidiary
6. ***Strategies to effectively plan for site acquisition and management are included as parts of both the Long-Term Accommodation Plan (LTAP) and the EDC Background Study.*** Both processes work in tandem to identify areas of growth that are not sufficiently served by existing facilities. The EDC Background Study provides calculations indicating eligibility for use of EDC Reserves for land purchases by area.
7. ***Prepared 15-year school enrolment projections are used to determine the number of growth-related school sites required as a result of anticipated***

enrolment growth. The information respecting projected enrolment and growth-related site needs is compared to, and aligned with, the Board's capital priority needs, where Board decisions have been made.

8. ***The TCDSB continues to seek opportunities to acquire lands to serve growth-related needs,*** including partnership opportunities, acquiring surplus co-terminous board school sites, and making the difficult decision to expropriate properties where no other viable options are available to the Board.

E. METRICS AND ACCOUNTABILITY

1. Both the Long-Term Accommodation Plan and the EDC By-Law are due for renewal within the next year. Consultants will be engaged to begin these renewal processes.
2. Community consultation and Board reporting are integral parts of both processes.

F. CONCLUDING STATEMENT

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

TCDSB Vacant Land

Ward	Name	Address	Size (Acres)	Notes
8	Aspen Ridge Site (Progress/Sheppard E)	5183 SHEPPARD AVE E	2.5	City of Toronto interest
8	Mattamy/McAsphalt Site	50 ROUGE RIVER DR	10.84	City of Toronto interest in partnership for cricket pitch
8	Port Union Site	5421 LAWRENCE AVE E	3	50 % ownership with TDSB
9	Duke of York/Regent Park P.S.	20 REGENT ST	3.5	Parking Licence Agreement
11	St Joseph's Morrow Park - Townhomes	3348 F, I, K, M BAYVIEW AVE	n/a	Preparing for disposition

GOVERNANCE AND POLICY COMMITTEE

PENDING LIST TO JUNE 7, 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 Review Guidelines with extensive community and Section E Implementation, Strategic	Superintendent Fernandes

#	Date Requested & Committee/Board	Report Due Date	Destination of Report Committee/Board	Subject	Delegated To
6				Communications and Stakeholder Engagement Plan (Ministry Memo 2018: B10 – Final Pupil Accommodation Review Guidelines and Updated on Integrated Planning and Supports for Urban Education)	
	Jan-2019 Governance and Policy	TBC	Governance and Policy	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 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)	Superintendent Fernandes
7	Mar-2019 Special Board	TBC <i>Subject to NEW Ministry policy/regulation dealing with student exclusions</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 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 That students should not be excused unless it can be demonstrated that the student presents an	Superintendent Fernandes

#	Date Requested & Committee/Board	Report Due Date	Destination of Report Committee/Board	Subject	Delegated To
				<p>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 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</p> <p>That a refusal to admit policy be referred to the Governance and Policy Committee; and that staff prepare a comprehensive report on the</p>	

#	Date Requested & Committee/Board	Report Due Date	Destination of Report Committee/Board	Subject	Delegated To
				implementation of a refusal to report policy (Accountability Framework for Special Education 2018-19)	
8	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
9	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
10	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
11	June 2021 Corporate Services	TBC	Governance and Policy	WHEREAS: Notices of motions/motions and amendments are used to bring proposals for consideration by Trustees; WHEREAS: Notices of motions/motions and amendments are submitted in writing; WHEREAS: Preamble clauses are whereas	Superintendent Fernandes

#	Date Requested & Committee/Board	Report Due Date	Destination of Report Committee/Board	Subject	Delegated To
				<p>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 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,</p>	

#	Date Requested & Committee/Board	Report Due Date	Destination of Report Committee/Board	Subject	Delegated To
				<p>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> <p>WHEREAS: Negative preambles should be avoided;</p> <p>WHEREAS: Members are not endorsing whereas comments when voting for a resolution; and</p>	

#	Date Requested & Committee/Board	Report Due Date	Destination of Report Committee/Board	Subject	Delegated To
				<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> <p>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</p> <p>(Consideration of Motion from Trustee Rizzo regarding Notice of Motions)</p>	

#	Date Requested & Committee/Board	Report Due Date	Destination of Report Committee/Board	Subject	Delegated To
12	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
13.	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
14.	December 2021 Governance and Policy	TBC	Governance and Policy	That the Update to Operational Procedures on Selection Process for Community and Parent/Guardian Membership on Advisory/Ad Hoc Committees be referred back to staff to incorporate all the amendments and to provide a comprehensive policy on recruitment processes for all types of Board Committees involving community members including Advisory, Ad hoc and Statutory Committees (Update to Operational Procedures on Selection Process for Community and Parent/Guardian Membership on Advisory / Ad Hoc Committees)	Superintendent Wujek

#	Date Requested & Committee/Board	Report Due Date	Destination of Report Committee/Board	Subject	Delegated To
15.	April 19, 2022 Governance and Policy	TBC	Governance and Policy	<p>Received and referred to staff to come back with a Policy:</p> <p>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</p> <p>2. Be It Resolved That: Staff provide a summary of the dates and months of dedication to the Governance and Policy Committee (Days of Recognition).</p>	Shazia Vlahos
16.	May 10, 2022 Governance and Policy	November 1, 2022	Governance and Policy	<p>Staff advised that a draft report on the following will come to the November 1, 2022 Governance and Policy Committee Meeting:</p> <p>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;</p> <p>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</p>	Superintendent Wujek

#	Date Requested & Committee/Board	Report Due Date	Destination of Report Committee/Board	Subject	Delegated To
				<p>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.</p> <p>BE IT RESOLVED THAT: Procedural, governance and reporting issues related to Advisory Committees be referred to the Governance and Policy Committee for review (Update on Request for Report regarding Consideration of Motion from Trustee Tanuan regarding Special Board Advisory Committee on Race Relations (Verbal) - John Wujek, Superintendent of Education)</p>	

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

GAP Date	Policy or Procedure	Policy #	Key Contact (s)
January 11	Access Control	B.B.05	M. Farrell (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	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
	Right to Disconnect Policy	H.M.06	C. Caldwell
	<i>Verbal Report - Parameters for Advisory Committees</i>		J. Wujek
June 7	Real Property	R.01	M. Loberto
	Insurance for School Volunteers	I.01	R. Putnam
	<i>Up-date from the By-Law Ad Hoc Committee on proposed changes</i>		Wujek/Caldwell
	<i>TCDSB Operating By-Law Number 175 - Report</i>		
	Accessibility Standards for Services and Facilities/ Accessibility	A.36/A.35	F. Cifelli
	<i>Rental of School Space Policy Metric - Report</i>	B.R.01	M. Loberto
September 6	School Names	S.07	S. Campbell
	Fund Raising Policy	S.M.04	R. Putnam
	Donation and Sponsorship	F.F.02	R. Putnam
	Bullying Prevention and Intervention	S.S.11	M. Caccamo
	Sweatshop-Free Purchasing	F.P.04	R. Putnam
October 4	Alcohol, Cannabis and Other Drugs	S.S.03	M. Caccamo /L.DiMarco
			L. Coulter/M.Meehan
	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	L. Coulter
	Art Collection	A.22	M. Zlomislic
	NEW - Human Rights Policy		L. Latham

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

	International Languages (Elementary)	S.P.05	J. Bria
November 1	Non-Union Employee Handbook	H.M.02	L. Coulter
	ICod Policy (NEW)	TBD	L. Coulter
	Community Engagement	T.07	A. Ceddia
	Guidelines for Trustees, Parents and Staff in Addressing School	A. 33	L. Coulter
December 6	Direction of Propety Taxes for Separate Education School Support	F.M.03	M. Loberto
	Complaint Against a Staff Member	H.M.30	L. Coulter
	Employment Equity	H.M.11	L. Coulter
	Demolition	R. 02	M. Loberto