

TORONTO CATHOLIC DISTRICT SCHOOL BOARD REGULAR MEETING Public Session

AGENDA November 21, 2024

Nancy Crawford, Chair
Trustee Ward 12



Ida Li Preti
Trustee Ward 3

Markus de Domenico, Vice Chair
Trustee Ward 2

MULTI-YEAR STRATEGIC PLAN
2022 - 2025

Teresa Lubinski
Trustee Ward 4

Frank D'Amico
Trustee Ward 6

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

Joseph Martino
Trustee Ward 1

Michael Del Grande
Trustee Ward 7



Kevin Morrison
Trustee Ward 9

Daniel Di Giorgio
Trustee Ward 10

Maria Rizzo
Trustee Ward 5

Angela Kennedy
Trustee Ward 11

Garry Tanuan
Trustee Ward 8

Ruben Da Silveira
Student Trustee

JoyGold Goodluck
Student Trustee

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: Sapphire Adaikpoh, 416-222-8282 Ext. 2295

Dr. Brendan Browne
Director of Education

Nancy Crawford
Chair of the Board

Land Acknowledgement

The land we walk on belongs to the Creator. Earth does not belong to humanity but rather, humanity is part of the Earth. The land was created to be enjoyed by all living beings, a principle reflected in The Dish with One Spoon covenant. Taking only what we need to preserve our earth for future generations, leaving some for others as a sign of our respect and caring, and keeping it clean by revitalizing the land to sustain generations to come.

All Toronto Catholic District School Board properties are situated on the traditional territories of the Anishinabek, the Haudenosaunee Confederacy, and the Wendat peoples. We recognize that the land covered by Treaty 13 is held by the Mississaugas of the Credit First Nation. We also listen to the echoes of their prayers to the Creator, and respect the beauty of Mother Earth while striving to learn and draw wisdom from First Nations, Inuit and Métis traditions.

La reconnaissance des territoires

Les terres sur lesquelles nous marchons appartiennent au Créateur. La Terre n'appartient pas à l'humanité mais c'est plutôt l'humanité qui fait partie de la Terre. Les terres ont été créées pour que chaque être vivant puisse en profiter. Ce principe se reflète dans l'accord du « bol à une seule cuillère » qui vise à prendre seulement ce dont nous avons besoin afin de préserver notre terre pour les générations futures, en laissant suffisamment aux autres en guise de respect et de bienveillance, tout en la maintenant propre par sa revitalisation, en vue des générations à venir.

L'ensemble des propriétés du Toronto Catholic District School Board se situent sur les terres traditionnelles des peuples Anishinabés, de la Confédération de Haudenosaunis, et des peuples Wendats. Nous reconnaissons que le territoire ciblé dans le Traité 13 appartient à la Première Nation des Mississaugas de Credit. Nous écoutons également les échos de leurs prières envers le Créateur et le respect de la beauté de notre Terre nourricière, tout en nous efforçant d'apprendre et de nous référer à la sagesse issue des traditions des Premières Nations, Inuit et Métis.

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AGENDA

REGULAR MEETING OF THE TORONTO CATHOLIC DISTRICT SCHOOL BOARD PUBLIC SESSION

Nancy Crawford, Chair

Markus de Domenico, Vice Chair

Thursday, November 21, 2024

7:00 P.M.

	Pages
1. Call to Order	
2. Memorials and Opening Prayer	
3. Land Acknowledgement	
4. Singing of O Canada	
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22.	Listing of Communications	
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*Mike Del Grande
Trustee Ward 7*

E-mail: Mike.DelGrande@tcdsb.org

Voicemail: 416-512-3407

To: Regular Board Meeting, November 21, 2024

From: Mike Del Grande, Trustee Ward 7

Subject: Notice of Motion – Prayer to Saint Michael The Archangel

MOVED BY: Trustee Mike Del Grande, Toronto Catholic District School Board. Seconded by

WHEREAS: Archangel Michael is God's top angel, leading all the angels in heaven. He is also known as St. Michael. Michael means "*Who is like God?*"

St. Michael's main characteristics are exceptional strength and courage. Michael fights for good to prevail over evil and empowers believers to set their faith in God on fire with passion. He protects and defends people who love God. The faithful often implore St. Michael's help to gain the courage they need to overcome their fears, obtain strength to resist temptations to sin and instead do what is right and stay safe in dangerous situations.

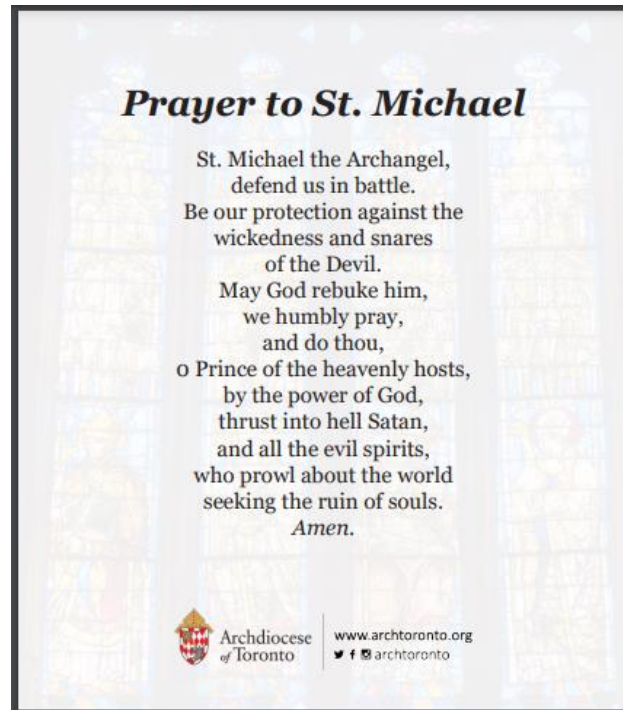
St. Michael holds the distinction of being featured more often than any other named angel in major religious texts. The Torah, Bible, and Qur'an all mention Michael. The Bible describes Michael in Revelation 12:7-12 leading armies of angels that battle Satan and his demons during the world's last conflict. The Bible says Michael and angelic troops finally emerge victorious, which also mentions in 1 Thessalonians 4:16 that Michael will accompany Jesus Christ when he returns to Earth;

WHEREAS: St. Michael The Archangel is the Patron Saint of the Archdiocese of Toronto;

WHEREAS: The Archdiocese of Toronto led by Archbishop Emeritus Cardinal Thomas Collins and Archbishop Cardinal-Designate Francis Leo have encouraged all parishes to recite the St. Michael Prayer in Sunday Masses across the Archdiocese; and

WHEREAS: The Toronto Catholic District School Board has not formally approved of the Prayer to St. Michael The Archangel at its meetings.

THEREFORE BE IT RESOLVED THAT: The Prayer to St. Michael The Archangel will be recited in public at least once a month at any Board Committee and/or Board Meeting.



Mike Del Grande
Trustee Ward 7

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**MINUTES OF THE SPECIAL MEETING OF THE
TORONTO CATHOLIC DISTRICT SCHOOL BOARD**

HELD THURSDAY, OCTOBER 03, 2024

STUDENT ACHIEVEMENT

PRESENT:

Trustees:

N. Crawford, Chair of the Board
M. de Domenico, Vice-Chair of the Board
I. Li Preti, Chair of the Committee
K. Morrison, Vice Chair of the Committee
F. D'Amico
M. Del Grande – Virtual
D. Di Giorgio – Virtual
T. Lubinski
J. Martino
M. Rizzo – Virtual
G. Tanuan

Student Trustee:

R. Da Silveira

Staff:

B. Browne
D. Boyce
A. Della Mora
A. Ceddia
C. Fernandes
P. Aguiar
A. Bria
M. Caccamo

F. Cifelli
R. D'Addario
G. Danfulani
L. DiMarco
K. Dixon
R. Fernandes
M. Meehan
R. Peterson
R. Walo
M. Zlomislic

S. Harris, Recording Secretary
S. Adaikpoh, Assistant Recording Secretary

5. Roll Call and Apologies

Trustee Kennedy and Student Trustee Goodluck were absent.

8. Declarations of Interest

There were none.

MOVED by Trustee Li Preti, seconded by Trustee Tanuan, that all Items discussed in PRIVATE and PUBLIC Sessions be approved.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
D'Amico
de Domenico
Del Grande
Di Giorgio
Li Preti
Lubinski

Martino
Morrison
Rizzo
Tanuan

The Motion was declared

CARRIED

Trustee Martino left the meeting at 8:17 pm.

Student Trustee Da Silveira returned to the horseshoe at 8:18 pm.

MOVED by Trustee Li Preti, seconded by Trustee de Domenico, that the meeting resolve back into Student Achievement and Well-Being, Catholic Education and Human Resources Committee.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
D'Amico
de Domenico
Del Grande
Di Giorgio
Li Preti
Lubinski
Morrison
Rizzo
Tanuan

The Motion was declared

CARRIED

Student Trustee Da Silveira wished to be recorded as voted in favour.

SECRETARY

CHAIR

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MINUTES OF THE SPECIAL MEETING OF THE TORONTO CATHOLIC DISTRICT SCHOOL BOARD

HELD THURSDAY, OCTOBER 10, 2024

Corporate Services

PRESENT:

Trustees:

N. Crawford, Chair of the Board
M. de Domenico, Vice-Chair of the Board
T. Lubinski, Chair of the Committee
A. Kennedy, Vice-Chair of the Committee
F. D'Amico
M. Del Grande – Virtual
D. Di Giorgio
I. Li Preti
J. Martino
M. Rizzo
G. Tanuan

Staff:

B. Browne
D. Boyce
R. Putnam
M. Damad
M. Farrell
M. Loberto
M. Zlomislic

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

3. Roll Call and Apologies

Apologies were extended on behalf of Student Trustees Da Silveira and Goodluck. Trustee Morrison was absent.

8. Declarations of Interest

There were none.

The Items dealt with at the Corporate Services, Strategic Planning and Property Committee Meeting in PUBLIC Session were deemed presented.

MOVED by Trustee Lubinski, seconded by Trustee Tanuan, that all matters dealt with in PUBLIC Session be approved.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
D'Amico
de Domenico
Del Grande
Di Giorgio
Kennedy
Li Preti
Lubinski
Martino
Rizzo
Tanuan

The Motion was declared

CARRIED

MOVED by Trustee Lubinski, seconded by Trustee Martino, that the meeting resolve back into Corporate Services, Strategic Planning and Property Committee meeting.

Results of the Vote taken, as follows:

In favour

Opposed

Trustees Crawford
D'Amico
de Domenico
Del Grande
Di Giorgio
Kennedy
Li Preti
Lubinski
Martino
Rizzo
Tanuan

The Motion was declared

CARRIED

SECRETARY

CHAIR

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**MINUTES OF THE REGULAR MEETING OF THE
TORONTO CATHOLIC DISTRICT SCHOOL BOARD
PUBLIC SESSION**

HELD THURSDAY, OCTOBER 24, 2024

PRESENT:

Trustees:

N. Crawford – Chair
M. de Domenico – Vice Chair
F. D’Amico
D. Di Giorgio
A. Kennedy
I. Li Preti
T. Lubinski – In Person and Virtual
J. Martino
K. Morrison
M. Rizzo
G. Tanuan

Student Trustees:

R. Da Silveira
J. Goodluck

Staff:

B. Browne
D. Boyce
A. Della Mora
R. Putnam
S. Campbell
A. Ceddia
L. Coulter

C. Fernandes
M. Damad
A. Bria
F. Cifelli
G. Danfulani
K. Dixon
M. Farrell
R. Fernandes
M. Loberto
M. Meehan
R. Peterson
S. Vlahos
R. Walo
M. Zlomislic

S. Harris, Recording Secretary

S. Adaikpoh, Assistant Recording Secretary

3. Roll Call and Apologies

An apology was extended on behalf of Trustee Del Grande.

6. Approval of the Agenda

MOVED by Trustee Kennedy, seconded by Trustee Rizzo, that the Agenda, as amended to include Items 8b) Notice of Motion from Trustee Di Giorgio regarding Autism Research Request/Support; 21a) From the City-School Boards Advisory Committee regarding Childcare Centres - Trustee Rizzo, (Verbal); Inquiries from: 23a) Trustee Kennedy regarding Decision on a Recent Litigation Matter; and 23b) Trustee Di Giorgio regarding Catholic Education Center (CEC) Parking Lot Renovations, be approved.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
D'Amico
de Domenico
Di Giorgio
Kennedy
Li Preti
Lubinski
Martino
Morrison
Rizzo
Tanuan

The Motion was declared

CARRIED

Student Trustees Da Silveira and Goodluck wished to be recorded as voted in favour.

7. Reports from Private Session

There was no PRIVATE Session.

8. Notices of Motion

MOVED by Trustee Kennedy, seconded by Trustee Crawford, that Item 8a) be adopted as follows:

- 8a) From Trustee Kennedy regarding Parliamentary Services** that this be discussed at the November 21, 2024 Regular Board Meeting:

WHEREAS: The Toronto Catholic District School Board (TCDSB) is the largest publicly funded Catholic Board in the province of Ontario and in Canada;

WHEREAS: The Toronto Catholic District School Board must make decisions in compliance with many pieces of legislation including the Education Act, the Constitution of Canada, the Charter of Rights and Freedoms, the Ontario Human Rights Code, Canon Law of the Roman Catholic Church, and our own By-law 175;

WHEREAS: Governance by Roberts Rules is complex and requires expertise in many instances;

WHEREAS: If the Toronto Catholic District School Board makes a decision inappropriately it could be challenged by a ratepayer, or in court, or by the Ministry of Education;

WHEREAS: We have an obligation to our voters, parents, students and staff to govern without error and in accordance with the highest standards of governance;

WHEREAS: Governing according to the expected standard rules is understood by everyone to be fair and equitable; and

WHEREAS: Conditions arise at Board meetings or at Committee Meetings of the Board when the services of a Parliamentarian would be advantageous to deal with complex or contentious issues;

THEREFORE BE IT RESOLVED THAT: Staff investigate the times when the interventions of a Parliamentarian have been most helpful in previous meetings of the Board or its Committees, categorize those interventions, and bring a report to December Board proposing an economically feasible way to procure the services of a Parliamentarian for situations categorized as high priority.

MOVED by Trustee Di Giorgio, seconded by Trustee Morrison, that Item 8b) be adopted as follows:

- 8b) From Trustee Di Giorgio regarding Delegation** that this be discussed at the November 21, 2024 Regular Board Meeting:

WHEREAS: In my experience at the Board, delegations have been permitted on Agenda items. More specifically, at the same meeting at which a decision was expected to be made;

WHEREAS: Staff has taken the position that the existing boundary review policy only allows for public input (i.e. delegations or written submissions) at a meeting prior to the meeting where a decision is intended to be made;

WHEREAS: My understanding of the policy is that there is nothing which explicitly states that stakeholders not be permitted to delegate at the meeting at which the item will be considered (i.e. a decision is expected to be made);

WHEREAS: I am not sure what the intent of Board members was when this policy was created but I do not agree with Staff's interpretation of the policy;

WHEREAS: I believe not letting stakeholders delegate at the meeting where a decision is scheduled to be made weakens public input and is counterintuitive; and

WHEREAS: I believe our Delegation Policy permits delegations at any public meeting, assuming relevant submission deadlines are met. Therefore, this does not require a policy revision;

THEREFORE BE IT RESOLVED THAT: The Board of Trustees confirm to Staff that delegations related to an Agenda item, including but not limited to boundary review related items, be permitted at any public meeting assuming the requirements of our Delegation Policy have been met.

9. Declarations of Interest

There were none.

10. Approval and Signing of Minutes of the Previous Meetings

MOVED by Trustee Martino, seconded by Trustee Tanuan, that Items 10a), 10b) and 10c) be adopted as follows:

10a) Special Board (Student Achievement) Held September 5, 2024 approved;

10b) **Special Board (Corporate Services) Held September 12, 2024** approved;
and

10c) **Regular Board Held September 19, 2024** approved.

The Motion was declared

CARRIED

11. **Presentations**

MOVED by Trustee de Domenico, seconded by Trustee Morrison, that Item 11a) be adopted as follows:

11a) **From the Chair of the Board** received.

The Motion was declared

CARRIED

MOVED by Trustee Kennedy, seconded by Trustee Rizzo, that Item 11b) be adopted as follows:

11b) **From the Director of Education** received.

The Motion was declared

CARRIED

MOVED by Trustee Martino, seconded by Trustee Tanuan, that Item 11c) be adopted as follows:

11c) From the Student Trustee(s) received.

The Motion was declared

CARRIED

Trustee Morrison left the horseshoe at 7:41 pm and returned at 7:42 pm.

Trustee Crawford relinquished the Chair to Trustee Kennedy.

Trustee Martino left the horseshoe at 7:53 pm and returned at 7:55 pm.

MOVED by Trustee Di Giorgio, seconded by Trustee Morrison, that Item 11d) be adopted as follows:

11d) Catholic School Trustees/Boards Celebrating Local Government Week - Nancy Crawford, Chair of the Board and Trustee Ward 12, Markus de Domenico, Vice-Chair of the Board and Trustee Ward 2 received.

The Motion was declared

CARRIED

Trustee Crawford reassumed the Chair.

Consideration of Motions For Which Previous Notice Has Been Given

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

13a) From Trustee Rizzo regarding Permitting of Grounds and Facilities at Loretto Abbey Catholic Secondary School for Special Event:

WHEREAS: Loretto Abbey Catholic Secondary School is a picturesque setting for photos, weddings and events complete with historical architecture, stunning chapel, large common spaces and beautiful grounds;

WHEREAS: Requests for photography, weddings and other events are presently not permitted at Loretto Abbey Catholic Secondary School;

WHEREAS: Loretto Abbey provides a sentimental and historic meaning to families who may wish to book a space for special events;

WHEREAS: Loretto Abbey grounds are often used for engagement and wedding photos and very little if any revenues are generated;

WHEREAS: Many requests are received from the public for the use of the chapel, common areas and grounds by the school and the local trustee for the use of Loretto Abbey for special events including weddings, engagements etc; and

WHEREAS: Toronto Catholic District School Board (TCDSB) may be able to generate revenue by permitting photography, weddings and other special events by use of the Loretto Abbey facilities.

1. THEREFORE BE IT RESOLVED THAT: Loretto Abbey and its grounds be considered as a venue to be permitted for photography, weddings/engagements and other special events; and
2. BE IT FURTHER RESOLVED THAT: Staff prepare a report on the impacts and revenues that may be generated from permitting the grounds and facilities at Loretto Abbey Catholic Secondary School.

Student Trustee Da Silveira left the horseshoe at 8:10 pm and returned at 8:12 pm.

Trustee Lubinski requested that the votes be seriatim.

Results of the Vote taken on Part 1, as follows:

In Favour

Opposed

Trustees Crawford
D'Amico
de Domenico
Di Giorgio
Kennedy
Li Preti
Martino
Morrison
Rizzo
Tanuan

Lubinski

Part 1 of the Motion was declared

CARRIED

Student Trustees Da Silveira and Goodluck wished to be recorded as voted in favour.

Results of the Vote taken on Part 2 of the Motion, as follows:

In Favour

Opposed

Trustees Crawford
D'Amico
de Domenico
Di Giorgio
Kennedy
Li Preti
Lubinski
Martino

Morrison
Rizzo
Tanuan

Part 2 of the Motion was declared

CARRIED

Student Trustees Da Silveira and Goodluck wished to be recorded as voted in favour.

MOVED by Trustee Di Giorgio, seconded by Trustee Tanuan, that Item 13b) be adopted as follows:

13b) From Trustee Di Giorgio regarding Autism Research Request/Support:

WHEREAS: There appears to be an increase in the prevalence of autism in our schools; and

WHEREAS: Trustees have limited visibility into relevant data on this topic.

BE IT RESOLVED THAT: Staff bring a report outlining three years of historical data, system wide capturing:

- Number of students at the elementary and secondary levels and corresponding growth rates;
- Central Human Resources allocated to Autism support (and any corresponding growth or decline in these resources); and
- Insights into the geographical distribution of relevant students with an emphasis on ward demographics including socio economic data.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
D'Amico
de Domenico
Di Giorgio
Li Preti
Lubinski
Martino
Morrison
Rizzo
Tanuan

Kennedy

The Motion was declared

CARRIED

Student Trustees Da Silveira and Goodluck wished to be recorded as voted in favour.

14. Consent and Review

The Chair reviewed the Order Page and the following Items were held:

- 19b) Education Quality Accountability Office Assessment Results 2023- 2024—
Trustee Rizzo;
- 19c) Employee and Family Assistance Program (EFAP) – Trustee Rizzo;
- 21a) From the City-School Boards Advisory Committee regarding Childcare Centres
- Trustee Rizzo, (Verbal);

Inquires:

- 23a) From Trustee Kennedy regarding Decision on a Recent Litigation Matter; and
- 23b) From Trustee Di Giorgio regarding Catholic Education Center (CEC) Parking Lot Renovations

Trustee Morrison left the horseshoe at 8:44 pm and returned at 8:45 pm.

MOVED by Trustee Martino, seconded by Trustee Kennedy, that the Items not held be received and Staff Recommendations be approved.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
D'Amico
de Domenico
Di Giorgio
Kennedy
Li Preti
Lubinski
Martino
Morrison
Rizzo
Tanuan

The Motion was declared

CARRIED

Student Trustees Da Silveira and Goodluck wished to be recorded as voted in favour.

ITEMS NOT HELD AS CAPTURED IN ABOVE MOTION

- 19a) **HM.33 Acceptance of Hospitality or Gifts Policy Metric;**
- 20a) **From the Governance and Policy Committee: Chaplaincy Program Policy** that the proposed Chaplaincy Program Policy provided in Appendix A (tracked) and Appendix B (clean), of the report be approved;
- 20b) **From the Governance and Policy Committee: Student/School Related Concerns Policy** that the proposed Student/School Related Concerns Policy (Appendix A – tracked and Appendix B – clean), Protocol (Appendix C tracked and Appendix D – clean), Protocol (Appendix C – tracked and Appendix D – clean), and Family Resource (Appendix E) of the report be approved.

Listing of Communications

- 22a) **From Honourable Jill Dunlop, Minister of Education, regarding Appointment as Minister of Education;**
- 22b) **From the By-laws Review Ad hoc Committee: Approved Minutes of Meeting Held May 15, 2024;**
- 22c) **From the Governance and Policy Committee: Approved Minutes of Meeting Held September 3, 2024;**
- 22d) **From the Special Education Advisory Committee: Approved Minutes of Meeting Held September 11, 2024;**
- 24a) **Master Pending List and Rolling Calendar; and**
- 24b) **Annual Report**

19. Reports of Officials for the Information of the Board of Trustees

MOVED by Trustee Rizzo, seconded by Trustee de Domenico, that Item 19b) be adopted as follows:

- 19b) **Education Quality Accountability Office Assessment Results 2023- 2024** received.

Trustee Tanuan left the horseshoe at 8:53 pm and returned at 9:04 pm.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
D'Amico
de Domenico
Di Giorgio
Kennedy
Li Preti
Lubinski
Martino
Morrison
Rizzo
Tanuan

The Motion was declared

CARRIED

Student Trustees Da Silveira and Goodluck wished to be recorded as voted in favour.

The Chair declared a 10-minute recess.

The meeting resumed with Trustee Crawford in the Chair.

PRESENT: (Following Recess)

Trustees: N. Crawford – Chair
M. de Domenico – Vice Chair
F. D’Amico
D. Di Giorgio
A. Kennedy
I. Li Preti
T. Lubinski –In Person and Virtual
J. Martino
K. Morrison
M. Rizzo
G. Tanuan

Student Trustees: R. Da Silveira
J. Goodluck

19. Reports of Officials for the Information of the Board of Trustees

MOVED by Trustee D’Amico, seconded by Trustee Di Giorgio, that Item 19c) be adopted as follows:

19c) Employee and Family Assistance Program (EFAP) received.

Student Trustee Da Silveira left the horseshoe at 9:30 pm and returned at 9:31 pm.

Trustee Rizzo returned to the horseshoe at 9:30 pm.

Trustee Morrison returned to the horseshoe at 9:37 pm.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
D'Amico
de Domenico
Di Giorgio
Kennedy
Li Preti
Lubinski
Martino
Morrison
Rizzo
Tanuan

The Motion was declared

CARRIED

Student Trustees Da Silveira and Goodluck wished to be recorded as voted in favour.

21. Reports from External Committees/Organizations

MOVED by Trustee Morrison, seconded by Trustee Rizzo, that Item 21a) be adopted as follows:

- 21a) From the City-School Boards Advisory Committee regarding Childcare Centres - Trustee Rizzo, (Verbal)** received and referred to the Political Action Ad Hoc Committee for consideration of further advocacy regarding Childcare Centres.

Trustee Li Preti left the horseshoe at 10:22 and returned at 10:22 pm.

Trustees Li Preti and Lubinski left the meeting at 10:24 pm.

With the consent of the Assembly, Trustee Morrison withdrew the Motion.

MOVED by Trustee Kennedy, seconded by Trustee Morrison, that Staff prepare a communication to Minister Dunlop regarding TCDSB child care projects/gymnasiums that were cancelled and request a meeting to discuss the urgent need to reconsider this matter given the impact on families in the City of Toronto.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
D'Amico
de Domenico
Di Giorgio
Kennedy
Martino
Morrison
Rizzo
Tanuan

The Motion was declared

CARRIED

Student Trustees Da Silveira and Goodluck wished to be recorded as voted in favour.

23. Inquiries and Miscellaneous

- 23a) From Trustee Kennedy regarding Decision on a Recent Litigation Matter** it was unanimously agreed for the meeting to resolve into PRIVATE Session to discuss this matter after Item 23b) below.

MOVED by Trustee Di Giorgio, seconded by Trustee Kennedy, that Item 23b) be adopted as follows:

23b) Inquiry from Trustee Di Giorgio regarding Catholic Education Center (CEC) Parking Lot Renovations received.

Student Trustee Goodluck left the meeting at 10:35 pm.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
D'Amico
de Domenico
Di Giorgio
Kennedy
Martino
Morrison
Rizzo
Tanuan

The Motion was declared

CARRIED

Student Trustee Da Silveira wished to be recorded as voted in favour.

Trustee Lubinski joined the virtual room at 10:33 pm.

Trustee Martino left the meeting at 10:37 pm.

Resolve into PRIVATE Session

MOVED by Trustee Kennedy, seconded by Trustee de Domenico, that the meeting resolve into PRIVATE Session.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
D'Amico
de Domenico
Di Giorgio
Kennedy
Lubinski
Morrison
Rizzo
Tanuan

The Motion was declared

CARRIED

Student Trustee Da Silveira wished to be recorded as voted in favour.

PRESENT: (Following PRIVATE Session)

Trustees: N. Crawford – Chair
M. de Domenico – Vice Chair
F. D'Amico
D. Di Giorgio
A. Kennedy
K. Morrison

M. Rizzo
G. Tanuan

7. Reports from Private Session

MOVED by Trustee de Domenico, seconded by Trustee Tanuan, that the following report from Trustee de Domenico be received:

In PRIVATE Session:

- a) Discussed a legal matter.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
D'Amico
de Domenico
Di Giorgio
Kennedy
Morrison
Rizzo
Tanuan

The Motion was declared

CARRIED

26. Adjournment

MOVED by Trustee Kennedy, seconded by Trustee Rizzo, that the meeting be adjourned.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
D'Amico
de Domenico
Di Giorgio
Kennedy
Morrison
Rizzo
Tanuan

The Motion was declared

CARRIED

SECRETARY

CHAIR



Chair's Monthly Report

November 2024

Highlights from November include:

November:

- Attending and delivering greetings at the Feast of **All Saints/All Souls Eucharistic Celebration** – Livestream at the Catholic Education Centre
- Along with the Director, Trustees and Senior Staff attending the **45th Annual Cardinal's Dinner** held at the Metro Convention Centre
- Welcoming and delivering greetings to our newest Elementary and Secondary educators at the **New Teacher Induction Program (NTIP)**
- Participating in **Board Committee Meetings** in the role of Ex-Officio, including Governance and Policy
- Attending and bringing greetings of thanks and gratitude to the members of the **Catholic Parent Involvement Committee (CPIC)** and the **Special Education Advisory Committee (SEAC)** for their generous volunteering of their time and talents
- Participating in **Education Minister Dunlop's** Teams Meeting with Directors and Chairs.



Director's Monthly Report

November 2024

The month of November is one of transition as we move from the warm days of early fall to the changing colours on our trees to falling leaves and brisk temperatures. We recognize and remember with tremendous gratitude those who have served, suffered, and those we have lost in defense of our country and freedoms on Remembrance Day. I was honoured to represent Toronto Catholic District School Board along with Trustee Morrisson at the City of Toronto Remembrance Day event at the Cenotaph at Old City Hall. The representation of so many for their service is a humbling and important experience, and one which was recognized appropriately in our schools throughout the city on November 11th.

Parent/Teacher interviews during November represent an important milestone for students and families as progress is discussed, plans are made, and relationships between home and school are strengthened through on-going communication and partnership. I always appreciate the time to connect in partnership as my wife and I embraced the opportunity to do so this November with our daughter's teacher. Thank you to our amazing staff throughout the system who prepared to welcome parents, students, and community members into our schools for these important meetings.

I continue to be so proud to have the opportunity to speak with teachers who are entering the profession in our NTIP (New Teacher Induction Program) program, teachers who are considering formal leadership at principals' qualification classes, and students who are studying to become teachers, and students who are pursuing leadership and academic pursuits at Queen's University this month. It is a privilege to contribute to such discernment, enthusiasm, and ambition to support the next generation of teachers and leaders in education.

We gathered together as a large Catholic community in Toronto for the Cardinal's Dinner, and we do so again at the end of the month for the TCDSB community for the annual Angel Foundation Gala. Events like these bring our community of faith together in fellowship and in support of the important charities and programs that make such a contribution to our students and families.

I can see the Christmas decorations starting to pop up in my neighbourhood now that we are well into November. With Advent beginning on Sunday the 1st, we will be in the midst of the Advent season and all it brings soon.

During the Month of November, we Recognize and Celebrate:

- Celebrating **Peace Making as the Virtue of the Month for November** and recognizing important observances such as: All Saints Day, All Souls Day, Treaties Recognition Week, National Indigenous Veterans Day, Remembrance Day, National Child Day, Bullying Prevention and Awareness Week, Take Our Kids to Work Day, International Day for the

Elimination of Violence Against Women, English as a Second Language Week, Holocaust Education Week, Louis Riel Day, Solemnity of Our Lord Jesus Christ - King of the Universe, National Holodomor Memorial Day, Diwali begins, and Advent

Highlights from November include:

- Along with the Chair, Trustees and Senior Staff had the pleasure of attending the **Annual Cardinal's Dinner** held at the Metro Convention Centre
- Meeting Grade 9 students **on Take Our Kids to Work Day** and answering their many questions on the work we do at the TCDSB
- Representing the TCDSB with Trustee Morrison at the City of Toronto **Remembrance Day Services at Old City Hall Cenotaph**
- Welcoming our newest Elementary and Secondary educators at the **New Teacher Induction Program (NTIP)**
- Attending and welcoming students at the **I am King Conference** at the CEC
- Delivering greetings at the **Safe School Secondary and Elementary Symposium** at Montecassino Place
- Attending the **The English Catholic Council of Ontario Directors of Education (ECCODE) AGM & Conference** with Directors of Education from across the province
- Meeting with **Minister of Education Jilly Dunlop** and **YAAACE Executive Director Devon Jones** in support of initiatives for students in the city
- Speaking with Bachelor of Education students, and Masters/PhD students in Educational Leadership studies at **Queen's University** about educational leadership, pathways, and our work at the TCDSB
- Participating in the **Corporate Services Leadership Learning Day**
- Celebrating **mass in memorial of TCDSB families** who have lost loved ones
- Attending the **2024 Angel Foundation for Learning Gala**

OUR MISSION

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

OUR VISION

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



*Angela Kennedy
Trustee Ward 11*

E-mail: Angela.Kennedy@tcdsb.org

Voicemail: 416-512-3411

To: Regular Board Meeting, November 21, 2024

From: Angela Kennedy, Trustee Ward 11

Subject: Consideration of Motion regarding Parliamentarian Services

MOVED BY: Trustee Angela Kennedy, Toronto Catholic District School Board

SECONDED BY: Trustee Nancy Crawford

WHEREAS: The Toronto Catholic District School Board (TCDSB) is the largest publicly funded Catholic Board in the province of Ontario and in Canada;

WHEREAS: TCDSB must make decisions in compliance with many pieces of legislation including the Education Act, the Constitution of Canada, the Charter of Rights and Freedoms, the Ontario Human Rights Code, Canon Law of the Roman Catholic Church, and our own By-law 175;

WHEREAS: Governance by Roberts Rules is complex and requires expertise in many instances;

WHEREAS: If the TCDSB makes a decision inappropriately it could be challenged by a ratepayer, or in court, or by the Ministry of Education;

WHEREAS: We have an obligation to our voters, parents, students and staff to govern without error and in accordance with the highest standards of governance;

WHEREAS: Governing according to the expected standard rules is understood by everyone to be fair and equitable; and

WHEREAS: Conditions arise at Board meetings or at Committee Meetings of the Board when the services of a Parliamentarian would be advantageous to deal with complex or contentious issues.

THEREFORE BE IT RESOLVED THAT: Staff investigate the times when the interventions of a Parliamentarian have been most helpful in previous meetings of the Board or its Committees, categorize those interventions, and bring a report to December Board proposing an economically feasible way to procure the services of a Parliamentarian for situations categorized as high priority.

Angela Kennedy
Trustee, Ward 11



REPORT TO

CORPORATE SERVICES, STRATEGIC
PLANNING AND PROPERTY
COMMITTEE


2023-2024 YEAR END FINANCIAL RESULTS

“Educating is an act of love; It is like giving life”
(Pope Francis)

Drafted	Meeting Date
November 4, 2024	November 14, 2024
K. Morra, Senior Controller and Head of Financial Services G. Sequeira, Controller, Financial Management and Accountability	
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



Brendan Browne
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

The 2023-2024 fiscal year concluded with an in-year deficit of \$19.6M representing an improvement of \$38.5M compared to the 2023-2024 Revised Estimates and Ministry approved in-year deficit of \$58.1M.

The improved position is primarily due to additional one-time revenue, staffing vacancies and prudent expenditure management across all departments.

As a result, the accumulated deficit (or debt) has been reduced from \$47.8M as initially projected in December 2023 to \$9.3M as of August 31, 2024.

B. PURPOSE

This report provides a summary of the year end results as of August 31, 2024.

C. ANALYSIS

Revenue increased by \$26.5M due to the following:

- The Teacher Qualification and Experience (Q&E) grant is \$10.9M higher due to changes in grid placement during the year.
- Interest revenue increased by \$5.2M due to higher interest rates and delayed site purchases.
- Continuing Education enrolment exceeded projections resulting in additional revenue of \$4.1M.
- Increased PPF funding and deferred revenue recognition of \$6.3M.

Expenditure was below budget by \$12.0M due to the following:

- Salaries and benefits ended the year \$9.3M under budget due to staffing vacancies, salary gapping and supply costs.
- Non-staffing expenditures are under budget by \$1.0M.
- Facilities is under budget by \$1.7M due to projects being capitalized or deemed eligible for renewal funding.

Note: all retroactive Bill 124 salary and benefit costs were fully funded as the Ministry recently announced additional funding to offset the initial payments.

D. CONCLUSION

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



REPORT TO

CORPORATE SERVICES, STRATEGIC
PLANNING AND PROPERTY
COMMITTEE

**SUSTAINABLE OUTDOOR ENVIRONMENTS
PROJECT UPDATE**

"I can do all things through Him who strengthens me." Phillipians 4:13 (NRSVCE)

Drafted

Meeting Date

October 30, 2024

November 14, 2024

G. Galego-Folkins, Supervisor, Capital Development and Sustainability
M. Lavrisa, Acting Sr. Coordinator, Capital Development and Sustainability
M. Zlomislic, Superintendent, Capital Development, Asset Management and Renewal

INFORMATION REPORT

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MULTI-YEAR STRATEGIC PLAN
2022 - 2025

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



Brendan Browne
Director of Education

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Associate Director of Corporate
Services and Chief Commercial Officer

Ryan Putnam
Chief Financial Officer and Treasurer

A. EXECUTIVE SUMMARY

This report updates the Board on the status of projects undertaken by the Sustainable Outdoor Environments team and includes playground and schoolyard improvements, as well as larger site renewal projects. Projects are funded through various sources including school Renewal allocations, municipal grants, school fundraising and smaller third-party grants.

In 2022-2024, 200 separate projects ranging in size were completed at TCDSB school sites. The current value of the outdoor environments program is \$12.3M including work funded by the Playground and Schoolyard Revitalization Fund and site renewal work funded through annual Renewal Plans.

As of November 31, 2024, site improvement work that was previously delayed or deferred has now been substantially completed, with limited exceptions.

The cumulative staff time required to prepare this report was 42 hours

B. PURPOSE

1. This report provides and update on the status of all outdoor site projects under the purview of the Sustainable Outdoor Environments team.

C. BACKGROUND

1. *Since its inception, the Playground Reserve in 2019, with an allotment \$100K per ward plus equity funding, has evolved into the Playground and Schoolyard Revitalization Fund with an allotment of \$125K per ward.* The following table summarizes the funding and number of successful applicants per year of the program:

Year	2020	2022	2023	2024	Total
Funding	\$1.48M	\$1.2M	\$2.16M *\$1.5M + PR Carryover	\$1.5	\$6.34M
Successful Applicants	91 **plus 140 CVRIS projects	77	109	73	350

Note: Individual applications consist of a single playstructure, or include multiple play elements.

2. ***The 2022-23 Renewal Plan allocated \$6.6M for site work projects in addition to the Playground and Schoolyard Revitalization funding for outdoor improvements.*** Site work projects cover the renovation of both softscape and hardscape components of school sites. Replacement of parking lot and playground pavement and site drainage required due to life cycle and wear and tear make up the majority of this work.
3. ***The 2024-2025 Renewal Plan, approved in October 2024, has allocated \$12.3M for new site works projects*** , representing 19% of the total 2024-2025 School Renewal Plan.
4. ***Through a partnership with the City of Toronto***, 140 trees are scheduled to be planted at 13 schools Fall 2024. Tree planting collaboration with City of Toronto was paused in 2023 due to shortage of staff and reinstated once 2 new SOE Supervisors were hired in 2024.
5. ***The SOE team has also reinstated a partnership in 2024 with Green Communities Canada*** providing free bike racks, supplied and installed to any TCDSB school submitting a request through our SOE Officer.
6. ***As of November 31, 2024, all delayed and deferred site work Renewal projects from previous years will be completed with limited exceptions*** for late changes, additions to the scope of work and completion of construction deficiencies.

D. METRICS AND ACCOUNTABILITY

1. ***As of December 31, 2023, all outdoor improvement projects funded through the Federal CVRIS program were completed.*** In total 83 outdoor classrooms and 57 playground improvement projects were completed under this program.
2. ***As of October 31, 2024, a total value of \$3.24M in Playground Reserve and Playground and Schoolyard Revitalization Funds has been completed.*** There are a elements that are currently back ordered yet to be installed.
3. ***Previously awarded \$1.6M in funding remains unspent where schools have chosen to bank their funding for larger projects, work is in progress or schools have not yet spent their full funding award.*** Staff are currently engaged in working with schools to spend any surplus available.
4. ***Refer to Appendix A for a listing, by Ward, of all projects allocated funding through the Playground and Schoolyard Revitalization Fund*** or the Playground Reserve since 2021.
5. ***Refer to Appendix B for a list of current site projects allocated funding through the annual Renewal Plans,*** project status and anticipated construction timeline.
6. ***As part of the Renewal Project updates issued three times a year, outdoor project status updates are being issued*** and distributed by email for circulation to school communities. These updates are provided to Principals, Trustees, Superintendents and Senior Staff. Principals are asked to share the information with their school communities.

E. CONCLUDING STATEMENT

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

APPENDIX A - Playground Reserve and Playground and Schoolyard Revitalization Program

			PLAYGROUND RESERVE / PSR FUNDING 2020-2023		2024 PSR FUNDING
School Name	Ward	Funding	Project Description	Previous Projects Status	Status of 2024 Projects
Father Henry Carr	1	PR-2021 PSR-2022	Courtyard upgrades - seating, shade, raised planters & planting	On-going - project is school lead and construction being completed by students	On-going - project is school lead and construction being completed by students
Monsignor John Corrigan	1	PSR-2023	Mud Kitchen, Sand Box, Chalkboards, Shade Umbrella, Soccer Nets, shed	Complete	NA
Monsignor Percy Johnson	1	PSR-2023 PSR-2024	Bleachers with concrete pad	School banking funding. Awaiting additional funding to proceed	School banking funding. Awaiting additional funding to proceed
St. Andrew	1	PR-2021 PSR-2023	Chalkboards, Benches, Shade Umbrella, Basketball nets	Complete	NA
St. Angela	1	PR-2021 PSR-2023 PSR-2024	Medicine Wheel Garden Site Redevelopment	Funds will be utilized in conjunction with the Renewal project 2025	Funds will be utilized in conjunction with the Renewal project 2025
St. Benedict	1	PSR-2022	Stage Decks, Chalkboards, Benches, Soccer Goal, Funnel Ball	Complete	NA
St. Dorothy	1	PR-2021 PSR-2023 PSR-2024	Playground elements, Sports Equipment	Funds will be utilized in conjunction with the Renewal project 2025	Funds will be utilized in conjunction with the Renewal project 2025
St. Maurice	1	PSR-2022 PSR-2023	Playstructure, basketball nets, soccer goal posts	Complete	NA
St. Stephen	1	PSR-2023 PSR-2024	Playground elements	Complete	NA
All Saints	2	PSR-2023	Playstructure	Complete	NA
Father Serra	2	PSR-2024	NA	NA	In progress - Design Consultation with School
Josyf Cardinal Slipy	2	PR-2021 PSR-2023	Playground elements	School banking funding. Awaiting additional funding to proceed	NA
Mother Cabrini	2	PR-2021 PSR-2022 PSR-2023	Basketball Nets, Benches and Line Paint, Mud Kitchen, Wall Mounted Basketball Net	Complete	NA
Nativity of Our Lord	2	PSR-2023 PSR-2024	Chalkboards, Benches, Shade Umbrella	Complete	In progress - Design Consultation with School
Our Lady of Peace	2	PR-2021 PSR-2022 PSR-2023 PSR-2024	Rubberized Surface in FDK Yard, Mud Kitchen, Planters, Storage Shed, Benches	Complete	In progress - Design Consultation with School
St. Clement	2	PR-2021 PSR-2022 PSR-2023	Basket Ball Nets, Soccer Goal Posts	Complete	NA
St. Eugene	2	PSR-2022 PSR-2023 PSR-2024	Soccer goal posts	Complete	In progress - Design Consultation with School
St. Gregory	2	PSR-2022 PSR-2023 PSR-2024	FDK Upgrades	School banking funding. Awaiting additional funding to proceed	In progress - Design Consultation with School
St. Marcellus	2	PSR-2022 PSR-2023	Playstructure	Complete	NA
Transfiguration	2	PR-2021 PSR-2023 PSR-2024	Playstructure, Chalkboards, Shade Umbrella, Soccer Goal Posts	Complete	In progress - Design Consultation with School
St. Andre	3	PR-2021 PSR-2022 PSR-2023 PSR-2024	Playstructure, Games Tables, Shade Umbrella, Soccer Posts	Complete	In progress - Design Consultation with School
St. Augustine	3	PSR-2024	NA	NA	In progress - Design Consultation with School
St. Charles Garnier	3	PSR-2022	Chalkboards, Triple Hoop, Soccer Posts	Complete	NA
St. Francis de Sales	3	PR-2021 PSR-2024	Playstructure	Complete	In progress - Design Consultation with School
St. Jane Frances	3	PR-2021 PSR-2022	Mud Kitchens, Log Benches, Chalkboards, Volleyball Nets	In progress - waiting Volleyball nets only	NA
St. Jude	3	PSR-2022	Chalkboard, Benches, Shade Umbrellas	Complete	NA
St. Margherita of Città di Castello	3	PSR-2023	Playstructure, Shed	Complete	NA
St. Roch	3	PSR-2022 PSR-2023	line paint, basketball nets, Play panel, shade umbrellas, benches	School banking funding. Awaiting additional funding to proceed	NA
St. Simon	3	PSR-2023 PSR-2024	Outdoor Seating, Sports Equipment, Outdoor Learning Elements	Complete	In progress - Design Consultation with School
St. Wilfrid	3	PR-2021	Playstructure	Complete	NA
Vernable John Merlin	3	PSR-2022 PSR-2023	Wooden Decks, Sports Equipment, Benches	Complete	NA

School Name	Ward	Funding	Project Description	Previous Projects Status	Status of 2024 Projects
Father John Redmond	4	PSR-2023 PSR-2024	FDK Upgrades	School banking funding. Awaiting additional funding to proceed	In progress - Design Consultation with School
James Cullivan	4	PSR-2023 PSR-2024	Planters, Chalkboards, Benches	Complete	In progress - Design Consultation with School
Our Lady of Sorrows	4	PSR-2022 PSR-2023	Playstructure	Complete	NA
St. Ambrose	4	PSR-2022 PSR-2023 PSR-2024	Artificial Turf, Benches, Chalkboards, Shade Umbrella	Complete	In progress - Design Consultation with School
St. Cecilia	4	PSR-2023	Benches	Complete	NA
St. Elizabeth	4	PR-2021 PSR-2022	Wood decks	Complete	NA
St. James	4	PSR-2022 PSR-2023 PSR-2024	Wood Decks, Planters, Sand Box, Benches, Shed, Chalkboards, Shade Umbrella	Complete	In progress - Design Consultation with School
St. Josaphat	4	PSR-2022 PSR-2023 PSR-2024	Playstructure	Complete	In progress - Design Consultation with School
St. Louis	4	PR-2021 PSR-2023 PSR-2024	Outdoor Classroom, Wood Decks, Mud Kitchen, Sand Box, Shed, Chalkboards	Complete	In progress - Design Consultation with School
St. Mark	4	PR-2021	Storage Shed, Shade Umbrella, Volleyball Post Safety Bumper	Complete	NA
St. Pius X	4	PSR-2024	NA	NA	In progress - Design Consultation with School
St. Vincent de Paul	4	PSR-2022 PSR-2023 PSR-2024	Playstructure	Complete	In progress - Design Consultation with School
The Holy Trinity	4	PR-2021 PSR-2023	Playstructure, Chalkboards, Benches, Shade Umbrella, Jr. picnic tables and Jr. picnic tables outstanding	Complete	NA
Blessed Sacrament	5	PSR-2024	NA	NA	In progress - Design Consultation with School
Brebeuf College	5	PSR-2022 PSR-2023	Memorial Areas at front of school	School banking funding. Awaiting additional funding to proceed	NA
Cardinal Carter	5	PR-2021	Planter, Chalkboard	Complete	NA
Loretto Abbey	5	PSR-2023 PSR-2024	Tables and Concrete pads	In progress - Design Consultation with School	In progress - Design Consultation with School
Marshall McLuhan	5	PSR-2022 PSR-2023	Four Tennis Tables	School banking funding. Awaiting additional funding to proceed	In progress
Our Lady of Assumption	5	PSR-2022 PSR-2023	Playstructure	Complete	NA
Regina Mundi	5	PSR-2024	NA	NA	In progress - Design Consultation with School
Saints Cosmos & Damian	5	PSR-2022 PSR-2023	Theatre Stage Front, Mud Kitchen, Chalkboards, Basket Ball Nets	Complete	NA
St. Agnes	5	PSR-2022 PSR-2023	Soccer Posts, Triple Basketball Net, Chalkboard	Complete	NA
St. Charles	5	PSR-2022 PSR-2023	Sports Equipment, Gates, Paving, Line Games	School banking funding. Awaiting additional funding to proceed	School banking funding. Awaiting additional funding to proceed
St. Conrad	5	PSR-2023	Basketball Nets	In progress - item ordered - awaiting delivery	NA
St. Cyril	5	PSR-2022 PSR-2023 PSR-2024	Various Natural Elements, Trees, Chalkboards	School banking funding. Awaiting additional funding to proceed	In progress - Design Consultation with School
St. Edward	5	PSR-2024	NA	NA	In progress - Design Consultation with School
St. Gabriel	5	PSR-2023 PSR-2024	Bench	Complete	In progress - Design Consultation with School
St. Jerome	5	PSR-2022 PSR-2023	Play Structure, Sports Equipment, Benches, Picnic Tables, Painted Line Games	Complete	NA
St. Martha	5	PR-2021 PSR-2023 PSR-2024	Mud Kitchen, Games Tables, Benches, Basketball net, Soccer Posts	Complete	In progress - Design Consultation with School
St. Norbert	5	PR-2021	FDK Upgrades	Complete	NA
St. Paschal Baylon	5	PSR-2023	Wood Decks, Mud Kitchen, Sand Box, Chalkboard	Complete	NA
St. Raphael	5	PSR-2022 PSR-2023	Sports Equipment, Line Paint	Complete	NA
St. Robert	5	PSR-2022 PSR-2023	Playstructure, Mud Kitchen, Log Bench, Fence Mount Chalkboard	Complete	NA

School Name	Ward	Funding	Project Description	Previous Projects Status	Status of 2024 Projects
Loretto College	6	PSR-2022 PSR-2023 PSR-2024	Table Tennis Tables	In progress - Design Consultation with School	In progress
St. Anthony	6	PSR-2022 PSR-2023 PSR-2024	Play Structure, Natural Walkway, Garden	School banking funding. Awaiting additional funding to proceed	In progress - Design Consultation with School
St. Clare	6	PR-2021 PSR-2023	Games Tables	Complete	In progress - Design Consultation with School
St. Helen	6	PSR-2023 PSR-2024	Playground elements	School banking funding. Awaiting additional funding to proceed	In progress - Design Consultation with School
St. John Bosco	6	PSR-2022 PSR-2023 PSR-2024	Playstructure	Complete	In progress - Design Consultation with School
St. Mary Academy	6	PR-2021	Courtyard Upgrades	Complete	In progress - Design Consultation with School
St. Mary's of Angels	6	PR-2021 PSR-2022 PSR-2023 PSR-2024	Chalkboard, Triple Hoop	Complete	In progress - Design Consultation with School
St. Nicholas of Bari	6	PSR-2022 PSR-2023 PSR-2024	FDK Elements	School banking funding. Awaiting additional funding to proceed	In progress - Design Consultation with School
St. Paul VI	6	PSR-2022 PSR-2024	Outdoor Play Elements	Complete	In progress - Design Consultation with School
St. Rita	6	PSR-2022 PSR-2023 PSR-2024	Wood Decks, Mud Kitchen, Sand Box, Chalkboard, log benches	Complete	In progress - Design Consultation with School
St. Sebastian	6	PSR-2024	NA	NA	In progress - Design Consultation with School
Stella Maris	6	PSR-2022 PSR-2023 PSR-2024	Planter, Storage Shed, Chalkboards, Benches, Shade Umbrellas	Complete	In progress - Design Consultation with School
Epiphany of Our Lord	7	PSR-2023	FDK expansion	In progress - Design Consultation with School	NA
Holy Spirit	7	PSR-2022 PSR-2023	Mud Kitchen, Bench, Play Panel, Log Bench, Games Tables, Shade Umbrella	Complete	NA
Our Lady of Wisdom	7	PSR-2023	Shade, Sports Equipment	In progress - Design Consultation with School	NA
Precious Blood	7	PR-2021 PSR-2022	Playground upgrades, storage, shed	Complete	NA
St. Aidan	7	PSR-2022 PSR-2023 PSR-2024	Seating, Picnic tables, Educational gardens, Shade	School banking funding. Awaiting additional funding to proceed	In progress - Design Consultation with School
St. Albert	7	PSR-2023	Mud Kitchen, Chalkboard, Shade Umbrella, Triple Hoop, Basketball Net	Basketball Net Outstanding - Anticipated Nov. 2024	NA
St. Henry	7	PSR-2023 PSR-2024	Benches	In progress - Design Consultation with School	In progress - Design Consultation with School
St. Joan of Arc	7	PSR-2023	Shade, Seating, Garden Revitalization	School banking funding. Awaiting additional funding to proceed	School banking funding. Awaiting additional funding to proceed
St. Kevin	7	PSR-2023 PSR-2024	Soccer Goal Posts	Complete	In progress - Design Consultation with School
St. Lawrence	7	PSR-2023 PSR-2024	Mud Kitchen, Chalkboard, Shade Umbrella	Complete	In progress - Design Consultation with School
St. Nicholas	7	PSR-2022 PSR-2023	Outdoor classroom, chalkboards, sensory play, line paint, safety pad for basketball	In progress - Design Consultation with School	NA
St. Sylvester	7	PR-2021 PSR-2024	Shed	Complete	In progress - Design Consultation with School
St. Victor	7	PSR-2022 PSR-2023	Chess Tables, Sports Court, Tether Ball	In progress	NA

School Name	Ward	Funding	Project Description	Previous Projects Status	Status of 2024 Projects
Cardinal Leger	8	PR-2021	Playstructure	Complete	NA
Our Lady of Grace	8	PSR-2022 PSR-2023	Basketball Nets, Benches and Line Paint	In progress - Design Consultation with School	NA
Prince of Peace	8	PSR-2022 PSR-2024	Volleyball, tables & seating, basketball, FDK upgrade, tree planting	In progress - Design Consultation with School	In progress - Design Consultation with School
Sacred Heart	8	PSR-2023	Mud Kitchen, Steel Planters, Shed, Chalkboards, Shade Umbrella	Complete	NA
St. Barnabas	8	PSR-2022 PSR-2024	Triple Hoop, Basketball Net, Soccer Goal	Complete	In progress - Design Consultation with School
St. Bartholomew	8	PSR-2022 PSR-2023 PSR-2024	Benches, Triple Hoop	Complete	In progress - Design Consultation with School
St. Brendan	8	PR-2021	Planter, Triple Hoop	Complete	NA
St. Columba	8	PSR-2023 PSR-2024	Chalkboards, Shade Umbrella	Complete	In progress - Design Consultation with School
St. Dominic Savio	8	PSR-2023 PSR-2024	Soccer Posts, Removal of Backstop	In progress - Design Consultation with School	In progress
St. Elizabeth Seton	8	PSR-2022 PSR-2023 PSR-2024	Sand Box, Bench, Chalkboard	Complete	In progress - Design Consultation with School
St. Gabriel Lalemant	8	PSR-2022 PSR-2023 PSR-2024	Wood Deck, Sports Equipment, Benches	In progress - Design Consultation with School	In progress
St. Ignatius of Loyol	8	PSR-2022 PSR-2023	basketball, funnel ball, line paint, junior play structure, long jump pit (sand box)	In progress - Design Consultation with School	NA
St. Jean de Brebeuf	8	PSR-2023	Wall Mount Chalkboards, Shade, Basketball Nets	Benches Outstanding- Anticipated Nov 2024	NA
St. Malachy	8	PSR-2023 PSR-2024	Soccer Posts, Basketball Nets	Complete	In progress - Design Consultation with School
St. Marguerite Bourge	8	PSR-2022	Picnic Tables, Benches, Shade Structure,	In progress - Design Consultation with School	NA
St. Rene Goupil	8	PR-2021	Playstructure	Complete	NA
D'Arcy McGee	9	PSR-2023	Playstructure	Complete	NA
Holy Rosary	9	PR-2021 PSR-2022	Playstructure, Climber	Complete	NA
Monsignor Fraser - O	9	PSR-2023	Outdoor Fitness Equipment	In progress - Design Consultation with School	NA
Our Lady of Perpetual Help	9	PSR-2022	Storage Shed, Chalkboard, Soccer Posts, Picnic Tables, Picnic Tables	Volleyball nets outstanding - Anticipated Nov 2024	NA
St. Alphonsus	9	PSR-2022	Playstructure	In progress - Design Consultation with School	In progress - Design Consultation with School
St. Joseph's College	9	PSR-2024	NA	NA	In progress - Design Consultation with School
St. Paul	9	PR-2021 PSR-2022 PSR-2024	Mud Kitchen, Log Bench, Play Panel, Chalkboard	Complete	In progress - Design Consultation with School
St. Thomas Aquinas	9	PR-2021	Playstructure	Complete	NA

School Name	Ward	Funding	Project Description	Previous Projects Status	Status of 2024 Projects
Immaculate Conception	10	PSR-2024	NA	NA	In progress - Design Consultation with School
Our Lady of Victory	10	PSR-2022	Shade Umbrella, Safety Bumper for Shade Umbrella	In progress - Design Consultation with School	In progress
St. Bernard	10	PR-2021 PSR-2022 PSR-2024	Chalkboards, line paint, storage shed, sandbox	In progress - Design Consultation with School	In progress
St. Francis Xavier	10	PSR-2023	Playstructure	Complete	NA
St. John the Evangelist	10	PSR-2024	NA	NA	Funds will be utilized in conjunction with the Renewal project 2025
St. Matthew	10	PSR-2023	Playstructure	Complete	NA
St. Oscar Romero	10	PR-2021 PSR-2022 PSR-2023	seating, shade features and storage	In progress - Design Consultation with School	In progress
Annunciation	11	PSR-2022 PSR-2023	Chalkboards, Volleyball Nets, Benches	Complete	NA
Blessed Trinity	11	PR-2021 PSR-2022 PSR-2023	Play structure, FDK yard upgrades, upgrades to baseball diamond	In progress - Design Consultation with School	In progress - Design Consultation with School
Canadian Martyrs	11	PR-2021 PSR-2024	Planter, Chalkboard	In progress - Design Consultation with School	In progress
Holy Cross	11	PR-2021 PSR-2023 PSR-2024	track, field upgrades, jumping pit, seating etc.	School banking funding. Awaiting additional funding to proceed	School banking funding. Awaiting additional funding to proceed
Holy Name	11	PSR-2022 PSR-2024	Artificial Turf, Outdoor Seating	In progress - Design Consultation with School	In progress - Design Consultation with School
Senator O'Connor College	11	PSR-2023	Memorial Garden	Complete	NA
St. Anselm	11	PSR-2024	NA	NA	In progress - Design Consultation with School
St. Bonaventure	11	PSR-2022 PSR-2023	Play Structure, FDK Upgrades	School banking funding. Awaiting additional funding to proceed	Funds will be utilized in conjunction with the Renewal project 2025
St. Brigid	11	PSR-2022 PSR-2023 PSR-2024	Line paint, chalkboard, storage shed, shade, play structures (rubber surface), planters,	Funds will be utilized in conjunction with the Renewal project 2025	Funds will be utilized in conjunction with the Renewal project 2025
St. Catherine	11	PR-2021 PSR-2023 PSR-2024	Benches, Shade Umbrella, Relocation of Shed, Sandbox cover	Complete	In progress - Design Consultation with School
St. Denis	11	PSR-2022 PSR-2023	FDK upgrades, school yard greening	Funds will be utilized in conjunction with the Renewal project 2025	Funds will be utilized in conjunction with the Renewal project 2025
St. Gerald	11	PSR-2023 PSR-2024	Play Structure, FDK Upgrades	School banking funding. Awaiting additional funding to proceed	In progress - Design Consultation with School
St. Isaac Jogues	11	PSR-2023 PSR-2024	Outdoor Classroom, Tree Planting	School banking funding. Awaiting additional funding to proceed	In progress - Design Consultation with School
St. John	11	PSR-2024	Na	NA	In progress - Design Consultation with School
St. John XXIII	11	PSR-2022 PSR-2023	Shade Umbrellas, Relocation of Funnel Ball	Complete	NA
St. Joseph	11	PSR-2022 PSR-2023	Mud Kitchen, Basketball nets, Chalkboard	Chalkboard Outstanding - Anticipated May 2025	NA
St. Kateri Tekakwitha	11	PR-2021 PSR-2022 PSR-2023	Play Structure, FDK Elements	School banking funding. Awaiting additional funding to proceed	School banking funding. Awaiting additional funding to proceed
St. Monica	11	PR-2021	Shade Umbrellas, FDK Elements	Pending - New school to be built	NA
St. Timothy	11	PSR-2022 PSR-2023	FDK Elements	School banking funding. Awaiting additional funding to proceed	NA

School Name	Ward	Funding	Project Description	Previous Projects Status	Status of 2024 Projects
Immaculate Heart of Mary	12	PSR-2024	NA	NA	In progress - Design Consultation with School
Our Lady of Fatima	12	PSR-2023	FDK Elements, Sports Equipment	School banking funding. Awaiting additional funding to proceed	NA
St. Agatha	12	PR-2021 PSR-2022 PSR-2023 PSR-2024	Benches; Backstop Replacement and Memorial	Complete	In progress - Design Consultation with School
St. Barbara	12	PR-2021 PSR-2023	Chalkboards, Shade Umbrellas	Complete	Funds will be utilized in conjunction with the Renewal project 2024
St. Boniface	12	PSR-2022 PSR-2023	FDK Yard Upgrades	School banking funding. Awaiting additional funding to proceed	In progress - Design Consultation with School
St. Dunstan	12	PSR-2023	Shade	In progress - Design Consultation with School	In progress - Design Consultation with School
St. John Paul II	12	PSR-2022	Greenhouse/garden Upgrades	School banking funding. Awaiting additional funding to proceed	School banking funding. Awaiting additional funding to proceed
St. Maria Goretti	12	PSR-2023 PSR-2024	Shade Elements, Outdoor Learning Elements	Funds will be utilized in conjunction with the Renewal project 2025	Funds will be utilized in conjunction with the Renewal project 2025
St. Martin de Porres	12	PR-2021 PSR-2024	Sports Equipment, Soccer Goal Posts, Volleyball nets	Complete	In progress - Design Consultation with School
St. Richard	12	PSR-2022 PSR-2023	Basketball, Funnel Ball	School banking funding. Awaiting additional funding to proceed	Funds will be utilized in conjunction with the Renewal project 2025
St. Rose of Lima	12	PSR-2024	NA	NA	In progress - Design Consultation with School
St. Theresa Shrine	12	PSR-2022 PSR-2023 PSR-2024	Play structure, Permanent sandbox, shade umbrellas, seating, Sensory station	Combined with St. John Henry Newman Capital Project	In progress - Design Consultation with School
St. Ursula	12	PSR-2022 PSR-2023	Wood Deck, Chalkboards, Basketball Net, Soccer Posts	Complete	NA
St. Thomas More	12	PSR-2022 PSR-2023	Benches, Shade Umbrella	Complete	NA

Appendix B - Renewal Site Work Projects

School Name	Ward	Renewal Plan	Project Description	Status	Anticipated Construction Completion
St Andrew	1	2019-20	Asphalt Parking Lot, Play Surface, FDK Drainage	Complete	
St. Angela	1	2022-23	Site Redevelopment - Phase 1 Design Only	Complete	
St. Dorothy	1	2019-20	Site Redevelopment - Design	Complete	
St. Dorothy	1	2019	Asphalt Parking lot, Play Surface	Not Complete	Summer 2025
St. Stephen	1	2022-23	Landscape Repairs	Complete	
Josyf Cardinal Slipyj	2	2022-23	Bus Loop & Localized Asphalt Repair	Complete	
All Saints	2	2022-23	Asphalt Parking Lot and Pedestrian Paving	Complete	
Our Lady of Peace	2	2019	Playground Paving	Complete	
St. Gregory	2	2023	Master Plan Design	Complete	
St. Margherita of Citta di Castello	3	2022-23	Asphalt Parking Lot	Complete	
St. Roch	3	2022-23	Asphalt Parking Lot, Play Surface & Pedestrian Paving	Complete	
Venerable John Merlini	3	2022-23	Site Redevelopment - Phase 1 Design Only	Complete	
Venerable John Merlini	3	2023	Asphalt Parking Lot, Asphalt School Yard, Pedestrian Paving	Complete	
James Cardinal McGuigan	3	2022	Basketball Court	Complete	
James Cardinal McGuigan	3	2023	Field Feasibility Study - Design Only	Complete	
St. Wilfrid	3	2019	Asphalt Running Track, Field, FDK Upgrades	Complete	
Father John Redmond	4	2023	Asphalt Parking Lot, Pedestrian Paving	Complete	
James Culnan	4	2023	Asphalt Parking Lot, Asphalt School Yard, Long Jump Pit, Seating, Play Elements	Complete	
St. Ambrose	4	2022-23	Artificial Field	Complete	
Holy Family	4	2019	Asphalt Play Surface, Site Greening	Complete	
St. Louis	4	2022	FDK Paving	Complete	
Brebeuf College	5	2022-23	Exterior Stairs, Interlock and Pedestrian Paving	Complete	
Brebeuf College	5	2020	Asphalt Parking Lot	Complete	
Brebeuf College (Phase 2)	5	2023	Asphalt Parking Lot, Pedestrian Paving, Exterior Stairs	Complete	
Dante Alighieri (Formerly Don Bosco)	5	2023	Asphalt Parking Lot, Asphalt School Yard	Not Complete	Summer 2025
Our Lady of the Assumption	5	2023	Play Surfacing, Play Structure, Line Paint	Complete	
St. Martha	5	2022-23	Asphalt Parking Lot & FDK Yard	Complete	
St. Jerome	5	2021	Asphalt Parking Lot, Play Surface, Pedestrian Paving, Field, FDK Upgrades, Outdoor Classroom	Complete	
St. Norbert	5		Site Expansion	Complete	
St. Raphael	5	2023	Site Redevelopment	Complete	
Cardinal Carter Academy for the Arts	5	2023	Repaving Walkway	Not Complete	Summer 2025
Loretto College	6	2019	Master Plan	Complete	
Loretto College	6	2022-23	Site Redevelopment - Phase 1 Design Only	Complete	
Loretto College	6	2023	Asphalt Parking Lot	Complete	
St. Mary Academy	6	2019	Asphalt Paving, Courtyard Renewal	Complete	
St. Nicholas of Bari	6	2019	FDK Upgrades	Complete	
St. Paul VI	6	2019	Pedestrian Paving, Greening	Complete	
St. John Bosco	6	2023	Site Redevelopment	Complete	
Epiphany of our Lord	7	2022-23	Asphalt Parking Lot and Play Surface	Complete	
St. Lawrence	7	2022-23	Asphalt Parking Lot, Retaining Wall, SWM System	Complete	
Precious Blood	7	2021	Site Redevelopment	Complete	
St. Sylvester	7	2019	Pedestrian Paving	Complete	
St. Aidan	7	2023	School Yard Renovation	Complete	
Our Lady of Grace	8	2022-23	Site Redevelopment - Phase 1	Complete	
St. Jean de Brebeuf	8	2022-23	Asphalt Parking Lot, Play Surface & Pedestrian Paving	Deferred	
St. Mother Teresa	8	2022-23	Artificial Field-Study	Complete	
St. Gabriel Lalement	8	2019	Asphalt Parking Lot, Play Surface, Pedestrian Paving	Complete	
St. Marguerite Bourgeoys	8	2023	Asphalt Play Surface	Complete	
St. Bede	8	2023	School Yard Renovation	Complete	
D'Arcy McGee	9	2021-22	Asphalt Parking Lot and Drainage	Complete	
St. Thomas Aquinas	9	2019	Pedestrian Paving, School Entrance	Complete	
St. Mary CS	9	2023	School Yard Renovation	Complete	
Chaminade	10	2019-20	Sports Field and track	Not complete	Fall 2024
St. Oscar Romero	10	2020	Asphalt Parking Lot, Pedestrian Paving, Asphalt Courts	Complete	
Blessed Trinity	11	2022-23	Asphalt Play Surface	Complete	
Holy Cross	11	2022-23	FDK & Field Upgrade	Complete	
St. Denis	11	2022	Play Surface, Artificial Turf, Drainage, Grading	Complete	
St. Brigid	11	2023	Storm Water Feasibility Study - Design only	Not Complete	Winter 2025
Annunciation	11	2019	Underground Utilities,Paving, Greening	Complete	
St. John	11	2023	Soccer Field, Small Parking Lot	Not Complete	Summer 2025
St. Edmund Campion	12	2022-23	Site Redevelopment - Phase 1 Design Only	Complete	
St. John Paul II	12	2022	Asphalt Parking Lot, Pedestrian Paving	Not Complete	Fall 2024
St.Teresa Shrine	12	2019	Asphalt Parking Lot, Play Surface, Pedestrian Paving	Tied to St. John Henry Newman Capital Project	
St. Rose of Lima	12	2019	Asphalt Parking Lot, Play Surface, Pedestrian Paving	Complete	
St. Barbara	12	2023	School Yard Renovation	Complete	

Dear TCDSB Board and Staff,

RE: Support for Trustee Teresa Lubinski's Motion on Bishop Allen Academy Temporary Relocation Site at the TCDSB Corporate Services Meeting on November 14, 2024

I am writing regarding the location of Bishop Allen Academy's temporary relocation site during the construction of the new BA facility, projected to begin in September 2026.

The TCDSB has recently acquired the former Scarlett Heights property at 15 Trehorne Drive from the TDSB. Ward 4 Trustee Teresa Lubinski has submitted a Motion requesting that TCDSB staff prepare a report to evaluate the **feasibility of using the former Scarlett Heights as a temporary relocation site for Bishop Allen Academy during the expected two-year construction period**. As a secondary option, if timing permits, Don Bosco would also be a good option.

I strongly support Trustee Lubinski's Bishop Allen Motion and advocate for Scarlett Heights as a viable and strategic temporary relocation site for Bishop Allen Academy. My support is based on the following considerations:

1. The temporary relocation site should remain as close as possible to the existing Bishop Allen Academy location, preserving cohesion of the school community and minimizing disruption to students' academic, physical, social, mental, spiritual, economic, and civic lives.
2. Transparent public consultation, involving all relevant stakeholders, should be a priority in the temporary relocation site selection process.
3. Selecting the former Scarlett Heights as the temporary relocation site aligns with community preferences and mitigates the risk of students and families leaving the Catholic school system.
4. Transportation to this location will be easier to coordinate as it is an Etobicoke location. I am very concerned about my child needing to travel to a downtown school, for example, especially with the existing congestion in our city.

Thank you for your thoughtful consideration of my request and for your support in advancing Trustee Lubinski's Bishop Allen Motion. I look forward to your response.

Sincerely,

Claudia Henriques - Parent of Holy Angels Catholic School Student

To: Toronto Catholic District School Board

Attention: Brendan Brown, Director of Education
Derek Boyce, Associate Director
Adrian Della Mora, Associate Director of Academic Affairs and Chief Operating Officer
Michael Loberto, Superintendent of Planning and Development Services
Joe Bria, Superintendent of Education
Trustee Teresa Lubinski, Ward 4 TCDSB Trustee

Dear TCDSB Board and Staff,

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2. Transparent public consultation, involving all relevant stakeholders, should be a priority in the temporary relocation site selection process.
3. Selecting the former Scarlett Heights as the temporary relocation site aligns with community preferences and mitigates the risk of students and families leaving the Catholic school system.
4. For my family personally, it is the only logical choice, at least it is further up on the same street. It is difficult to get to after school classes that run shortly after school ends as it is.

Thank you for your thoughtful consideration of my request and for your support in advancing Trustee Lubinski's Bishop Allen Motion. I look forward to your response.

Sincerely,
Julie Moss, for Bishop Allen School

To: Toronto Catholic District School Board

Attention: Brendan Brown, Director of Education
Derek Boyce, Associate Director
Adrian Della Mora, Associate Director of Academic Affairs and Chief Operating Officer
Michael Loberto, Superintendent of Planning and Development Services
Joe Bria, Superintendent of Education
Trustee Teresa Lubinski, Ward 4 TCDSB Trustee

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2. Transparent public consultation, involving all relevant stakeholders, should be a priority in the temporary relocation site selection process.
3. Selecting the former Scarlett Heights as the temporary relocation site aligns with community preferences and mitigates the risk of students and families leaving the Catholic school system.

Thank you for your thoughtful consideration of my request and for your support in advancing Trustee Lubinski's Bishop Allen Motion. I look forward to your response.

Sincerely,
Mark Harrison, Our Lady of Sorrows



Toronto Catholic District School Board

Attention: Brendan Brown, Director of Education
Derek Boyce, Associate Director
Adrian Della Mora, Associate Director of Academic Affairs and Chief Operating Officer
Michael Loberto, Superintendent of Planning and Development Services
Joe Bria, Superintendent of Education
Trustee Teresa Lubinski, Ward 4 TCDSB Trustee

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2. Transparent public consultation, involving all relevant stakeholders, should be a priority in the temporary relocation site selection process.
3. Selecting the former Scarlett Heights as the temporary relocation site aligns with community preferences and mitigates the risk of students and families leaving the Catholic school system.
4. The Catholic board should be strongly aware that neighbouring TDSB such as ECI have noticed a higher volume of applicants due to the uncertainty with the Bishop Allen rebuild.

5. Please take into consideration the need for many families to remain within a realistic proximity to Bishop Allen during the rebuild in terms of TTC accessibility and after school activities.

Thank you for your thoughtful consideration of my request and for your support in advancing Trustee Lubinski's Bishop Allen Motion. I look forward to your response.

Sincerely,

Mary Clare Spracklin

Parent of children attending Bishop Allen and Our Lady of Sorrows School

To: Toronto Catholic District School Board

Attention: Brendan Brown, Director of Education
Derek Boyce, Associate Director
Adrian Della Mora, Associate Director of Academic Affairs and Chief Operating Officer
Michael Loberto, Superintendent of Planning and Development Services
Joe Bria, Superintendent of Education
Trustee Teresa Lubinski, Ward 4 TCDSB Trustee

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I strongly support Trustee Lubinski's Bishop Allen Motion and advocate for Scarlett Heights as a viable and strategic temporary relocation site for Bishop Allen Academy. My support is based on the following considerations:

1. The temporary relocation site should remain as close as possible to the existing Bishop Allen Academy location, preserving cohesion of the school community and minimizing disruption to students' academic, physical, social, mental, spiritual, economic, and civic lives.
2. Transparent public consultation, involving all relevant stakeholders, should be a priority in the temporary relocation site selection process.
3. Selecting the former Scarlett Heights as the temporary relocation site aligns with community preferences and mitigates the risk of students and families leaving the Catholic school system.

Thank you for your thoughtful consideration of my request and for your support in advancing Trustee Lubinski's Bishop Allen Motion. I look forward to your response.

Sincerely,
Tracy Kearney, Our Lady of Sorrows Catholic School Parent

Dear Trustee de Domenico,

We, the CSPC Voting Members at St Clement Catholic School would like to express our opposition to the proposal to use Scarlett Heights as a holding location for Bishop Allen Academy.

As residents of Ward 2 we have watched as increasing enrollment at Michael Power - St Joseph has led to the significant overcrowding present today. The acquisition of Scarlett Heights has finally provided a solution to this issue, and relief to the community as a whole, as we will finally have a second high school in our ward. Trustee Lubinski's motion asking that Scarlett Heights be considered as the temporary site for Bishop Allen delays this solution for several years, forcing our growing community to continue in a space that is already too small for them. Moreover, as Don Bosco has already been allocated to Bishop Allen as a temporary site during their renovation, the rationale for her motion seems borne of preference rather than necessity. This is not a sufficient ground to delay the opening of Scarlett Heights as a Ward 2 high school, or to allow our students to prolong their time in a school that is clearly inadequate for their needs.

We also take exception to the statement made by Trustee Lubinski that this action is dividing our respective communities. We would ask her to consider how she would respond if another Ward put forth a motion to "borrow" the renovation funds she has fought so hard for, with the promise to return it sometime in the next several years. Would her and her community members in Ward 4 not struggle with the potential consequences of this? Would they not make every attempt to try to make their voices heard? We are no different, we are just concerned residents trying to advocate for what is best for our kids.

Trustee DeDomenico, we would like to acknowledge the immense effort you have put into securing Scarlett Heights for Ward 2. Please know we stand with you on November 14th as you challenge Trustee Lubinski's motion to claim Scarlett Heights for Bishop Allen Academy.

Sincerely,

Alexandra Anca

Bruno Araujo

Vanessa Barbieri

Jocelyn Bruce

Carolina Chan

Ines Colucci

Margherita DiFranco

Natasha Fernandes

Julie Kukalenko

Adrianna Pecio

Didy Perugini

Karen Popik

Jennifer Zuccaro

Petition to Oppose the Use of Scarlett Heights as a Temporary Facility for Bishop Allen Academy

Started October 31, 2024

Why this petition matters

Started by [Larissa Gaudet](#)

Media inquiries

We, the undersigned parents, guardians, and community members of Ward 2, strongly oppose the proposed use of Scarlett Heights as a temporary facility for Ward 4's Bishop Allen Academy. Scarlett Heights was acquired specifically to serve Ward 2 students as a new high school, and we believe this space should remain dedicated to its original purpose.

Background

Ward 2 families have long waited for a new high school to alleviate the pressures on our current secondary schools, particularly Michael Power - St. Joseph High School. After years of advocacy, partnership, and dedication, a significant investment was made to acquire Scarlett Heights with the intention of addressing our students' needs. As it stands, Ward 2 has only one Catholic high school, which has led to overcrowding and limited options for our children.

Concerns

The proposed motion to repurpose Scarlett Heights as a temporary facility for Bishop Allen Academy during its construction period would delay the much-needed opening of a new school for Ward 2 students. The delay could set back this project by several years, undermining the purpose of the original investment and the hopes of Ward 2 families who have waited patiently for this new school.

Our Request

We urge the Board to maintain Scarlett Heights for Ward 2, fulfilling the initial plan to establish it as a new high school dedicated to our community. We ask that the TCDSB reject the proposed motion to repurpose Scarlett Heights as a temporary facility for Bishop Allen Academy. We believe that other options should be explored for Bishop Allen's temporary needs without compromising the needs of Ward 2 families.

Action

Please sign this petition to express your support for keeping Scarlett Heights dedicated

to its intended purpose for Ward 2. Together, we can ensure that the Board honors its commitment to our students and our community.

Signatures: 1,452 Next Goal: 1,500

1,452

1,500

Signatures

Next Goal

576 people signed this week

Sign this petition

First name

Last name

Email

Toronto, M4S

Canada

Display my name and comment on this petition

Sign this petition

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REPORT

REGULAR BOARD

2025 CALENDAR OF BOARD AND COMMITTEE MEETINGS

All that he does is apt for its time; but although he has given us awareness of the passage of time, we can grasp neither the beginning nor the end of what God does. Ecclesiastes 1:11

Created, Draft	First Tabling	Review
July 23, 2024	November 21, 2024	Click here to enter a date.

Sophia Harris, Recording Secretary
 Antonella Ceddia, Executive General Legal Counsel
 Brendan Browne, Director of Education

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 Corporate Services and Chief Commercial Officer

Ryan Putnam
 Chief Financial Officer & Treasurer

A. EXECUTIVE SUMMARY

The proposed 2025 Annual Calendar of Board and Committee meetings, attached at **Appendix A**, is presented to the Board for further input and approval.

This year's consideration of the 2025 calendar included requests from the Board to consider ways to reduce the number of monthly meetings, reports from staff with options to consider which were discussed at the Board table and then at the Governance and Policy Committee as per Board motion. This report to Board for approval of the 2025 calendar is a result of the recommendation from the Governance and Policy Committee to maintain status quo scheduling practices.

The cumulative staff time required to prepare this report was 33 hours.

B. PURPOSE

1. As per the Annual Calendar of Reports and Policy Metrics, a report for review and approval of the Annual Calendar of Board and Committee Meeting details for the following year is brought forward to the Board in November each year.

C. BACKGROUND

1. The calendar of meetings for each upcoming calendar year is approved by the Board of Trustees at the November Board meeting annually.
2. At the August 2024 Board meeting, a motion was passed by the Board of Trustees requesting "Staff come back with a report on options and advice on how to cut back on Committee meetings (maybe one Board meeting per month)."
3. A report was brought by staff to the September 2024 Board meeting, in response to the Board motion. This report provided a provincial overview of the number of required monthly meetings in other Ontario schools boards, and suggestions on how to reduce the number of monthly meetings as per the motion.
4. A motion was passed at the September 2024 Board meeting that directed the "report be referred to the Governance and Policy Committee to explore how to

maintain levels of governance and transparency, and how to reduce the number of meetings to a more manageable level.”

5. The report was brought to the November Governance and Policy Committee (GAP) as per the Board motion that included the Board report, and a suggested 2025 calendar of meetings. This suggested calendar included a reduction in the number of meetings as per the motion, and explanation for each.
6. At the November Governance and Policy Committee meeting, the committee passed a motion recommending to the Board “that the status quo for the Annual Calendar of Meetings be maintained as it already allows for the flexibility to adjust meeting dates as needed.”
7. This report has been created in response to the recommendation from the Governance and Policy Committee to the Board.
8. The dates selected for the Annual Calendar reflect Statutory Holidays. The Student Achievement and Well Being Committee (Student Achievement) meeting is typically held on the first Thursday of each month; and the Corporate Services, Strategic Planning and Property Committee (Corporate Services) meeting is held on the second Thursday.
9. Article 4.2 of the Toronto Catholic District School Board’s Operating By-Law 175 requires the Board to meet on the third Thursday in each month unless otherwise ordered by a special motion.
10. Meetings are not normally held during the summer month of July and only one Board meeting is held in the month of August in order to facilitate return from the Board-wide closure in the summer months.
11. Below are the exceptions to the By-law requirement and adopted practices for scheduling the Committee meetings for the year 2025 and the reasons for those exceptions:

NEW DATE	MEETING	REASON
January 2025	All meetings	Scheduled one week later to accommodate the Christmas holidays.
	Regular Board	Scheduled one week later, Thursday, January 30, to accommodate the

		ECCODE Winter Meeting (January 21-23).
March 2025	SEAC	Scheduled one week earlier, Wednesday, March 05, to accommodate March Break (March 10-14).
	Student Achievement	Scheduled later in the month, Thursday, March 20 due to Director's unavailability.
	Corporate Services	Scheduled one week later, Wednesday March 19, due to March Break (March 10-14).
	Regular Board	Scheduled one week later, Thursday, March 27, due to March Break (March 10-14).
April 2025	Student Achievement	Scheduled one week later, Tuesday, April 8, to accommodate ERDI Conference (April 2 –5).
	Regular Board	Scheduled one week later, Thursday, April 24, to accommodate Holy Week (Easter: April 14-18).
May 2025	Student Achievement	Not Scheduled to accommodate the OCSTA AGM (May 1-3)
	Regular Board	Scheduled one week later, Thursday, May 22, to accommodate the ECCODE and OCSOA AGM (May 14-16)
June 2025	Student Achievement	Scheduled one week earlier, Thursday, May 29, to accommodate June graduations and the CCSTA AGM (June 5 – 7).
	SEAC	Scheduled one week earlier, Wednesday, June 4, to accommodate June graduations.
	Corporate Services	Scheduled one day earlier, Wednesday, June 11, to accommodate June graduations and Regular Board Meeting.

	Regular Board	Scheduled one week earlier, Thursday, June 12, to accommodate June graduations.
October 2025	Regular Board	Scheduled one week later, Thursday, October 23, to accommodate ERDI Conference (October 15-18).
December 2025	Corporate Services	Scheduled one day earlier, Wednesday, December 10, to accommodate Regular Board Meeting, Advent celebrations and Christmas break.
	Regular Board	Scheduled one week earlier, Thursday, December 11, to accommodate Advent celebrations and Christmas break.

D. IMPLEMENTATION, STRATEGIC COMMUNICATIONS AND STAKEHOLDER ENGAGEMENT PLAN

Once approved, the 2025 Calendar of Meetings will be posted on the Board’s website.

E. RECOMMENDATION

That the Board approve the 2025 Calendar of Board and Committee Meetings as per **Appendix A**.

TORONTO CATHOLIC DISTRICT SCHOOL BOARD 2025 CALENDAR OF MEETINGS

JANUARY					FEBRUARY					MARCH					APRIL				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
		1	2	3	3	GAP/ACAC	5	SA	7	OAP	GAP/ACAC	S	6	7		GAP/ACAC	SSAC	3	4
6	GAP/ACAC	8	SA	10	ACA	FAC	S	CS	14	10	11	12	13	14	7	SA	S	CS	11
13	14	S	CS	17	17	2S+AC/SSAC	NCC	B	21	17	18	CS	SA	21	14	15	16	17	18
CP	IEAC	22	23	24	CP	SSA/UCAC	26	27	28	CP	25	26	B	28	21	SSA/FAC	23	B	25
A/OAP	28	29	B	31						31					2S+AC/CP	IEAC/UCAC	NCC		

MAY					JUNE					JULY					AUGUST				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
			1	2	2	GAP	S	5	6		1	2	3	4					1
AN	GAP	7	CS	9	CP	SSA	CS	B	13	7	8	9	10	11	4	5	6	7	8
CP	ACAC	S	15	16	16	17	18	19	20	14	15	16	17	18	11	12	13	14	15
19	20	21	B	23	23	24	25	26	27	21	22	23	24	25	18	19	20	B	22
A/OAP	27	28	SA	30	30					28	29	30	31		25	26	27	28	29

SEPTEMBER					OCTOBER					NOVEMBER					DECEMBER				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
1	GAP	ACA	SA	5			2S+AC	SA	3	3	GAP	5	SA	7	1	GAP	S	SA	5
8	9	S	CS	12	6	GAP	S	CS	10	ACAC/CP	11	S	CS	14	8	2S+AC	CS	B	12
15	IEAC	17	B	19	13	ACA	15	16	17	17	C/I	19	B	21	CP	16	17	18	19
CP	23	24	25	26	20	21	22	B	24	NCC	SSA	26	A	28	22	23	24	25	26
29	30				27	28	29	30	31						29	30	31		

ACAC	<i>African Canadian Advisory Committee</i>	GAP	<i>Governance and Policy</i>
A	<i>Audit Committee</i>	IEAC	<i>Indigenous Education Advisory Committee</i>
AN	<i>Awards Night</i>	OAP	<i>OAPCE</i>
B	<i>Regular Board</i>	S	<i>SEAC</i>
C/I	<i>Caucus/Inaugural</i>	SA	<i>Student Achievement</i>
CP	<i>Catholic Parent Involvement Council</i>	SSA	<i>Safe Schools Advisory</i>
CS	<i>Corporate Services</i>	NCC	<i>Nurturing Our Catholic Community</i>
FAC	<i>Filipino Advisory Committee</i>	2S+AC	<i>2SLGBTQ+ Advisory Committee</i>
SSAC	<i>Spanish Speaking Communities Advisory Comm.</i>	UCAC	<i>Ukrainian Canadian Advisory Committee</i>

<p>January 1 <i>New Year's Day</i></p> <p>January 2 <i>Board Offices Reopen</i></p> <p>January 6 <i>Schools Reopen</i></p> <p>February 14 <i>Parent/Teacher Interview (Elementary)</i></p> <p>February 17 <i>Family Day</i></p> <p>March 10-14 <i>March Break</i></p> <p>March 18 <i>Annual Ordinandi Dinner</i></p> <p>April 18 <i>Good Friday</i></p> <p>April 21 <i>Easter Monday</i></p> <p>May 1-3 <i>OCSTA AGM</i></p> <p>May 4-9 <i>Catholic Education Week</i></p> <p>May 5 <i>Awards Night</i></p> <p>May 19 <i>Victoria Day</i></p> <p>June 5-6 <i>CCSTA AGM</i></p>	<p>June 27 <i>School Ends</i></p> <p>July 1 <i>Canada Day</i></p> <p>July 28- Aug 8 <i>Board Offices Closed</i></p> <p>September 1 <i>Labour Day</i></p> <p>September 2 <i>First Instructional Day</i></p> <p>October 13 <i>Thanksgiving Day</i></p> <p>November 4 <i>Cardinal's Dinner</i></p> <p>November 5 <i>System Wide Retirement</i></p> <p>November 11 <i>Remembrance Day</i></p> <p>November 26 <i>Annual Memorial Mass</i></p> <p>Dec. 24-Jan 1 <i>Christmas Break</i></p> <p style="color: red;">TBD</p> <p style="color: red;">TBD</p>	<p><i>Annual Angel Foundation Dinner</i></p>
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REGULAR BOARD


TRUSTEE CODE OF CONDUCT AND TRUSTEE HONORARIUM

Now you have observed my teaching, my conduct, my aim in life, my faith, my patience, my love, my steadfastness - 2 Timothy 3:10

Drafted	Meeting Date
October 24, 2024	November 21, 2024
Aird & Berlis LLP, Interim Integrity Commissioner	
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 Corporate Services and Chief Commercial Officer
- Ryan Putnam
Chief Financial Officer and Treasurer

A. EXECUTIVE SUMMARY

This Report summarises proposed revisions to the Trustee Code of Conduct (Appendix A Tracked and Appendix B Clean) and applicable appendices, Complaint Protocol (Appendix C tracked and Appendix D clean, Commentary on Trustee Code of Conduct (Appendix E tracked and Appendix F clean) and Guide to Trustee Code of Conduct Procedure (Appendix G) made by Aird & Berlis LLP, the Interim Integrity Commissioner to the Toronto Catholic District School Board (“**TCDSB**”), to reflect legislative changes coming into force on January 1, 2025 under the *Education Act*, RSO 1990, c E.2 (the “**Education Act**”) and Ontario Regulation 306/24.

The report also proposes an update to the Trustee Honorarium Policy (Appendix H tracked and Appendix I clean) to reflect legislative changes coming into force on January 1, 2025 under the *Education Act*, RSO 1990, c E.2 (the “**Education Act**”), Ontario Regulation 306/24, and to reflect the current Board policy template.

Cumulative time to date to undertake proposed revisions to Code of Conduct and related materials: approximately 30 hours.

B. PURPOSE

Schedule 2, s. 24 of the *Better Schools and Student Outcomes Act, 2023* amends sections 218.2 and 218.3 of the *Education Act*. Along with Ontario Regulation 306/24, this legislation requires all school boards in Ontario to adopt codes of conduct, sets out the procedural requirements for bringing an allegation of a breach of the code of conduct to the applicable board of trustees and provides for an appeal mechanism of any determination or sanction imposed under the new accountability regime. Notably, under the legislative changes, the integrity commissioner is provided with the direct authority to impose sanctions (not the board of trustees itself) and there is an appeal mechanism whereby a panel of three integrity commissioners may hear an appeal of any determination by an integrity commissioner.

The legislative amendments highlighted above and in this Report will necessitate changes to the TCDSB’s Trustee Code of Conduct (the “**Code**”) and accompanying appendices, specifically, the Complaint Protocol (Appendices C and D) to the Trustee Code of Conduct (the “**Complaint Protocol**”).

As currently structured, the TCDSB’s Code and Complaint Protocol permit any “Eligible Complainant” to submit a code of conduct complaint to the Integrity Commissioner. The Integrity Commissioner then undertakes an inquiry into the complaint and makes a determination. Where the complaint is summarily dismissed, the Trustee whose conduct is in issue may not be provided notice of the complaint. Where the complaint is sustained, the Integrity Commissioner is required to report its

findings and recommended sanctions to the Board of Trustees at a meeting of the Board. In turn, the Board of Trustees is required to vote on the imposition of any sanction on a member.

There is currently no formal appeal mechanism in the *Education Act*, although a member may seek judicial review of a decision of Board of Trustees.

Pursuant to the legislative amendments coming into effect on January 1, 2025, the current regime set out in the TCDSB's Code and Complaint Protocol must be significantly amended in order to comply with amendments to the *Education Act*. These changes are highlighted below and have been inserted into the revised Code, Complaint Protocol and accompanying appendices provided in tandem with this Report.

C. BACKGROUND

The TCDSB's Trustee Code of Conduct was previously amended effective August 22, 2024 to bring it into compliance with Ontario Regulation 312/24. Ontario Regulation 312/24 required the inclusion of various provisions with respect to use of TCDSB resources, the use of confidential information, gifts and other additional content in the Code.

Effective January 1, 2025, amendments to the *Education Act* and as further prescribed by Ontario Regulation 306/24 will require all school boards to adopt codes of conduct with certain minimum procedural requirements. There are three (3) major areas of change under the amendments: (1) the nature of the notice of an alleged breach of the code; (2) the integrity commissioner's ability to impose sanctions; and (3) the appeal mechanism whereby the board of trustees or individual trustee whose conduct was alleged to have breached the applicable code of conduct may appeal the integrity commissioner's determination and/or sanctions.

A detailed overview of these three areas is set out below in the analysis section of this Report.

Aird & Berlis LLP, as Interim Integrity Commissioner of the TCDSB, was asked to assist with revisions to the Code, Complaint Protocol and accompanying appendices to align these materials with the legislative amendments coming into force on January 1, 2025. As such, Aird & Berlis LLP has provided draft suggested revisions to the Code, Complaint Protocol and accompanying appendices solely to ensure that these comply with amendments to the *Education Act* and Ontario Regulation 306/24. We have, therefore, not revised or amended other aspects of the Code of Conduct or accompanying appendices.

On November 6, 2024, GAP approved the updated policies and appendices.

D. ANALYSIS

1. Notice of Breach

Under the new legislative amendments, a member of a board who has reasonable grounds to believe that another member has breached the board's code of conduct shall notify the board of the alleged conduct (the “**Notice**”). The Notice shall comply with prescribed requirements and, in the event the matter is not resolved within twenty (20) business days after the provision of the Notice, the matter is to be referred to the duly-appointed integrity commissioner under the *Education Act*.

We note that the current TCDSB Code and Complaint Protocol permit an “Eligible Complainant” (that is, a trustee, student, staff member or service provider of the TCDSB, a Roman Catholic elector, an Eastern Rite Catholic, a representative of an organization demonstrably interested in a TCDSB matter or any such other person demonstrably interested in a TCDSB matter) to bring a complaint forward.

Due to the nature of the requirements set out in the *Education Act* amendments, the Complaint Protocol and accompanying appendices remove the use of “Eligible Complainant” and instead only permit a Trustee to bring any notice of alleged breach to the Board.

Given that only a Trustee may bring forward notice of an alleged breach, we likewise recommend the deletion of Appendix G: Guide to Trustee Code of Conduct Procedure as this was, presumably, intended for a layperson audience under the regime that permitted an “Eligible Complainant” to bring forward a complaint.

2. Integrity Commissioner's Determination and Imposition of Sanctions

Pursuant to the amendments, the integrity commissioner may directly impose one or more of the following sanctions in the event that it determines a trustee has contravened a code of conduct:

- i. Censure of the member.
- ii. Requiring the board to reduce the member's honorarium by an amount not exceeding the prescribed amount, requiring the member to return any excess already paid to the member and authorizing the board to recover the excess from the member.
- iii. Barring the member from attending all or part of one or more meetings of the board or one or more meetings of a committee of the board, for the period of time specified by the integrity

commissioner up to a maximum of 90 days or the balance of the member's term of office, whichever is less.

- iv. Barring the member from sitting on one or more committees of the board, for the period of time specified by the integrity commissioner, up to a maximum of 90 days or the balance of the member's term of office, whichever is less.
- v. Barring the member from becoming the chair or vice-chair of the board or of any committee of the board, or removing the member from any of those positions.
- vi. Barring the member from exercising the privileges of a board member or acting as a board representative, or removing the member from a position the member holds as a board representative.
- vii. Subject to any other limits set out in paragraphs 1 to 6, any other sanction that, in the opinion of the integrity commissioner, is reasonable and appropriate in the circumstances.
- viii. Subject to any other limits set out in paragraphs 1 to 6, any other sanction that, in the opinion of the integrity commissioner, would promote compliance with the board's code of conduct.

Unlike the TCDSB's current regime, these changes will mean that the board of trustees will no longer have the power to determine and impose sanctions against a trustee in the event the integrity commissioner determines that a trustee has contravened the code of conduct. The integrity commissioner will no longer be *recommending* sanctions but will instead be imposing them directly.

3. Appeals

The legislative changes permit a trustee whose conduct has been determined by the integrity commissioner to contravene the code as well as the board of trustees to appeal the integrity commissioner's decision and/or sanctions. A notice of appeal must be provided within fifteen (15) business days of receiving written notice of the integrity commissioner's determination.

The appeal shall be heard of a panel of three (3) integrity commissioners, not including the original integrity commissioner who made the decision under review.

As a final area of note, the Code of Conduct contained a regulation with respect to "voting requirements" which required a 2/3 majority on any vote with respect to the imposition of a sanction. As you will note in the draft proposed revisions, we have

removed this provision in its entirety given that the Board will no longer have the ability to impose a sanction on a Trustee.

E. METRICS AND ACCOUNTABILITY

The government has indicated that various areas of the code of conduct complaint and appeal process may be amended by further regulation. We recommend that any further legislative changes be monitored to evaluate whether further revisions to the Code, Complaint Protocol and applicable appendices are required.

As well, given the significant overhaul of the complaint process, the Board is now required to update its code of conduct by May 15, 2027 and then every subsequent four (4) years.

F. GAP RECOMMENDATION

GAP recommends to Board that the revisions to the Trustee Code of Conduct (Appendix A tracked and Appendix B clean), Complaint Protocol (Appendix C tracked and Appendix D clean), Commentary on Trustee Code of Conduct (Appendix E Tracked and Appendix F) and Honorarium Policy (Appendix H Tracked and Appendix I clean), be approved subject to the following further changes:

- No “Voting Requirement” provision be included in the Code of Conduct for the reasons set out above; and
- Guide to Trustee Code of Conduct (Appendix G) be rescinded.



POLICY NAME:	TRUSTEE CODE OF CONDUCT
POLICY SECTION:	Administration and Governance
DATE APPROVED:	September 29, 2010
DATE OF NEXT REVIEW:	No later than May 15, 2027
DATES OF AMENDMENTS:	April 4, 2012; February 24, 2016; April 28, 2021; July 19, 2022, August 22, 2024, November 6, 2024
RESPONSIBLE DEPARTMENT:	Legal Services

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Purpose:

The Toronto Catholic District School Board (**the “TCDSB”**) is an inclusive, welcoming and respectful Catholic community committed to ensuring the inherent and infinite dignity and worth of every person. Recognizing every person is created in the image and likeness of God, each are deserving of respect at all times. The Board of Trustees of the Toronto Catholic District School Board (**the “Board”**) **is committed** to governance that ensures a welcoming, inclusive, and safe space for all to live, learn, work and thrive.

1. Trustees (**as defined herein**) shall serve the public and their constituents in a conscientious and diligent manner.
2. Trustees shall be committed to performing their functions with integrity impartiality and transparency.
3. Trustees shall perform their duties in office and arrange their private affairs in a manner that promotes public confidence and will bear close public scrutiny.
4. There is a benefit to **school boards** when members have a broad range of knowledge and continue to be active in their own communities, whether in business, in the practice of a profession, in community associations, and otherwise.
5. The policy is in alignment with TCDSB’s Multi-Year Strategic Plan (MYSP), and reflects Catholic values rooted in the love of Christ.
- ~~6. If one or more changes are set out in a Board resolution under section 4(1)~~

~~of Ontario Regulation 312/24, Code of Conduct will be updated to reflect changes made in the year of review.~~

~~7. of conduct.~~

Definitions:

The following terms shall have the following meanings in this Code of Conduct:

“Child” means a child born within or outside marriage and includes an adopted child and a person whom a parent has demonstrated a settled intention to treat as a child of his or her family;

“Code” means the Trustee Code of Conduct.

“Complaint Protocol” means the complaint protocol appended to the Code at Appendix A and applies to complaints under the Code.

“Confidential Information” includes information or records that are in the possession, in the custody or under control of the TCDSB that the TCDSB is either precluded from being disclosed under applicable legislation, the Board’s Operating By-law or any of its other by-laws, policies, rules or procedures, or that it is required to refuse to disclose the *Municipal Freedom of Information and Protection of Privacy Act* or other legislation.

“Family” includes Child, Parent and Spouse, as defined herein, and also includes:

- step-child and grand-child;
- siblings and step-siblings;
- aunt/uncle, niece/nephew, first cousins
- in-laws, including mother/father, sister/brother, daughter/son
- any person who lives with the Trustee on a permanent basis.

“Integrity Commissioner” means the integrity commissioner as duly appointed by the Board pursuant to the *Education Act* and relevant regulations to independently carry out the functions set out therein.

“Parent” means a person who has demonstrated a settled intention to treat a child as a member of his or her family.

“Spouse” means a person to whom the person is married or with whom the person is living in a conjugal relationship outside marriage.

“Trustee” means a person elected, acclaimed, or appointed to the office of trustee of the Board according to the provisions of the *Education Act* or the *Municipal Elections Act*.

Regulations:

1. Avoidance of Conflicts of Interest

In this Regulation:

a. “disqualifying interest” means an interest in a matter that, by virtue of the relationship between the Trustee and other persons or bodies associated with the matter, is of such a nature that reasonable persons fully informed of the facts would believe that the Trustee could not participate impartially in the decision-making processes related to the matter.

b. “non-disqualifying interest” means an interest in a matter that, by virtue of the relationship between the Trustee and other persons or bodies associated with the matter, is of such a nature that reasonable persons fully informed of the facts would believe that the Trustee could participate impartially in the decision-making processes related to the matter so long as:

~~The~~ **(1) the** Trustee fully discloses the interest so as to provide transparency about the relationship; and

~~The~~ **(2) the** Trustee states why the interest does not prevent the Trustee from making an impartial decision on the matter.

- i. Trustees shall not participate in the decision-making processes associated with their office when prohibited to do so by the *Municipal Conflict of Interest Act*.
- ii. Trustees shall not participate in the decision-making processes associated with their office when they have a disqualifying interest in a matter.
- iii. For greater certainty:

- a. Trustees shall not participate in the decision-making processes associated with their office when they have a direct, indirect or deemed pecuniary interest in a matter, except in compliance with the *Municipal Conflict of Interest Act*.
 - b. Trustees shall not participate in the decision-making processes associated with their office when they have an interest that though in compliance with the *Municipal Conflict of Interest Act*, is nevertheless a disqualifying interest by virtue of the nature of the relationship between the Trustee and other persons or bodies to be affected by the decision.
- iv. Treatment of Non-Disqualifying Interests:
 - a. Trustees may participate in the decision-making processes associated with their office when they have a non-disqualifying interest provided they file at their earliest opportunity a Transparency Disclosure in a form and manner established by the Director of Education acting in consultation with the Integrity Commissioner.
 - b. Transparency Disclosures are public documents and shall be available for public viewing on the Board web site.
 - c. The determination of whether an actual disqualifying interest or an actual non-disqualifying interest exists, when challenged, is subject to the determination by the Integrity Commissioner of whether a reasonable person fully informed of the facts would believe that the Trustee could not participate impartially in the decision-making processes related to the matter.
- v. Trustees who seek advice from the Integrity Commissioner with respect to the application of this Regulation may rely on the provisions of ~~Part B. Framework and Interpretation~~ (paragraph 3) ~~and the Regulation 4716, "Acting on Advice of Integrity Commissioner."~~
- vi. Trustees shall avoid any interest in any contract made by him/her in an official capacity and shall not contract with the ~~board~~ **TCDSB** or any agency thereof for the sale and purchase of supplies, material or equipment or for the rental thereof.

- vii. Trustees while holding public office, shall not engage in an occupation or the management of a business that conflicts with their ability to diligently carry out their role as a Trustee, and shall not in any case profit directly or indirectly from such business that does or has contracted with the TCDSB.
- viii. Despite paragraph 7 vii, a Trustee may hold office or a directorship in an agency, board, commission or corporation where the Trustee has been appointed by the Board or by the Federal or Provincial Government.
- ix. Despite paragraph 7 vii, a Trustee may hold office or directorship in a charitable, service or other not-for-profit corporation subject to the Trustee disclosing all material facts to the Integrity Commissioner and obtaining a written opinion from the Integrity Commissioner approving the activity, as carried out in the specified manner, which concludes that the Trustee does not have a conflict between his/her private interest and public duty. In circumstances where the Integrity Commissioner has given the Trustee a qualified opinion, the Trustee may remedy the situation in the manner specified by the Integrity Commissioner.

2. Gifts, Benefits and Hospitality

In this Regulation:

“**Gift**” means money, fee, advance, payment, gift, gift certificate, promise to pay, property, travel, accommodation, entertainment, hospitality or any other personal benefit connected directly or indirectly with the performance of a Trustee’s duties of office, but excludes:

- ~~i. Compensation~~ **(1) compensation** authorized by law;
- ~~ii. Political~~ **(2) political** contributions otherwise reported by law, in the case of Trustees running for office;
- ~~iii. Services~~ **(3) services** provided by persons volunteering their time;
- ~~iv. Contributions~~ **(4) contributions** of value that are specifically addressed in other provisions of this Code;

(5) Gifts provided to the TCDSB and which are logged, archived and/or publicly displayed as such.

~~b. A~~ **For clarity**, a Gift provided with the Trustee’s knowledge to a Family member that is connected directly or indirectly to the

performance of the Trustee's duties, is deemed to be a Gift to that Trustee.

e. **"Token of Appreciation"** means such gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation, or which are a suitable memento of a function honouring the Trustee.

f. **"Official Hospitality"** means food, lodging, transportation and entertainment provided by Provincial, Regional and local governments or political subdivisions of them, by the Federal government or by a foreign government within a foreign country or at a conference, seminar or event where the Trustee is either speaking or attending in an official capacity at an official event (such as at meetings of Ontario Catholic Trustees' Association or conducted by providers of continuing education).

g. **"Business Hospitality"** means entertainment, food and beverages consumed at banquets, receptions or similar events, if:
i. (1) attendance serves a legitimate business purpose; ii. (2) the person extending the invitation or a representative of the organization is in attendance; and iii. (3) the value is reasonable and the invitations infrequent.:

h. **"Publications"** means communication to the offices of a Trustee, including subscriptions to newspapers, and periodicals.

- i. A Trustee shall not accept any a Gift from any person, group, or entity that has dealings with the TCDSB if a reasonable person might conclude that the **Gift could influence the Trustee** when performing their duties, **unless (a) the Gift is of nominal value; (b) the Gift** is given as an expression of courtesy or hospitality; **and (c) accepting the Gift** is reasonable in the circumstances.
- ii. No Trustee shall accept any Gift involving the use of property or facilities, such as a vehicle, office, club membership or vacation property at less than reasonable market value or at no cost. Notwithstanding this prohibition, with specific approval provided by the Board, a Trustee may be sponsored to attend educational site visits connected with an identified project.
- iii. Gifts identified in Column B of *Gift Treatment and Disclosure Table* may

be accepted by a Trustee provided the Gift is disclosed in accordance with the conditions set out in Column ‘C’.

- iv. Gift Disclosure, where required, is to be accomplished by filing within 30 days of receipt of the gift or reaching the annual limit, a Trustee Information Statement in a form prescribed by the Integrity Commissioner and providing same to the Board Recording Secretary for posting on the Board’s web site.
- v. Gifts identified in Column B shall not be accepted, without the Integrity Commissioner’s specific approval, when the conditions set out in Column ‘D’ are applicable.
- vi. In providing advice to a Trustee about their obligations respecting Gifts, or in considering any inquiry with respect to a Trustee Information Statement or an assertion that this Regulation has been breached, or in providing consent, where required, that a Gift may be accepted, the Integrity Commissioner shall determine whether the receipt of the Gift might, in the opinion of the Integrity Commissioner, create a conflict between a private interest and the public duty of the Trustee. In the event that the Integrity Commissioner makes that preliminary determination, they shall call upon the Trustee to justify receipt of the gift or benefit.
- vii. Should the Integrity Commissioner determine the receipt of a Gift was inappropriate, the Integrity Commissioner may direct the Trustee to return the gift, reimburse the donor for the value of any gift or benefit already consumed, or the Integrity Commissioner may order the Trustee to forfeit the gift or remit the value of any gift or benefit already consumed to the TCDSB. Any such direction ordered by the Integrity Commissioner shall be a matter of public record.

Gift Treatment and Disclosure			
A	B	C	D
Type of Gift	Examples	<u>Gift Disclosure</u> <i>Apparent Value at which Gift, or the cumulative value from one source in a calendar year is disclosable</i>	<u>Gift No Longer Allowable</u> <i>Condition or Actual Value beyond which gift is not allowable (Value assessed on basis of single Gift or cumulative Gift value from one source in calendar year) (without Integrity Commissioner approval)</i>

Gift Treatment and Disclosure			
A	B	C	D
Token of Appreciation	Plaques, Pens, Mugs, Vase, Event Photos, and similar	No need to record - Deemed Zero Value	Actual Value of a single gift is over \$100 (allowable with IC approval)
	Perishable (includes flowers, food)	No need to record - Deemed Zero Value	Excludes Alcohol with actual value over \$100
	Gift to Board	Not a 'Gift'. No need to record. Board staff to record and take possession unless otherwise on public display. Deemed Zero Value	N/A
Course of Business	Publications	No need to record - Deemed Zero Value	N/A
	Art	\$100	\$100
	Business Meals	\$100	\$100
	Business Hospitality	\$100	\$250 More than two Event Tickets (Golf, Gala, Sporting, Entertainment) per event More than one event per year from the same person or organization (allowable with IC approval)
	Office Hospitality	\$100	No limit

3. Trustee's Role in Funding Charitable/Community Events

There are a range of expenses that support a Trustee's role in community development and engagement activities within their ward. For federal and provincial elected officials, these expenses are often paid for by Riding Association funds. Locally-elected officials do not have this benefit. Trustees should refer to the *Trustee Services and Expenditures Policy T.17* for guidance of expenses eligible for reimbursement.

- i. As community leaders, Trustees may lend their support to and encourage community donations to registered charitable, not-for-

profit and other community-based groups. Monies raised through fundraising efforts shall go directly to the groups or volunteers or chapters acting as local organizers of the group and Trustees should not handle any funds on behalf of such organizations. Trustees routinely perform important work in supporting charitable causes and in so doing, there is a need for transparency respecting the Trustee's involvement. The following guidelines shall apply:

- a. Trustees should not directly or indirectly manage or control any monies received relating to community or charitable organizations fundraising;
- b. Trustees or persons acting on behalf of a Trustee shall not solicit or accept support in any form from an individual, group or corporation, with any pending significant matter or procurement proposal before the Board, which the Trustee knew or ought to have known about;
- c. With reference to member-organized community events, Trustees must report to the Integrity Commissioner, the names of all donors and the value of their donation that supplement the event;
- d. Where a Trustee sponsors and/or lends support to a community or charitable event, this Code recognizes that all donations are subject to the *Trustee Services and Expenditures Policy T.17*;
- e. No donation cheques should be made payable to a Trustee. Trustees may only accept donation cheques made payable to a Business Improvement Association, charity or community group and only for the purpose of passing the cheques on to such group;
- f. Trustees should not handle any cash on behalf of any charitable organization, not-for-profit or community group, and should always remain at arm's length from the financial aspects of these community and external events. If a Trustee agrees to fundraise on behalf of a charity or community group, the Trustee should not handle any cash on behalf of any charitable organization, not-for-profit or community group, and should always remain at arm's length from the

financial aspects of these community and external events. If a Trustee agrees to fundraise on behalf of a charity or community group, the Trustee should ensure that payment is received by a means that does not involve cash, including bank draft, money order, credit card or cheque made payable to the applicable group or organization.

- ii. Nothing included herein affects the entitlement of a Trustee to:
 - a. urge constituents, businesses or other groups to support community events and advance the needs of a charitable organization put on by others in the Trustee's ward or elsewhere in the City of Toronto;
 - b. play an advisory ex officio or honorary role in any charitable or non-profit organization that holds community events in the Trustees' ward; and c) collaborate with the TCDSB and its affiliates to hold community events.
 - c. collaborate with the TCDSB and its affiliates to hold community events.

4. Confidential Information

- i. **No Trustee shall use or disclose Confidential Information obtained or made available to them in their role as Trustee except as authorized by law or by the Board.**
- ii. **No Trustee shall use information described in 4.i in a manner that would be detrimental to the interests of the TCDSB or the Board or for the purpose of personal gain or for the gain of the Trustee's Family.**
- iii. No Trustee shall disclose the content of any such matter, or the substance of deliberations, of an in-camera meeting until the Board discusses the information at a meeting that is open to the public or releases the information to the public.
- ~~ii. No Trustee shall disclose or release by any means to any member of the public, any confidential information acquired by virtue of their office, in either oral or written form, except where required by law or authorized by the Board to do so.~~
- ~~iii. No Trustee shall use or disclose confidential information trustee except~~

~~as authorized by law or by the board. For clarity, this includes use or disclosure to anyone or entity, including use or disclosure for personal or private gain, or for the gain of Family members or any person or corporation.~~

~~iv. No trustee.iii board member's parent, spouse or child.~~

- i. ~~v.~~No Trustee shall directly or indirectly benefit, or aid others to benefit, from knowledge respecting bidding on the sale of ~~Board~~ **TCDSB** property or assets.
- ii. Trustees shall not access or attempt to gain access to ~~confidential information~~ **Confidential Information** in the custody of the ~~Board~~ **TCDSB** unless it is necessary for the performance of their duties and is not prohibited by Board policy.

5. Use of Board Resources

- i. No Trustee shall use or permit the use of ~~board~~ **TCDSB** resources for any purpose than the business of the ~~board~~ **Board**.
- ii. No Trustee shall obtain personal financial gain from the use or sale of ~~board~~ **TCDSB** developed intellectual property (for example, inventions, creative writings and drawings), computer programs, technical innovations or any other item capable of being patented. Trustees acknowledge and do not dispute that all such property remains exclusively that of the TCDSB.
- iii. No Trustee shall use information gained in the execution of his or her duties that is not available to the general public, for any purposes other than his or her official duties.
- iv. No Trustee shall use the services of Board staff, or make requests for documents or information from Board staff, unless such information is required for the purpose of carrying out their duties as public officials.
- v. No Trustee shall include in his or her website, newsletters, E-mails or other printed material, advertising of businesses in the Board, including the distribution of gift certificates, free tickets or a compiled list of businesses located in a ward.

6. Election Campaigns

- i. Trustees are required to follow the provisions of the *Municipal Elections Act*, 1996 and Trustees are accountable under the provisions of that statute.
- ii. No Trustee shall use the facilities, equipment, supplies, services, staff or other resources of the ~~Board~~ **TCDSB** (including ~~the Board's~~ **TCDSB** newsletters, individual websites linked through the ~~Board's~~ **TCDSB** website and social media accounts used for ward communication) for any election campaign or campaign-related activities and all such sites shall not use the TCDSB logo.
 - a. If a ~~member of the Board~~ **Trustee** uses any social media account for campaign purposes, such account must not be created or

supported by ~~Board~~ **TCDSB** resources or use the TCDSB logo. Social media accounts used for campaign purposes must utilize personal cell phones, tablets and/or computers.

- b. To avoid confusion with any website or social media accounts used for the Trustee's work, Trustees who choose to create or use social media accounts for campaign communications must include, for the duration of the campaign, a clear statement on each campaign website or social media account's home page indicating that the account is being used for election campaign purposes.
 - c. Trustees are allowed to place campaign phone numbers, websites and E-mail addresses on election pages on the ~~Board~~ **TCDSB** website. All of which is available and authorized for all candidates for ~~school~~ Board office.
- iii. In a municipal election year, commencing July 2, until the date of the election, Trustees may not publish newsletters or distribute newsletters in TCDSB facilities. All newsletters distributed through the mail must be post- marked by no later than May 1 (alternate July 2) in an election year. Trustees may, during such period, use ~~Board~~ **TCDSB** facilities to communicate important notifications to separate school supporters in their ward by E-mail or by letter on the Trustee's usual letterhead.
 - iv. In a municipal election year, commencing on July 2, until the date of the election, no candidate, including Trustees, may directly or indirectly book any TCDSB facility for any purpose that might be perceived as an election campaign purpose.
 - v. No Trustees shall use the services of persons for campaign related Activities during hours in which those persons receive any compensation from the ~~Board~~ TCDSB. ~~vi. The Integrity Commissioner may at any time be consulted with regard to complying with any part of Regulation 6~~

7. Improper Use of Influence

- i. No Trustee shall use the influence of their office for any purpose other than for the exercise of their official duties.
- ii. If the ~~Board~~ **TCDSB** has taken a position in an Ontario ~~Municipal Board/Local Planning Appeal~~ **Land** Tribunal (“~~OMB/LPAT~~ **OLT**”) matter and instructed ~~the Board’s~~ legal counsel to appear at a hearing in support of such position, no ~~member of the Board~~ **Trustee** who disagrees with such position shall give evidence at such hearing or otherwise work against the will of the ~~Board~~ **TCDSB** in such matter. With the consent of the lawyer assigned to represent the Board at an ~~OMB/LPAT~~ **OLT** hearing, a ~~member of the Board~~ **Trustee** who is in support of the Board instructions to such lawyer, may give evidence at an ~~OMB/LPAT~~ **OLT** hearing. Notwithstanding the above, if the ~~OMB/LPAT~~ **OLT** has decided to mediate a dispute between parties in a matter, any member of the Board may offer his or her services to assist with such mediation regardless of his or her position in the matter and participate, if approved by the ~~OMB/LPAT~~ **OLT** mediator.
- iii. ~~ii.~~ Pursuant to section 283 of the *Education Act*, the Director of Education is the ~~CEO~~ **chief education officer and chief executive officer** of the ~~Board~~ **TCDSB** and has exclusive authority to direct ~~Board~~ staff. The Board, and not individual Trustees ~~appropriately~~, give direction to the Director of Education.
- iv. ~~iii.~~ No Trustee shall use his or her position, authority or influence for personal, financial or material gain or personal business purposes or for the personal, financial or material gain or business purposes of a ~~relative~~ **Family member**, friend and/or business associate. Every Trustee shall uphold and enhance all ~~Board~~ **TCDSB** business operations by:
 - a. maintaining an unimpeachable standard of integrity in all their relationships, both inside and outside the ~~Board~~ **TCDSB**;
 - b. fostering the highest standard of professional competence amongst those for whom they are responsible;
 - c. complying with and being seen to comply **with** the letter and

spirit of: **(1)** The laws of Canada and the Province of Ontario;
and (2) Contractual obligations applicable to the Board; and

- d. rejecting and denouncing any business practice that is improper or inappropriate or may appear to be improper or inappropriate.

8. Business Relations

- i. No Trustee shall allow the prospect of his/her future employment by a person or entity to affect the performance of their duties ~~to the Board~~, detrimentally or otherwise.
- ii. No Trustee shall borrow money from any person who regularly does business with the ~~Board~~ **TCDSB** unless such person is an institution or company whose shares are publicly traded and who is regularly in the business of lending money, such as a credit union.
- iii. No Trustee shall act as a paid agent before the Board or a committee of the Board or any agency, board or committee of the ~~Board~~ **TCDSB**.
- iv. No Trustee shall refer a third party to a person, partnership or corporation in exchange for payment or other personal benefit.

9. Trustee Conduct

- i. Trustees shall comply with the ~~board's code of conduct~~ **Code** and any applicable ~~Board~~ **TCDSB** by-law, resolution, policy or procedure.
- ii. When acting or holding themselves out as ~~trustee~~ **member of the Board**, the ~~trustee~~ **Trustee** shall conduct themselves in a manner that would not discredit or compromise the integrity of the ~~board~~ **TCDSB**.
- iii. When acting or holding themselves out as a ~~trustee~~ **member of the Board**, the ~~trustee~~ **Trustee** shall treat persons equally without discrimination based on a person's race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability.
- iv. ~~Conduct at~~ Trustees shall encourage public respect for the **TCDSB**, the Board and ~~Committee Meetings~~ **its by-laws**.

- v. **No Trustee** shall give notice of an alleged breach of the **Code** if the allegation is frivolous or vexatious or the notice is given in bad faith.
- vi. ~~Trustees~~ shall conduct themselves at the Board and committee meetings with decorum in accordance with the provisions of the Board's Operating By-law.
- vii. ~~Trustees~~ shall endeavour to conduct and convey the Board's business and all their duties in an open and transparent manner (other than for those decisions which by virtue of legislation are authorized to be dealt with in a confidential manner in closed session), and in so doing, allow the public to view the process and rationale which was used to reach decisions and the reasons for taking certain actions.
- viii. ~~Trustees~~ shall make every effort to participate diligently in the activities of the committees, agencies, boards, commissions and advisory committees to which they are appointed by the Board or by virtue of being an elected official.
- ix. ~~Trustees shall conduct themselves with the appropriate decorum at all times~~ **Trustees shall uphold the implementation of any Board resolution after it is passed by the Board.**

10. Media Communications

- i. ~~No board member~~ **Trustee** shall act as a spokesperson to the public on behalf of the ~~board~~ **TCDSB or the Board** unless authorized to do so.
- ii. Trustees will accurately communicate the decisions of the ~~Toronto Catholic District School~~ Board, even if they disagree with the majority decision of the Board, and by so doing affirm the respect for and integrity in the decision-making processes of the Board.
- iii. ~~Trustees will keep confidential information confidential, until such a time as the matter can be properly made public.~~ In all media communications, including social media, Trustees will treat each other, staff and members of the public with decorum, dignity and respect, and shall avoid messaging that amounts to abuse, bullying

or intimidation.

~~11. Respect for Board By-laws and Policies~~

- ~~i. Trustees Board and its bylaws~~
- ~~ii. Trustees shall adhere to such by laws, policies and procedures adopted by the Board that are applicable to them.~~

11. ~~12.~~Respectful Workplace

- i. Trustees are governed by the Board's *Harassment and Discrimination Policy H.M.14 (or any successor policy)*. All Trustees have a duty to treat members of the public, one another and staff appropriately and without abuse, bullying or intimidation and to ensure that their work environment is free from discrimination and harassment.
- ii. All complaints received involving Trustees under the *Harassment and Discrimination Policy H.M.14. (or any successor policy)* shall be referred to the Integrity Commissioner ~~for processing~~ in accordance with both the said policy and the ~~Trustees Code. of Conduct Complaints Protocol.~~
- ~~iii. No trustee code of conduct under subsection 218.3 (1) of the Act~~
- ~~iv. No trustee shall engage in reprisal or the threat of reprisal against:~~
 - ~~• a member the code of conduct under, or~~
 - ~~• any person who provides information to an integrity commissioner appointed to investigate.~~
- iv. ~~v.~~The Ontario Human Rights Code applies in addition to the Board's *Harassment and Discrimination Policy H.M.14 (or any successor policy)*.

12. ~~13.~~Conduct Respecting Staff

- i. No Trustee shall compel staff to engage in partisan political activities or be subjected to threats or discrimination for refusing to engage in such activities.
- ii. No Trustee shall use, or attempt to use, their authority for the purpose of intimidating, threatening, coercing, commanding or influencing any staff member with the intent of interfering in staff's

duties, including the duty to disclose improper activity.

- iii. 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.
- iv. No Trustee shall 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 **TCDSB**.

13. 14. Employment of a Trustee's ~~Relatives~~/Family Members and Acquaintances

- i. No Trustee shall attempt to influence the outcome of a recruitment process to favour a friend, Family member or other relative of the Trustee.
- ii. No Trustees shall make any decision or participate in the process to hire, transfer, promote, demote, discipline or terminate any Family member.
- iii. No Trustee shall supervise a Family member, or be placed in a position of influence over a Family member.
- iv. No Trustee shall attempt to use a Family relationship for his or her personal benefit or gain.
- v. Every Trustee shall adhere to the Board's Fair Practice in *Hiring and Promotion H.M.11* policy.

14. 15. Not Undermine, Work Against the Board's Decisions

- i. Trustees shall not actively undermine the implementation of the Board's decisions.
- ii. Trustees shall not engage in litigation or other legal challenges against the TCDSB or the Board's decisions. Despite this provision:

- a. Members may pursue a complaint or request for investigation under a statutory scheme dealing with requirements for open and transparent processes, access to information, the protection of privacy, or the protection of human rights;
 - b. Members are not restricted from participating in litigation or other legal challenges if they are uniquely impacted by the decision, such as when ~~the Board~~ **a sanction has been imposed a penalty or reprimand following a report of** ~~by~~ the Integrity Commissioner;
 - c. Members are not restricted from participating in litigation or other legal challenges if they did not participate, and were not entitled to participate, in the deliberations and respective decision of the Board, or in regard to which the Board has made a decision in regard to their interests, in circumstances where they are uniquely impacted by the decision.
- iii. Despite this Regulation, Trustees may seek to have a Board decision reconsidered in accordance with the Board's Operating By-law.

15.46. Reprisals and Obstruction

- i. It is a violation of the ~~Trustee Code of Conduct~~ to obstruct the Integrity Commissioner in the carrying out of their responsibilities.
- ii. No Trustee shall ~~threaten or undertake any active~~ **engage in reprisal or the threat of** reprisal against a ~~person~~:
 - a. **an individual** initiating an inquiry or ~~complaint under~~ who gave notice of an alleged breach of the ~~Trustee Code of Conduct~~ **pursuant to the requirements set out in the Complaint Protocol appended at Appendix A;** or
 - b. **any** person who provides information about the alleged breach to the Integrity Commissioner ~~in any investigation~~.
- iii. It is a violation of the ~~Trustee Code of Conduct~~ to destroy documents or erase electronic communications or refuse to respond to the Integrity Commissioner where a formal complaint has been lodged under the Code's ~~of Conduct's~~ **Complaint Protocol**.

16.17. Acting on Advice of Integrity Commissioner

- i. **A Trustee is entitled to seek the advice of the Integrity Commissioner with respect to their own obligations under the Code of Conduct or any ethical policy, procedure or rule.**
- ii. Any written advice given by the Integrity Commissioner to a Trustee binds the Integrity Commissioner in any subsequent consideration of the conduct of the Trustee in the same matter, as long as all the relevant facts were disclosed to the Integrity Commissioner, and the Trustee adhered to the advice given.

17. ~~18.~~ Implementation

- i. Trustees are expected to formally and informally review their adherence to the Code on a regular basis or when so requested by the Board.
- ii. At the beginning of each term, Trustees will be expected to meet with the Integrity Commissioner and/or attend training conducted by the Integrity Commissioner.
- iii. The ~~Trustee Code of Conduct~~ applies to a Student Trustee elected to serve on the Board pursuant to Section 55 of the *Education Act* and the Regulations made thereunder, provided that:
 - a. In giving broad, liberal interpretation to any provision of the ~~Trustee Code of Conduct~~ any necessary changes shall be inferred given the context and role of a Student Trustee
 - b. Regulation 6, Election Campaigns, does not apply to Student Trustees; and
 - c. Any complaint regarding whether a Student Trustee breached the Code ~~of Conduct~~ shall be administered by the appropriate Board personnel responsible for student discipline and not the Integrity Commissioner, however the Integrity Commissioner may be consulted for guidance on the liberal interpretation and application of the ~~Trustee Code of Conduct~~.

19. ~~Voting on Resolutions~~

~~This Regulation pertains to any Board of Trustee resolutions made in accordance with, and pursuant to, Article 2.10.10 of the Board's Operating By law, Number 175 (as amended at April 21, 2016).~~

~~This Regulation provides that with respect to resolutions on the things identified in Article 2.10.10 of the Board's Operating By law, the required vote on any resolutions of determinations or sanctions will be made by a 2/3 majority of all Trustees on the Board, not including the accused Trustee.~~

Cross References:

Ministry of Education Policy/Program Memorandum

- Education Act, R.S.O. 1990, c. E.2
- Municipal Act, 2001, S.O. 2001, c. 25
- Municipal Conflict of Interest Act, R.S.O. 1990, c. M50 (MCIA)
- Municipal Elections Act, 1996, SO 1996, c. 32
- Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, C. M.56 (MFIPPA)
- Criminal Code of Canada R.S.S., 1985, c. C-46
- Human Rights Code, R.S.O. 1990, c. H. 19

TCDSB Policy /Procedure

- *Harassment and Discrimination Policy*
- *Fair Practice in Hiring and Promotion Policy*
- *Communications*
- *Trustee Services and Expenditures Policy*
- *Trustee Honorarium*
- ~~*Code of Conduct*~~

Definitions:

Family

Includes “child”, “parent” and “spouse” as those terms are defined in the *Municipal Conflict of Interest Act* (set out below for ease of reference)

Child

A-

Nomination Day

The last day for filing or withdrawing a nomination as provided for by the 1996.

Evaluation and Metrics:

The policy will be reviewed as required and in accordance with the timelines outlined in Ontario Regulation 312/24 as follows:

- The next review of ~~to~~ **the Code shall** be completed no later than May 15, 2027.
- ~~each~~ Each subsequent review will be completed every four (4) years and no later than May 15 in the year of review.
- **Where changes are made to the Code by resolution of the Board, the Board shall update the Code by no later than August 31 of the year of the review.**
- **This Code of Conduct will be publicly available on the Board's website and indicate the effective date of every change made to the Code (other than changes of a typographical or similar nature).**
- The Board will maintain an archive of all previous versions of its Code, indicating the period during which each version applied, and shall ensure that the versions are publicly accessible.



POLICY NAME:	TRUSTEE CODE OF CONDUCT
POLICY SECTION:	Administration and Governance
DATE APPROVED:	September 29, 2010
DATE OF NEXT REVIEW:	No later than May 15, 2027
DATES OF AMENDMENTS:	April 4, 2012; February 24, 2016; April 28, 2021; July 19, 2022, August 22, 2024, November 6, 2024
RESPONSIBLE DEPARTMENT:	Legal Services

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Purpose:

The Toronto Catholic District School Board (the “TCDSB”) is an inclusive, welcoming and respectful Catholic community committed to ensuring the inherent and infinite dignity and worth of every person. Recognizing every person is created in the image and likeness of God, each are deserving of respect at all times. The Board of Trustees of the Toronto Catholic District School Board (the “Board”) is committed to governance that ensures a welcoming, inclusive, and safe space for all to live, learn, work and thrive.

1. Trustees (as defined herein) shall serve the public and their constituents in a conscientious and diligent manner.
2. Trustees shall be committed to performing their functions with integrity impartiality and transparency.
3. Trustees shall perform their duties in office and arrange their private affairs in a manner that promotes public confidence and will bear close public scrutiny.
4. There is a benefit to school boards when members have a broad range of knowledge and continue to be active in their own communities, whether in business, in the practice of a profession, in community associations, and otherwise.
5. The policy is in alignment with TCDSB’s Multi-Year Strategic Plan (MYSP), and reflects Catholic values rooted in the love of Christ.

Definitions:

The following terms shall have the following meanings in this Code of Conduct:

“**Child**” means a child born within or outside marriage and includes an adopted child and a person whom a parent has demonstrated a settled intention to treat as a child of his or her family;

“**Code**” means the Trustee Code of Conduct.

“**Complaint Protocol**” means the complaint protocol appended to the Code at Appendix A and applies to complaints under the Code.

“**Confidential Information**” includes information or records that are in the possession, in the custody or under control of the TCDSB that the TCDSB is either precluded from being disclosed under applicable legislation, the Board’s Operating By-law or any of its other by-laws, policies, rules or procedures, or that it is required to refuse to disclose the *Municipal Freedom of Information and Protection of Privacy Act* or other legislation.

“**Family**” includes Child, Parent and Spouse, as defined herein, and also includes:

- step-child and grand-child;
- siblings and step-siblings;
- aunt/uncle, niece/nephew, first cousins
- in-laws, including mother/father, sister/brother, daughter/son
- any person who lives with the Trustee on a permanent basis.

“**Integrity Commissioner**” means the integrity commissioner as duly appointed by the Board pursuant to the *Education Act* and relevant regulations to independently carry out the functions set out therein.

“**Parent**” means a person who has demonstrated a settled intention to treat a child as a member of his or her family.

“**Spouse**” means a person to whom the person is married or with whom the person is living in a conjugal relationship outside marriage.

“**Trustee**” means a person elected, acclaimed, or appointed to the office of trustee of the Board according to the provisions of the *Education Act* or the *Municipal Elections Act*.

Regulations:

1. Avoidance of Conflicts of Interest

In this Regulation:

“disqualifying interest” means an interest in a matter that, by virtue of the relationship between the Trustee and other persons or bodies associated with the matter, is of such a nature that reasonable persons fully informed of the facts would believe that the Trustee could not participate impartially in the decision-making processes related to the matter.

“non-disqualifying interest” means an interest in a matter that, by virtue of the relationship between the Trustee and other persons or bodies associated with the matter, is of such a nature that reasonable persons fully informed of the facts would believe that the Trustee could participate impartially in the decision-making processes related to the matter so long as: (1) the Trustee fully discloses the interest so as to provide transparency about the relationship; and (2) the Trustee states why the interest does not prevent the Trustee from making an impartial decision on the matter.

- i. Trustees shall not participate in the decision-making processes associated with their office when prohibited to do so by the *Municipal Conflict of Interest Act*.
- ii. Trustees shall not participate in the decision-making processes associated with their office when they have a disqualifying interest in a matter.
- iii. For greater certainty:
 - a. Trustees shall not participate in the decision-making processes associated with their office when they have a direct, indirect or deemed pecuniary interest in a matter, except in compliance with the *Municipal Conflict of Interest Act*.
 - b. Trustees shall not participate in the decision-making processes associated with their office when they have an

interest that though in compliance with the *Municipal Conflict of Interest Act*, is nevertheless a disqualifying interest by virtue of the nature of the relationship between the Trustee and other persons or bodies to be affected by the decision.

iv. Treatment of Non-Disqualifying Interests:

- a. Trustees may participate in the decision-making processes associated with their office when they have a non-disqualifying interest provided they file at their earliest opportunity a Transparency Disclosure in a form and manner established by the Director of Education acting in consultation with the Integrity Commissioner.
 - b. Transparency Disclosures are public documents and shall be available for public viewing on the Board web site.
 - c. The determination of whether an actual disqualifying interest or an actual non-disqualifying interest exists, when challenged, is subject to the determination by the Integrity Commissioner of whether a reasonable person fully informed of the facts would believe that the Trustee could not participate impartially in the decision-making processes related to the matter.
- v. Trustees who seek advice from the Integrity Commissioner with respect to the application of this Regulation may rely on the provisions Regulation 16, "Acting on Advice of Integrity Commissioner."
- vi. Trustees shall avoid any interest in any contract made by him/her in an official capacity and shall not contract with the TCDSB or any agency thereof for the sale and purchase of supplies, material or equipment or for the rental thereof.
- vii. Trustees while holding public office, shall not engage in an occupation or the management of a business that conflicts with their ability to diligently carry out their role as a Trustee, and shall not in any case profit directly or indirectly from such business that does or has contracted with the TCDSB.
- viii. Despite paragraph vii, a Trustee may hold office or a directorship in

an agency, board, commission or corporation where the Trustee has been appointed by the Board or by the Federal or Provincial Government.

- ix. Despite paragraph vii, a Trustee may hold office or directorship in a charitable, service or other not-for-profit corporation subject to the Trustee disclosing all material facts to the Integrity Commissioner and obtaining a written opinion from the Integrity Commissioner approving the activity, as carried out in the specified manner, which concludes that the Trustee does not have a conflict between his/her private interest and public duty. In circumstances where the Integrity Commissioner has given the Trustee a qualified opinion, the Trustee may remedy the situation in the manner specified by the Integrity Commissioner.

2. Gifts, Benefits and Hospitality

In this Regulation:

“**Gift**” means money, fee, advance, payment, gift, gift certificate, promise to pay, property, travel, accommodation, entertainment, hospitality or any other personal benefit connected directly or indirectly with the performance of a Trustee’s duties of office, but excludes: (1) compensation authorized by law; (2) political contributions otherwise reported by law, in the case of Trustees running for office; (3) services provided by persons volunteering their time; (4) contributions of value that are specifically addressed in other provisions of this Code; (5) Gifts provided to the TCDSB and which are logged, archived and/or publicly displayed as such. For clarity, a Gift provided with the Trustee’s knowledge to a Family member that is connected directly or indirectly to the performance of the Trustee’s duties, is deemed to be a Gift to that Trustee.

“**Token of Appreciation**” means such gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation, or which are a suitable memento of a function honouring the Trustee.

“**Official Hospitality**” means food, lodging, transportation and entertainment provided by Provincial, Regional and local governments or political subdivisions of them, by the Federal government or by a foreign government within a foreign country or

at a conference, seminar or event where the Trustee is either speaking or attending in an official capacity at an official event (such as at meetings of Ontario Catholic Trustees' Association or conducted by providers of continuing education).

“Business Hospitality” means entertainment, food and beverages consumed at banquets, receptions or similar events, if: (1) attendance serves a legitimate business purpose; (2) the person extending the invitation or a representative of the organization is in attendance; and (3) the value is reasonable and the invitations infrequent.

“Publications” means communication to the offices of a Trustee, including subscriptions to newspapers, and periodicals.

- i. A Trustee shall not accept any a Gift from any person, group, or entity that has dealings with the TCDSB if a reasonable person might conclude that the Gift could influence the Trustee when performing their duties, unless (a) the Gift is of nominal value; (b) the Gift is given as an expression of courtesy or hospitality; and (c) accepting the Gift is reasonable in the circumstances.
- ii. No Trustee shall accept any Gift involving the use of property or facilities, such as a vehicle, office, club membership or vacation property at less than reasonable market value or at no cost. Notwithstanding this prohibition, with specific approval provided by the Board, a Trustee may be sponsored to attend educational site visits connected with an identified project.
- iii. Gifts identified in Column B of *Gift Treatment and Disclosure Table* may be accepted by a Trustee provided the Gift is disclosed in accordance with the conditions set out in Column ‘C’.
- iv. Gift Disclosure, where required, is to be accomplished by filing within 30 days of receipt of the gift or reaching the annual limit, a Trustee Information Statement in a form prescribed by the Integrity Commissioner and providing same to the Board Recording Secretary for posting on the Board’s web site.
- v. Gifts identified in Column B shall not be accepted, without the Integrity Commissioner’s specific approval, when the conditions set out in Column ‘D’ are applicable.

- vi. In providing advice to a Trustee about their obligations respecting Gifts, or in considering any inquiry with respect to a Trustee Information Statement or an assertion that this Regulation has been breached, or in providing consent, where required, that a Gift may be accepted, the Integrity Commissioner shall determine whether the receipt of the Gift might, in the opinion of the Integrity Commissioner, create a conflict between a private interest and the public duty of the Trustee. In the event that the Integrity Commissioner makes that preliminary determination, they shall call upon the Trustee to justify receipt of the gift or benefit.
- vii. Should the Integrity Commissioner determine the receipt of a Gift was inappropriate, the Integrity Commissioner may direct the Trustee to return the gift, reimburse the donor for the value of any gift or benefit already consumed, or the Integrity Commissioner may order the Trustee to forfeit the gift or remit the value of any gift or benefit already consumed to the TCDSB. Any such direction ordered by the Integrity Commissioner shall be a matter of public record.

Gift Treatment and Disclosure			
A	B	C	D
Type of Gift	Examples	<u>Gift Disclosure</u> <i>Apparent Value at which Gift, or the cumulative value from one source in a calendar year is disclosable</i>	<u>Gift No Longer Allowable</u> <i>Condition or Actual Value beyond which gift is not allowable (Value assessed on basis of single Gift or cumulative Gift value from one source in calendar year) (without Integrity Commissioner approval)</i>
Token of Appreciation	Plaques, Pens, Mugs, Vase, Event Photos, and similar	No need to record - Deemed Zero Value	Actual Value of a single gift is over \$100 (allowable with IC approval)
	Perishable (includes flowers, food)	No need to record - Deemed Zero Value	Excludes Alcohol with actual value over \$100
	Gift to Board	Not a 'Gift'. No need to record. Board staff to record and take possession unless otherwise on public display. Deemed Zero Value	N/A

Course of Business	Publications	No need to record - Deemed Zero Value	N/A
	Art	\$100	\$100
	Business Meals	\$100	\$100
	Business Hospitality	\$100	\$250 More than two Event Tickets (Golf, Gala, Sporting, Entertainment) per event More than one event per year from the same person or organization (allowable with IC approval)
	Office Hospitality	\$100	No limit

3. Trustee’s Role in Funding Charitable/Community Events

There are a range of expenses that support a Trustee’s role in community development and engagement activities within their ward. For federal and provincial elected officials, these expenses are often paid for by Riding Association funds. Locally-elected officials do not have this benefit. Trustees should refer to the *Trustee Services and Expenditures Policy T.17* for guidance of expenses eligible for reimbursement.

- i. As community leaders, Trustees may lend their support to and encourage community donations to registered charitable, not-for-profit and other community-based groups. Monies raised through fundraising efforts shall go directly to the groups or volunteers or chapters acting as local organizers of the group and Trustees should not handle any funds on behalf of such organizations. Trustees routinely perform important work in supporting charitable causes and in so doing, there is a need for transparency respecting the Trustee’s involvement. The following guidelines shall apply:
 - a. Trustees should not directly or indirectly manage or control any monies received relating to community or charitable organizations fundraising;
 - b. Trustees or persons acting on behalf of a Trustee shall not solicit or accept support in any form from an individual,

group or corporation, with any pending significant matter or procurement proposal before the Board, which the Trustee knew or ought to have known about;

- c. With reference to member-organized community events, Trustees must report to the Integrity Commissioner, the names of all donors and the value of their donation that supplement the event;
 - d. Where a Trustee sponsors and/or lends support to a community or charitable event, this Code recognizes that all donations are subject to the *Trustee Services and Expenditures Policy T.17*;
 - e. No donation cheques should be made payable to a Trustee. Trustees may only accept donation cheques made payable to a Business Improvement Association, charity or community group and only for the purpose of passing the cheques on to such group;
 - f. Trustees should not handle any cash on behalf of any charitable organization, not-for-profit or community group, and should always remain at arm's length from the financial aspects of these community and external events. If a Trustee agrees to fundraise on behalf of a charity or community group, the Trustee should not handle any cash on behalf of any charitable organization, not-for-profit or community group, and should always remain at arm's length from the financial aspects of these community and external events. If a Trustee agrees to fundraise on behalf of a charity or community group, the Trustee should ensure that payment is received by a means that does not involve cash, including bank draft, money order, credit card or cheque made payable to the applicable group or organization.
- ii. Nothing included herein affects the entitlement of a Trustee to:
 - a. urge constituents, businesses or other groups to support community events and advance the needs of a charitable organization put on by others in the Trustee's ward or elsewhere in the City of Toronto;

- b. play an advisory ex officio or honorary role in any charitable or non- profit organization that holds community events in the Trustees' ward; and c) collaborate with the TCDSB and its affiliates to hold community events.
- c. collaborate with the TCDSB and its affiliates to hold community events.

4. Confidential Information

- i. No Trustee shall use or disclose Confidential Information obtained or made available to them in their role as Trustee except as authorized by law or by the Board.
- ii. No Trustee shall use information described in 4.i in a manner that would be detrimental to the interests of the TCDSB or the Board or for the purpose of personal gain or for the gain of the Trustee's Family.
- iii. No Trustee shall disclose the content of any such matter, or the substance of deliberations, of an in-camera meeting until the Board discusses the information at a meeting that is open to the public or releases the information to the public.
- i. No Trustee shall directly or indirectly benefit, or aid others to benefit, from knowledge respecting bidding on the sale of TCDSB property or assets.
- ii. Trustees shall not access or attempt to gain access to Confidential Information in the custody of the TCDSB unless it is necessary for the performance of their duties and is not prohibited by Board policy.

5. Use of Board Resources

- i. No Trustee shall use or permit the use of TCDSB resources for any purpose than the business of the Board.
- ii. No Trustee shall obtain personal financial gain from the use or sale of TCDSB developed intellectual property (for example, inventions, creative writings and drawings), computer programs, technical innovations or any other item capable of being patented. Trustees acknowledge and do not dispute that all such property remains exclusively that of the TCDSB.
- iii. No Trustee shall use information gained in the execution of his or her duties that is not available to the general public, for any purposes other than his or her official duties.
- iv. No Trustee shall use the services of Board staff, or make requests for documents or information from Board staff, unless such information is required for the purpose of carrying out their duties as public officials.
- v. No Trustee shall include in his or her website, newsletters, E-mails or other printed material, advertising of businesses in the Board, including the distribution of gift certificates, free tickets or a compiled list of businesses located in a ward.

6. Election Campaigns

- i. Trustees are required to follow the provisions of the *Municipal Elections Act, 1996* and Trustees are accountable under the provisions of that statute.
- ii. No Trustee shall use the facilities, equipment, supplies, services, staff or other resources of the TCDSB (including TCDSB newsletters, individual websites linked through the TCDSB website and social media accounts used for ward communication) for any election campaign or campaign-related activities and all such sites shall not use the TCDSB logo.
 - a. If a Trustee uses any social media account for campaign purposes, such account must not be created or

supported by TCDSB resources or use the TCDSB logo. Social media accounts used for campaign purposes must utilize personal cell phones, tablets and/or computers.

- b. To avoid confusion with any website or social media accounts used for the Trustee's work, Trustees who choose to create or use social media accounts for campaign communications must include, for the duration of the campaign, a clear statement on each campaign website or social media account's home page indicating that the account is being used for election campaign purposes.
 - c. Trustees are allowed to place campaign phone numbers, websites and E-mail addresses on election pages on the TCDSB website. All of which is available and authorized for all candidates for Board office.
- iii. In a municipal election year, commencing July 2, until the date of the election, Trustees may not publish newsletters or distribute newsletters in TCDSB facilities. All newsletters distributed through the mail must be post- marked by no later than May 1 (alternate July 2) in an election year. Trustees may, during such period, use TCDSB facilities to communicate important notifications to separate school supporters in their ward by E-mail or by letter on the Trustee's usual letterhead.
 - iv. In a municipal election year, commencing on July 2, until the date of the election, no candidate, including Trustees, may directly or indirectly book any TCDSB facility for any purpose that might be perceived as an election campaign purpose.
 - v. No Trustees shall use the services of persons for campaign related Activities during hours in which those persons receive any compensation from the TCDSB.

7. Improper Use of Influence

- i. No Trustee shall use the influence of their office for any purpose other than for the exercise of their official duties.
- ii. If the TCDSB has taken a position in an Ontario Land Tribunal (“OLT”) matter and instructed legal counsel to appear at a hearing in support of such position, no Trustee who disagrees with such position shall give evidence at such hearing or otherwise work against the will of the TCDSB in such matter. With the consent of the lawyer assigned to represent the Board at an OLT hearing, a Trustee who is in support of the Board instructions to such lawyer, may give evidence at an OLT hearing. Notwithstanding the above, if the OLT has decided to mediate a dispute between parties in a matter, any member of the Board may offer his or her services to assist with such mediation regardless of his or her position in the matter and participate, if approved by the OLT mediator.
- iii. Pursuant to section 283 of the *Education Act*, the Director of Education is the chief education officer and chief executive officer of the TCDSB and has exclusive authority to direct staff. The Board, and not individual Trustees, give direction to the Director of Education.
- iv. No Trustee shall use his or her position, authority or influence for personal, financial or material gain or personal business purposes or for the personal, financial or material gain or business purposes of a Family member, friend and/or business associate. Every Trustee shall uphold and enhance all TCDSB business operations by:
 - a. maintaining an unimpeachable standard of integrity in all their relationships, both inside and outside the TCDSB;
 - b. fostering the highest standard of professional competence amongst those for whom they are responsible;
 - c. complying with and being seen to comply with the letter and spirit of: (1) The laws of Canada and the Province of Ontario; and (2) Contractual obligations applicable to the Board; and

- d. rejecting and denouncing any business practice that is improper or inappropriate or may appear to be improper or inappropriate.

8. Business Relations

- i. No Trustee shall allow the prospect of his/her future employment by a person or entity to affect the performance of their duties, detrimentally or otherwise.
- ii. No Trustee shall borrow money from any person who regularly does business with the TCDSB unless such person is an institution or company whose shares are publicly traded and who is regularly in the business of lending money, such as a credit union.
- iii. No Trustee shall act as a paid agent before the Board or a committee of the Board or any agency, board or committee of the TCDSB.
- iv. No Trustee shall refer a third party to a person, partnership or corporation in exchange for payment or other personal benefit.

9. Trustee Conduct

- i. Trustees shall comply with the Code and any applicable TCDSB by-law, resolution, policy or procedure.
- ii. When acting or holding themselves out as member of the Board, the Trustee shall conduct themselves in a manner that would not discredit or compromise the integrity of the TCDSB.
- iii. When acting or holding themselves out as a member of the Board, the Trustee shall treat persons equally without discrimination based on a person's race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability.
- iv. Trustees shall encourage public respect for the TCDSB, the Board and its by-laws.
- v. No Trustee shall give notice of an alleged breach of the Code if the allegation is frivolous or vexatious or the notice is given in bad faith.

- vi. Trustees shall conduct themselves at the Board and committee meetings with decorum in accordance with the provisions of the Board's Operating By-law.
- vii. Trustees shall endeavour to conduct and convey the Board's business and all their duties in an open and transparent manner (other than for those decisions which by virtue of legislation are authorized to be dealt with in a confidential manner in closed session), and in so doing, allow the public to view the process and rationale which was used to reach decisions and the reasons for taking certain actions.
- viii. Trustees shall make every effort to participate diligently in the activities of the committees, agencies, boards, commissions and advisory committees to which they are appointed by the Board or by virtue of being an elected official.
- ix. Trustees shall uphold the implementation of any Board resolution after it is passed by the Board.

10. Media Communications

- i. No Trustee shall act as a spokesperson to the public on behalf of the TCDSB or the Board unless authorized to do so.
- ii. Trustees will accurately communicate the decisions of the Board, even if they disagree with the majority decision of the Board, and by so doing affirm the respect for and integrity in the decision-making processes of the Board.
- iii. In all media communications, including social media, Trustees will treat each other, staff and members of the public with decorum, dignity and respect, and shall avoid messaging that amounts to abuse, bullying or intimidation.

11. Respectful Workplace

- i. Trustees are governed by the Board's *Harassment and Discrimination Policy H.M.14* (or any successor policy). All Trustees have a duty to treat members of the public, one another and staff appropriately and without abuse, bullying or intimidation and to ensure that their work environment is free from discrimination and harassment.
- ii. All complaints received involving Trustees under the *Harassment and Discrimination Policy H.M.14*. (or any successor policy) shall be referred to the Integrity Commissioner in accordance with both the said policy and the Code.
- iv. The Ontario Human Rights Code applies in addition to the Board's *Harassment and Discrimination Policy H.M.14* (or any successor policy).

12. Conduct Respecting Staff

- i. No Trustee shall compel staff to engage in partisan political activities or be subjected to threats or discrimination for refusing to engage in such activities.
- ii. No Trustee shall use, or attempt to use, their authority for the purpose of intimidating, threatening, coercing, commanding or influencing any staff member with the intent of interfering in staff's duties, including the duty to disclose improper activity.
- iii. 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.
- iv. No Trustee shall 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 TCDSB.

13. Employment of a Trustee's Family Members and Acquaintances

- i. No Trustee shall attempt to influence the outcome of a recruitment process to favour a friend, Family member or other relative of the Trustee.
- ii. No Trustees shall make any decision or participate in the process to hire, transfer, promote, demote, discipline or terminate any Family member.
- iii. No Trustee shall supervise a Family member, or be placed in a position of influence over a Family member.
- iv. No Trustee shall attempt to use a Family relationship for his or her personal benefit or gain.
- v. Every Trustee shall adhere to the Board's Fair Practice in *Hiring and Promotion H.M.11* policy.

14. Not Undermine, Work Against the Board's Decisions

- i. Trustees shall not actively undermine the implementation of the Board's decisions.
- ii. Trustees shall not engage in litigation or other legal challenges against the TCDSB or the Board's decisions. Despite this provision:
 - a. Members may pursue a complaint or request for investigation under a statutory scheme dealing with requirements for open and transparent processes, access to information, the protection of privacy, or the protection of human rights;
 - b. Members are not restricted from participating in litigation or other legal challenges if they are uniquely impacted by the decision, such as when a sanction has been imposed by the Integrity Commissioner;
 - c. Members are not restricted from participating in litigation or other legal challenges if they did not participate, and were not entitled to participate, in the deliberations and respective decision of the Board, or in regard to which the Board has

made a decision in regard to their interests, in circumstances where they are uniquely impacted by the decision.

- iii. Despite this Regulation, Trustees may seek to have a Board decision reconsidered in accordance with the Board's Operating By-law.

15. Reprisals and Obstruction

- i. It is a violation of the Code to obstruct the Integrity Commissioner in the carrying out of their responsibilities.
- ii. No Trustee shall engage in reprisal or the threat of reprisal against:
 - a. an individual initiating an inquiry or who gave notice of an alleged breach of the Code pursuant to the requirements set out in the Complaint Protocol appended at Appendix A; or
 - b. any person who provides information about the alleged breach to the Integrity Commissioner.
- iii. It is a violation of the Code to destroy documents or erase electronic communications or refuse to respond to the Integrity Commissioner where a formal complaint has been lodged under the Code's Complaint Protocol.

16. Acting on Advice of Integrity Commissioner

- i. A Trustee is entitled to seek the advice of the Integrity Commissioner with respect to their own obligations under the Code of Conduct or any ethical policy, procedure or rule.
- ii. Any written advice given by the Integrity Commissioner to a Trustee binds the Integrity Commissioner in any subsequent consideration of the conduct of the Trustee in the same matter, as long as all the relevant facts were disclosed to the Integrity Commissioner, and the Trustee adhered to the advice given.

17. Implementation

- i. Trustees are expected to formally and informally review their adherence to the Code on a regular basis or when so requested by the Board.
- ii. At the beginning of each term, Trustees will be expected to meet with the Integrity Commissioner and/or attend training conducted by the Integrity Commissioner.
- iii. The Code applies to a Student Trustee elected to serve on the Board pursuant to Section 55 of the *Education Act* and the Regulations made thereunder, provided that:
 - a. In giving broad, liberal interpretation to any provision of the Code any necessary changes shall be inferred given the context and role of a Student Trustee
 - b. Regulation 6, Election Campaigns, does not apply to Student Trustees; and
 - c. Any complaint regarding whether a Student Trustee breached the Code shall be administered by the appropriate Board personnel responsible for student discipline and not the Integrity Commissioner, however the Integrity Commissioner may be consulted for guidance on the liberal interpretation and application of the Code.

Cross References:

Ministry of Education Policy/Program Memorandum

- Education Act, R.S.O. 1990, c. E.2
- Municipal Act, 2001, S.O. 2001, c. 25
- Municipal Conflict of Interest Act, R.S.O. 1990, c. M50 (MCIA)
- Municipal Elections Act, 1996, SO 1996, c. 32
- Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, C. M.56 (MFIPPA)
- Criminal Code of Canada R.S.S., 1985, c. C-46
- Human Rights Code, R.S.O. 1990, c. H. 19

TCDSB Policy /Procedure

- *Harassment and Discrimination Policy*
- *Fair Practice in Hiring and Promotion Policy*
- *Communications*
- *Trustee Services and Expenditures Policy*
- *Trustee Honorarium*

Evaluation and Metrics:

The policy will be reviewed as required and in accordance with the timelines outlined in Ontario Regulation 312/24 as follows:

- The next review of the Code shall be completed no later than May 15, 2027.
- Each subsequent review will be completed every four (4) years and no later than May 15 in the year of review.
- Where changes are made to the Code by resolution of the Board, the Board shall update the Code by no later than August 31 of the year of the review.
- This Code of Conduct will be publicly available on the Board's website and indicate the effective date of every change made to the Code (other than changes of a typographical or similar nature).
- The Board will maintain an archive of all previous versions of its Code, indicating the period during which each version applied, and shall ensure that the versions are publicly accessible.

~~TCDSB CODE OF~~
~~CONDUCT~~
COMPLAINT
PROTOCOL

COMPLAINT PROTOCOL

Definitions:

“Appellant” means the party appealing the Integrity Commissioner’s determination;

“Business Day” means a day from Monday to Friday, excluding holidays;

“Respondent” means the party responding to an appeal of the Integrity Commissioner’s determination.

~~“Eligible Complainant” means:~~

- ~~a) — a Trustee, student, staff member, contractor or service provider of the TCDSB;~~
- ~~b) — a Roman Catholic (Separate School) elector;~~
- ~~c) — an Eastern Rite Catholic;~~
- ~~d) — a representative of an organization demonstrably interested in TCDSB matters; or~~
- ~~e) — such other persons demonstrably interested in TCDSB matters.~~

PART A: — INFORMAL COMPLAINT PROCEDURE

~~Any Eligible Complainant who has identified or witnessed behaviour or an activity by a Trustee that they believe is in contravention of the *Trustee Code of Conduct* (the “Code”) may wish to address the prohibited behaviour or activity themselves as follows:~~

- ~~(1) — advise the Trustee that the behaviour or activity contravenes the Code;~~
- ~~(2) — encourage the Trustee to stop the prohibited behaviour or activity;~~
- ~~(3) — keep a written record of the incidents including dates, times, locations, other persons present, and any other relevant information;~~
- ~~(4) — if applicable, confirm to the Trustee their satisfaction with the response of the Trustee; or, if applicable, advise the Trustee of their dissatisfaction with the response; and~~
- ~~(5) — consider the need to pursue the matter in accordance with the formal complaint procedure outlined in Part B, or in accordance with another applicable judicial or quasi-judicial process or complaint procedure.~~

~~All Eligible Complainants are encouraged to initially pursue this informal complaint procedure as a means of stopping and remedying a behaviour or~~

activity that is prohibited by the Code. With the consent of the complaining individual or organization and the member, the Integrity Commissioner may be part of any informal process. However, it is not a precondition or a prerequisite that those complaining must pursue the informal complaint procedure before pursuing the Formal Complaint Procedure in Part B.

Notification of Alleged Breach

1. **(1) A Trustee who has reasonable grounds to believe that a Trustee has contravened the Code may file a formal complaint (the “Complaint”) to request an inquiry of the Integrity Commissioner as to whether a Trustee has contravened the Code in accordance with the following requirements:**
 - (a) The Complaint shall be in the form attached to the Complaint Protocol at Schedule “A” and shall be dated and signed by the Trustee; and**
 - (b) The Complaint shall include the name and contact information of Trustee who is the subject of the notification, the date of the alleged breach of the Code, the provision of the Code that was allegedly breached, a description of the alleged breach of the Code and overview of the complainant’s reasonable grounds to believe that the provision of the Code has been allegedly contravened, the names and contact information of any witnesses, and name and contact information of the complainant Trustee.**
- (2) The Complaint shall be filed by sending it directly to (i) the vice-chair of the Board, if the conduct relates to the conduct of the chair; (ii) another member of the Board who is neither the complainant nor the subject of the Complaint if the notice relates to the conduct of both the chair and vice-chair; and (iii) in all other situations, to the chair of the Board.**
- (3) A Trustee who gives notice of a Complaint shall also provide a copy of the notification to the director of education.**
- (4) The individual in receipt of the Complaint shall (i) immediately provide a copy of the Complaint to the Trustee whose conduct is the subject of the alleged breach and to the entire Board; and (ii)**

in the event the matter is not resolved within twenty (20) Business Days after the Trustee received notice of the Complaint (or such other period of time as may be prescribed), the Board shall refer the Complaint to the Integrity Commissioner.

Intake and Classification by Integrity Commissioner

2. (1) **The Integrity Commissioner shall commence an investigation into a Complaint no later than fourteen (14) days after being provided with the Complaint.**
- (2) **Notwithstanding subsection 2(1) above, no** investigation shall be commenced or continued, nor shall the Integrity Commissioner report to the Board respecting an investigation, within the election period described within s.223.4 and 223.4.1 of the *Municipal Act*, except as described in those sections.
- (3) Upon receipt of a **Complaint**, the Integrity Commissioner shall make an initial classification to determine if the matter is, on its face, a complaint with respect to non-compliance with the Code and not covered by other legislation, a complaint with respect to the *Municipal Conflict of Interest Act* or other relevant the Board policies.
- (4) If the **Complaint**, on its face, is not a complaint with respect to non-compliance with the ~~Trustee Code of Conduct~~ or another Board policy governing ethical behaviour or the *Municipal Conflict of Interest Act*, or if the **Complaint** is covered by other legislation, the Integrity Commissioner shall advise the **Trustee** complainant, **the Trustee that is the subject of the Complaint and the Board** in writing as follows:
 - (a) if the **Complaint** on its face is an allegation of a criminal nature consistent with the *Criminal Code of Canada*, the **Trustee** complainant shall be advised that if the complainant wishes to pursue any such allegation, the complainant must pursue it with the appropriate police force;
 - (b) if the **Complaint** on its face is with respect to non-compliance with the *Municipal Freedom of Information and Protection of Privacy Act*, the **Trustee** complainant shall be advised that the matter, or part of the matter, is not within the jurisdiction of the Integrity Commissioner to process, and shall be provided with any

additional reasons and referrals as the Integrity Commissioner considers appropriate. The Integrity Commissioner may proceed with that part of the complaint that is within jurisdiction.

- (5) The Integrity Commissioner may also refuse to commence an investigation into an alleged breach of the Code, and such decision shall be deemed to be final, if,**
- (a) The Complaint was made more than sixty (60) days after the day the alleged breach occurred or was discovered, whichever is later, unless the Integrity Commissioner is satisfied the delay was incurred in good faith and no substantial prejudice will result to any person affected by the delay. For clarity, if a breach relates to a series of incidents, the sixty (60) day limitation period runs from the day the last incident in the series occurred or was discovered and a breach is deemed to be discovered on the earlier of: (i) the day on which the Trustee notifying the Board first knew that the breach had occurred and (ii) the day on which a reasonable person with the abilities and in the circumstances of the Trustee notifying the Board first ought to have known the breach occurred; or**
 - (b) In the opinion of the Integrity Commissioner, the Complaint is made in bad faith or is frivolous or vexatious.**
- (6) The Integrity Commissioner shall **provide written notice of a refusal to commence an investigation to the Trustee, the Trustee who is the subject of the Complaint and the Board.**
- (7) The Integrity Commissioner **may define the scope of the investigation and** reformulate a complaint by restating, narrowing or clarifying the complaint so that the public interest will be best served. ~~were the complaint to be pursued~~
- ~~(8) The Integrity Commissioner may report to the Board that a specific complaint is not within the jurisdiction of the Integrity Commissioner.~~
- ~~(9) The Integrity Commissioner shall report annually to the Board on complaints not within the jurisdiction of the Integrity Commissioner, or which have been resolved informally by the Integrity Commissioner, but, where possible, shall not disclose information that could identify a person concerned.~~

Investigation

3. (1) The Integrity Commissioner is responsible for performing the duties set out in this Protocol independently and shall report directly to the Board in respect of all such matters. In applying this Protocol, the Integrity Commissioner shall retain the discretion to conduct investigations applying the principles of procedural fairness, and any deviation from the provisions of this Protocol for that purpose shall not invalidate the investigation or result in the Integrity Commissioner losing jurisdiction.

~~If the Integrity Commissioner is of the opinion that a complaint is frivolous, vexatious or not made in good faith, or that there are no grounds or insufficient grounds for an investigation, or that the pursuit of the investigation would not, in the opinion of the Integrity Commissioner, be in the public interest, the Integrity Commissioner shall not conduct an investigation, or, where that becomes apparent in the course of an investigation, terminate the investigation.~~

- (2) If a **Complaint** has been classified as being within the Integrity Commissioner's jurisdiction and not rejected under section 3, the **Integrity** Commissioner shall investigate the **Complaint**.
- (3) The Integrity Commissioner will provide the **Complaint** (or where the **Complaint** has been restated in accordance with subsection 2(37), the restatement) and relevant supporting material to the **Trustee** whose conduct **has been identified in the Complaint** and will provide the **Trustee** with a reasonable opportunity to respond, as well as a right of reply, where appropriate.
- (4) **Section 33 of the Public Inquiries Act, 2009 applies to an investigation.**
- (5) **In the course of conducting the investigation, the Integrity Commissioner may,**
- (a) **require the production of any records that may in any way relate to the investigation;**
 - (b) **examine and copy any records required; and**
 - (c) **require any officer or the Board or any other person to appear before him or her and give evidence, on oath or affirmation, relating to the investigation.**

- (6) The Integrity Commissioner shall not issue a report finding a violation of the Code on the part of any Trustee unless the Trustee has had reasonable notice of the basis for and an opportunity to comment on the proposed findings.
- (7) The Integrity Commissioner may make interim reports to the Board where necessary and as required to address any instances of interference, obstruction or retaliation encountered during the investigation.

~~The Integrity Commissioner shall report to the complainant and the respective Trustee generally no later than 90 days after the making of the complaint.~~

~~Where the complaint is sustained in whole or in part, the Integrity Commissioner shall also submit a public report to the Board outlining the findings, and any recommended corrective action.~~

~~Where the complaint is dismissed, other than in exceptional circumstances, the Integrity Commissioner shall not report to the Board except as part of an annual or other periodic report.~~

~~Any recommended corrective action must be permitted in law and shall be designed to ensure that the inappropriate behaviour or activity does not continue.~~

- (8) The Integrity Commissioner shall make a determination with respect to a Complaint no later than ninety (90) days after commencing the investigation, or within such other time period as may be prescribed by regulation, unless the Integrity Commissioner notifies the Board and the Trustee who is the subject of the Complaint that an extension is necessary and of the reasons for the extension.**
- (9) The Integrity Commissioner shall provide the Trustee whose conduct was the subject of the Complaint and the Board written notice of a determination that the Trustee has or has not breached the Code and any sanctions imposed.**
- (10) The written report of the Integrity Commissioner shall include the reasons for the determination, the reasons for any sanctions and information about the right to appeal pursuant to the *Education Act*.**

- (11) If the Integrity Commissioner determines, **following an investigation, that the Trustee has breached the Code, the Integrity Commissioner may impose one or more of the following sanctions:**
- (a) Censure **of** the Trustee;
 - (b) **Requiring the Board to reduce the Trustee's honorarium by an amount not exceeding twenty-five (25) per cent (%) of the Trustee's combined base and enrolment amount for the year of the term of office in which the breach occurred, requiring the Trustee to return any excess already paid to the Trustee and authorizing the Board to recover the excess from the Trustee;**
 - (c) **barring** the Trustee from attending all or part of **one or more meetings** of the Board or **one of more meetings** of a committee of the Board, **for the period of time specified by the Integrity Commissioner, up to a maximum of ninety (90) days or the balance of the Trustee's term of office, whichever is less.**
 - (d) **barring** the Trustee from sitting on one or more committees of the Board, for the period of time specified by the Integrity Commissioner, up to a maximum of 90 days or the balance of the Trustee's term of office, whichever is less;
 - (e) **barring the Trustee from becoming the chair or vice-chair of the Board or of any committee of the Board, or removing the Trustee from any of those positions;**
 - (f) **barring the Trustee from exercising the privileges of a Board member or acting as a Board representative, or removing the Trustee from a position the Trustee holds as a Board representative; and**
 - (g) **subject to any other limits set out in paragraphs (a) to (f), any other sanction that, in the opinion of the Integrity Commissioner, is reasonable and appropriate in the circumstances and would promote compliance with the Board's Code.**
- (12) If the Integrity Commissioner determines that there has been no contravention of the Code or that a contravention occurred although the member took all reasonable measures to prevent it, or that a

contravention occurred that was trivial or committed through inadvertence or an error of judgement made in good faith, the Integrity Commissioner shall so state in the report. ~~and shall recommend that no penalty be imposed~~

~~The Recording Secretary shall process the report for the next meeting of the Board.~~

- (13) The Integrity Commissioner shall file an annual report to the Board respecting the advice, education and investigations carried out in the previous year, and developments or recommendations of significance related to the role of the Integrity Commissioner. ~~Other than in exceptional circumstances, the Integrity Commissioner will not report to the Board on any complaint described in subsection (2) except as part of an annual or other periodic report.~~

~~Where the Integrity Commissioner rejects or terminates an investigation pursuant to this section, reasons shall be provided.~~

~~The Integrity Commissioner will proceed as follows, except where otherwise required in the context of a particular situation, the principles of procedural fairness~~

- ~~— Except where the Integrity Commissioner determines that it is not in the public interest to do so, the name of the complainant shall be provided as part of the complaint documents.~~

~~The Integrity Commissioner may speak to anyone relevant to the complaint, and access and examine any information as the Integrity Commissioner believes to be necessary to support an investigation into a matter, including all books, accounts, financial records, electronic data processing records, reports, files and all other papers, things or property belonging to or used by the TCDSB, and the Integrity Commissioner may enter any Board work location relevant to the complaint for the purposes of investigation and settlement.~~

~~Board Review~~

- ~~1. (1) The Integrity Commissioner's report shall be considered to be a report brought to the attention of the Board pursuant to subsection 218.3(1) of the *Education Act*.~~
- ~~(2) Consideration of the Integrity Commissioner's report by the Board satisfies the requirement of the Board to make inquiries into the matter pursuant to subsection 218.3 (2) of the Education Act.~~

~~(3) The Board shall consider the Integrity Commissioner's report at a meeting open to the public provided that where the breach or alleged breach involves:~~

- ~~(a) the security of the property of the Board;~~
- ~~(b) 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;~~
- ~~(c) the acquisition or disposal of a school site;~~
- ~~(d) decisions in respect of negotiations with employees of the board; or~~
- ~~(e) litigation affecting the board;~~

~~The meeting may be closed to the public to the extent required to permit the Board to consider such confidential content so long as the vote on whether the Trustee has breached the Trustee Code of Conduct, and any vote on any imposition of a sanction, is open to the public.~~

~~(4) If after consideration of the Integrity Commissioner's report the Board determines that a Trustee has breached the Trustee Code of Conduct, the Board may:~~

- ~~a) Censure the Trustee~~
- ~~b) Bar the Trustee from attending all or part of a meeting of the Board or a meeting of a committee of the Board.~~
- ~~c) Bar the Trustee from sitting on one or more committees of the Board, for the period of time specified by the Board~~
- ~~d) Revoke the appointment of the Trustee as Chair of the Board or as Chair of a Committee of the Board, or as a member of a body to which the Board appoints one or more Trustee~~
- ~~e) Such other remedies within the Board's power to impose that are directly relevant to the nature of the breach and/or which are designed to prevent future occurrences of a similar breach. Without restricting the generality of the foregoing such remedies may include:

 - ~~a. a request that a genuine apology be made~~
 - ~~b. training as may be recommended by the Integrity Commissioner~~
 - ~~c. the Board adopting a public resolution disassociating itself from any action or statement the Trustee has been found to have taken or made.~~~~

Consequences of the Imposition of a Sanction

4. (1) A Trustee who is barred from attending all or part of a meeting of the Board or a meeting of a committee of the Board is not entitled to receive any materials that relate to that meeting or that part of the meeting that are not available to members of the public.
- (2) Where a Trustee is barred from attending all or part of a meeting of the Board the Trustee's absence is deemed to be authorization for the Trustee to be absent from the meeting for the purpose of clause 228 (1) (b) of the *Education Act*.
- ~~(5) If the Board determines that a Trustee has breached the Trustee Code of Conduct under subsection (4),
 - ~~(a) the Board shall give the Trustee written notice of the determination and of any sanction imposed by the Board;~~
 - ~~(b) the notice shall inform the Trustee that he or she may make written submissions to the Board 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~~
 - ~~(c) the Board shall consider any submissions made by the Trustee in accordance with clause (b) and shall confirm or revoke the determination within 14 days after the submissions are received.~~~~
- ~~(6) If the Board revokes a determination under clause (7) (c), any sanction imposed by the Board is revoked.~~

- ~~(7) If the Board confirms a determination under clause (7) (c), the board shall, within the time referred to in that clause, confirm, vary or revoke the sanction.~~
- ~~(8) If a sanction is varied or revoked under subsection (8) or (9), the variation or revocation shall be deemed to be effective as of the date the original determination was made under subsection (4).~~
- ~~(9) The Board's deliberations and voting to confirm or revoke a determination that the Trustee has breached the Trustee Code of Conduct, or to confirm, vary or revoke a sanction imposed as a consequence, shall be open to the public and only such portions of the meeting as provided for in subsection (3) may be closed to the public~~

Appeal

5. (1) **Either the Board or the Trustee whose conduct was the subject of the Integrity Commissioner's determination may appeal the determination, the sanctions imposed, or both, and the Board and the Trustee are the parties to such an appeal.**
- (2) **The Trustee whose conduct was the subject of the Integrity Commissioner's determination shall not vote on a Board resolution to determine whether the Board will appeal the Integrity Commissioner's determination and/or sanctions.**
- (3) **The Appellant shall give written notice of the appeal to the other party and the Deputy Minister no later than fifteen (15) Business Days after receiving written notice of the Integrity Commissioner's determination, or within such other time period as may be prescribed by regulation.**
- (4) **The appeal shall be heard by a panel of three (3) integrity commissioners appointed by the Deputy Minister or his or her delegate, but the panel shall not include the Integrity Commissioner whose determination is the subject of the appeal (the "Panel").**
- (5) **The Panel shall hear the appeal in writing as follows:**
- (a) **the Appellant shall provide written submissions to the Panel and the Respondent no later than twenty (20) Business Days after receiving notice that the Panel has been appointed;**
- (b) **the Respondent shall provide written submissions to the Panel and the Appellant no later than twenty (20) Business Days after**

receiving the Appellant's submissions;

- (c) the Appellant shall provide their written reply to the Respondent's submissions no later than ten (10) Business Days after receiving the Respondent's submissions; and
 - (d) the Chair of the Panel may extend any timeline for the filing of written submissions at the written request of a party in order to provide for the fair, just and expeditious resolution of the appeal. A decision to extend a timeline shall be provided to the parties in writing and a copy of the decision shall be provided to the Deputy Minister.
- (6) The Panel shall convene to consider the appeal at such times and in such places as they may determine, including by electronic means.
 - (7) The Panel may define or narrow the scope of the appeal, limit the length of the submissions from the parties and make interim decisions and orders.
 - (8) The Panel may dismiss an appeal as frivolous or vexatious or commenced in bad faith, and such decision is final.
 - (9) If the Panel overturns the determination made by the Integrity Commissioner, any sanction imposed by the Integrity Commissioner is revoked.
 - (10) If the Panel upholds the determination made by the Integrity Commissioner, the Panel shall uphold, vary or overturn the sanction.
 - (11) If a sanction is varied or overturned by the Panel, the variation or overturning shall be deemed to be effective as of the date the original determination was imposed or made by the Integrity Commissioner.
 - (12) The Panel shall provide its decision and its reasons, including any dissent, to the parties no later than thirty (30) Business Days after receiving the Respondent's submissions. A copy of the Panel's decision shall be provided to the Deputy Minister
 - (13) The decision of a Panel respecting the determination of the

Integrity Commissioner is final.

Confidentiality, Records and Information

6. (1) The Integrity Commissioner and every person acting under her or his instructions shall preserve secrecy with respect to all matters that come to his or her knowledge in the course of any investigation except as required by law. ~~in a criminal proceeding~~
- ~~(2) All reports from the Integrity Commissioner to the Board will be made available to the public.~~
- (2) Any references by the Integrity Commissioner in an annual or other periodic report to a complaint or an investigation shall not disclose confidential information that could identify a person concerned.
- ~~(4) The Integrity Commissioner in a report to the Board on whether a Trustee has violated the Code of Conduct shall only disclose such matters as in the Integrity Commissioner's opinion are necessary for the purposes of the report.~~
- (3) The Board shall keep records and publish information on its website about each of the following:**
- (a) a notification brought to the Board by a Trustee alleging that another Trustee had breached the Code;**
 - (b) A determination of the Integrity Commissioner, including where the Integrity Commissioner refuses to commence an investigation; or**
 - (c) if a Panel upholds or overturns a decision of the Integrity Commissioner.**
- (4) The Board shall publish only such information on its website as appropriate where the alleged breach of the Code or the determination regarding the breach involves any of the following matters:**
- (a) the security of the property of the Board;**
 - (b) 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;

(c) the acquisition or disposal of a school site;

(d) decisions in respect of negotiations with employees of the Board; or

(e) litigation affecting the Board.

**Schedule
"A"
Complaint
Form**

I, name of Eligible Complainant **being** a Trustee of the TCDSB **hereby give notice of an alleged breach of the Code and** request the Integrity Commissioner appointed by the **TCDSB** to conduct an inquiry about whether or not the following Trustee(s) has contravened the Trustee Code of Conduct or the *Municipal Conflict of Interest Act*.

~~being an Eligible Complainant on the basis that I am (select all that are relevant)~~

- ~~a Trustee, student, staff member, contractor or service provider of the TCDSB;~~
- ~~a Roman Catholic (Separate School) elector;~~
- ~~an Eastern Rite Catholic;~~
- ~~a representative of an organization demonstrably interested in TCDSB matters; or~~
- ~~an other person demonstrably interested in TCDSB matters,~~

(Name of Trustee(s): _____

I have reasonable and probable grounds to believe that the above Trustee(s) has contravened the Code and/or the *Municipal Conflict of Interest Act* by reason of the following (please include date of the **alleged breach**, the **Regulation(s) alleged to have been** contravened, **a description of the alleged breach** and **any further** particulars, including **documents and/or** names of all persons involved, and of all witnesses, and information as to how they can be reached (attach additional pages as needed):

I hereby request the Integrity Commissioner to conduct an inquiry with respect to the above conduct. Attached are copies of documents and records relevant to the requested inquiry.

Signature: _____

Date: _____

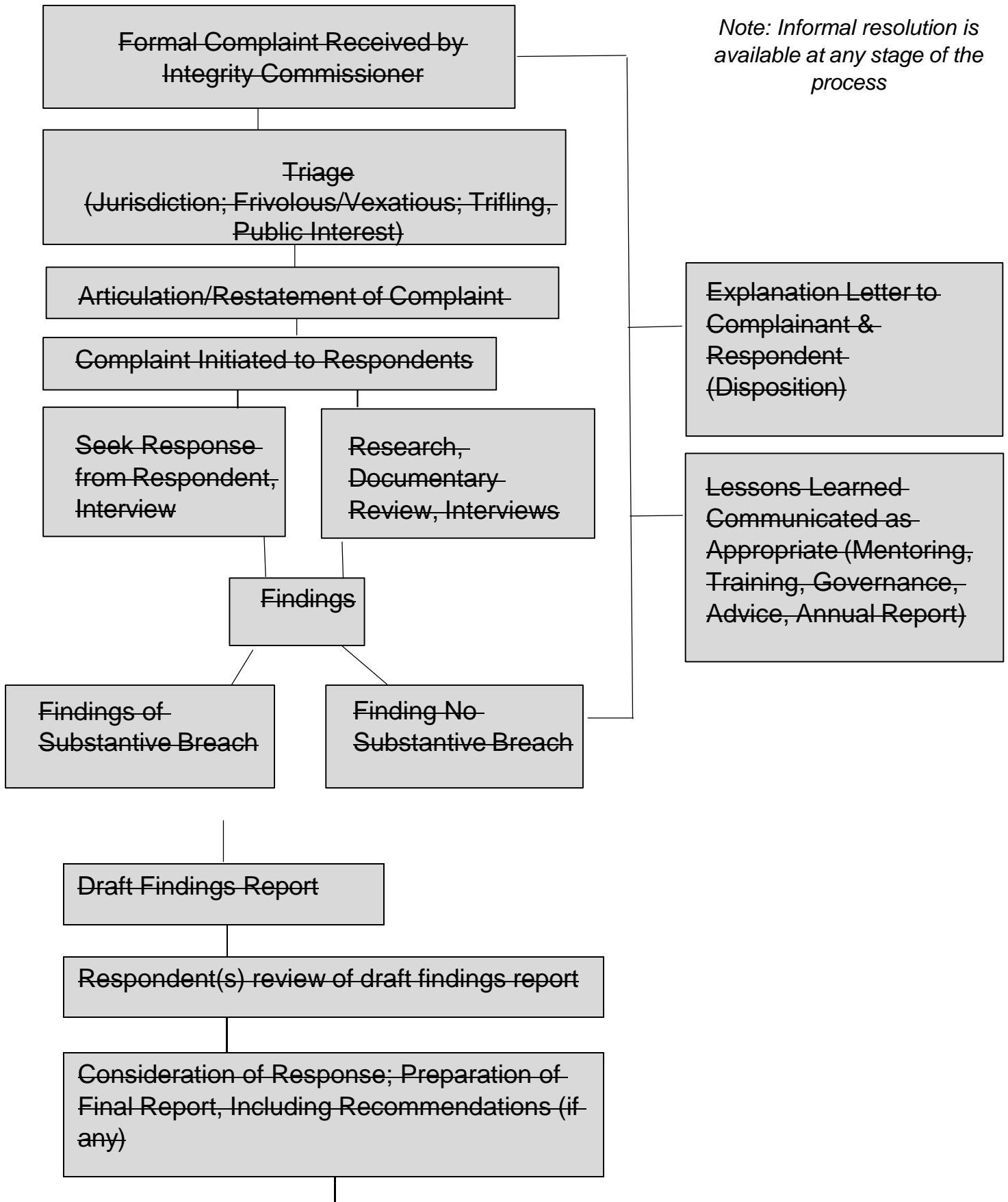
Name: _____

Address: _____

Email: _____

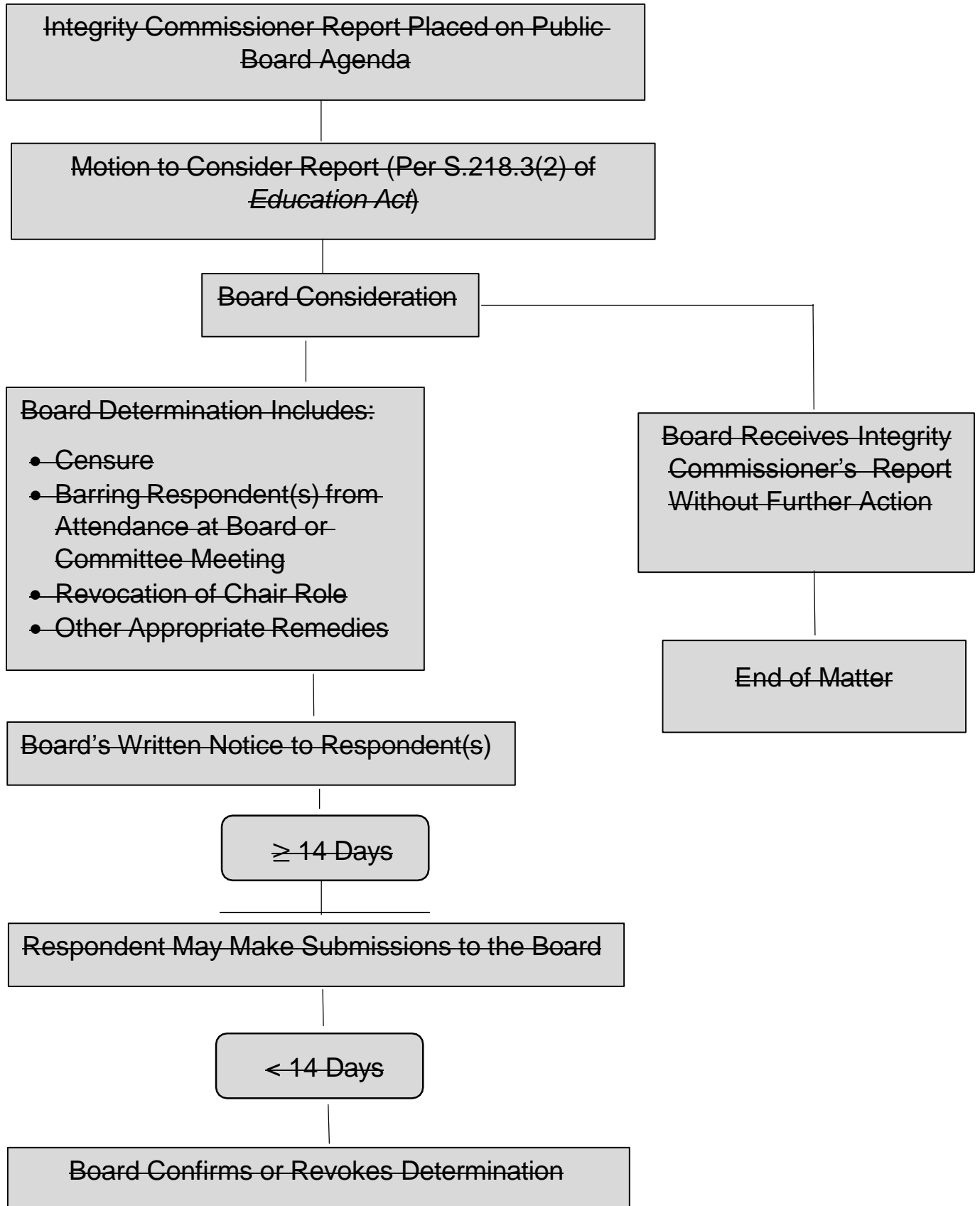
Phone: _____

Part 1 – Integrity Commissioner Process



Submission to ~~Public Meeting of the Board~~
(~~See Part 2~~)

Part 2 – Board Review



Complaint Protocol

Definitions:

“Appellant” means the party appealing the Integrity Commissioner’s determination;

“Business Day” means a day from Monday to Friday, excluding holidays;

“Respondent” means the party responding to an appeal of the Integrity Commissioner’s determination.

Notification of Alleged Breach

1. (1) A Trustee who has reasonable grounds to believe that a Trustee has contravened the Code may file a formal complaint (the “Complaint”) to request an inquiry of the Integrity Commissioner as to whether a Trustee has contravened the Code in accordance with the following requirements:
 - (a) The Complaint shall be in the form attached to the Complaint Protocol at Schedule “A” and shall be dated and signed by the Trustee; and
 - (b) The Complaint shall include the name and contact information of Trustee who is the subject of the notification, the date of the alleged breach of the Code, the provision of the Code that was allegedly breached, a description of the alleged breach of the Code and overview of the complainant’s reasonable grounds to believe that the provision of the Code has been allegedly contravened, the names and contact information of any witnesses, and name and contact information of the complainant Trustee.
- (2) The Complaint shall be filed by sending it directly to (i) the vice-chair of the Board, if the conduct relates to the conduct of the chair; (ii) another member of the Board who is neither the complainant nor the subject of the Complaint if the notice relates to the conduct of both the chair and vice-chair; and (iii) in all other situations, to the chair of the Board.
- (3) A Trustee who gives notice of a Complaint shall also provide a copy of the notification to the director of education.
- (4) The individual in receipt of the Complaint shall (i) immediately provide a

copy of the Complaint to the Trustee whose conduct is the subject of the alleged breach and to the entire Board; and (ii) in the event the matter is not resolved within twenty (20) Business Days after the Trustee received notice of the Complaint (or such other period of time as may be prescribed), the Board shall refer the Complaint to the Integrity Commissioner.

Intake and Classification by Integrity Commissioner

2. (1) The Integrity Commissioner shall commence an investigation into a Complaint no later than fourteen (14) days after being provided with the Complaint.

(2) Notwithstanding subsection 2(1) above, no investigation shall be commenced or continued, nor shall the Integrity Commissioner report to the Board respecting an investigation, within the election period described within s.223.4 and 223.4.1 of the *Municipal Act*, except as described in those sections.

(3) Upon receipt of a Complaint, the Integrity Commissioner shall make an initial classification to determine if the matter is, on its face, a complaint with respect to non-compliance with the Code and not covered by other legislation, a complaint with respect to the *Municipal Conflict of Interest Act* or other relevant the Board policies.

(4) If the Complaint, on its face, is not a complaint with respect to non-compliance with the Code or another Board policy governing ethical behaviour or the *Municipal Conflict of Interest Act*, or if the Complaint is covered by other legislation, the Integrity Commissioner shall advise the Trustee complainant, the Trustee that is the subject of the Complaint and the Board in writing as follows:

(a) if the Complaint on its face is an allegation of a criminal nature consistent with the *Criminal Code of Canada*, the Trustee complainant shall be advised that if the complainant wishes to pursue any such allegation, the complainant must pursue it with the appropriate police force;

(b) if the Complaint on its face is with respect to non-compliance with the *Municipal Freedom of Information and Protection of Privacy Act*, the Trustee complainant shall be advised that the matter, or part of the matter, is not within the jurisdiction of the Integrity Commissioner to process, and shall be provided with any additional reasons and referrals as the Integrity Commissioner considers appropriate. The Integrity Commissioner may proceed with that part of the complaint that is within jurisdiction.

(5) The Integrity Commissioner may also refuse to commence an investigation

into an alleged breach of the Code, and such decision shall be deemed to be final, if,

(a) The Complaint was made more than sixty (60) days after the day the alleged breach occurred or was discovered, whichever is later, unless the Integrity Commissioner is satisfied the delay was incurred in good faith and no substantial prejudice will result to any person affected by the delay. For clarity, if a breach relates to a series of incidents, the sixty (60) day limitation period runs from the day the last incident in the series occurred or was discovered and a breach is deemed to be discovered on the earlier of: (i) the day on which the Trustee notifying the Board first knew that the breach had occurred and (ii) the day on which a reasonable person with the abilities and in the circumstances of the Trustee notifying the Board first ought to have known the breach occurred; or

(b) In the opinion of the Integrity Commissioner, the Complaint is made in bad faith or is frivolous or vexatious.

(6) The Integrity Commissioner shall provide written notice of a refusal to commence an investigation to the Trustee, the Trustee who is the subject of the Complaint and the Board.

(7) The Integrity Commissioner may define the scope of the investigation and reformulate a complaint by restating, narrowing or clarifying the complaint so that the public interest will be best served.

Investigation

3. (1) The Integrity Commissioner is responsible for performing the duties set out in this Protocol independently and shall report directly to the Board in respect of all such matters. In applying this Protocol, the Integrity Commissioner shall retain the discretion to conduct investigations applying the principles of procedural fairness, and any deviation from the provisions of this Protocol for that purpose shall not invalidate the investigation or result in the Integrity Commissioner losing jurisdiction.

(2) If a Complaint has been classified as being within the Integrity Commissioner's jurisdiction and not rejected, the Integrity Commissioner shall investigate the Complaint.

(3) The Integrity Commissioner will provide the Complaint (or where the Complaint has been restated in accordance with subsection 2(7), the restatement) and relevant supporting material to the Trustee whose conduct has been

identified in the Complaint and will provide the Trustee with a reasonable opportunity to respond, as well as a right of reply, where appropriate.

(4) Section 33 of the *Public Inquiries Act, 2009* applies to an investigation.

(5) In the course of conducting the investigation, the Integrity Commissioner may,

(a) require the production of any records that may in any way relate to the investigation;

(b) examine and copy any records required; and

(c) require any officer or the Board or any other person to appear before him or her and give evidence, on oath or affirmation, relating to the investigation.

(6) The Integrity Commissioner shall not issue a report finding a violation of the Code on the part of any Trustee unless the Trustee has had reasonable notice of the basis for and an opportunity to comment on the proposed findings.

(7) The Integrity Commissioner may make interim reports to the Board where necessary and as required to address any instances of interference, obstruction or retaliation encountered during the investigation.

(8) The Integrity Commissioner shall make a determination with respect to a Complaint no later than ninety (90) days after commencing the investigation, or within such other time period as may be prescribed by regulation, unless the Integrity Commissioner notifies the Board and the Trustee who is the subject of the Complaint that an extension is necessary and of the reasons for the extension.

(9) The Integrity Commissioner shall provide the Trustee whose conduct was the subject of the Complaint and the Board written notice of a determination that the Trustee has or has not breached the Code and any sanctions imposed.

(10) The written report of the Integrity Commissioner shall include the reasons for the determination, the reasons for any sanctions and information about the right to appeal pursuant to the *Education Act*.

(11) If the Integrity Commissioner determines, following an investigation, that the Trustee has breached the Code, the Integrity Commissioner may impose one or more of the following sanctions:

(a) Censure of the Trustee;

(b) Requiring the Board to reduce the Trustee's honorarium by an amount not exceeding twenty-five (25) per cent (%) of the Trustee's combined base and enrolment amount for the year of the term of office in which the breach occurred, requiring the Trustee to return any excess already paid to the Trustee and authorizing the Board to recover the excess from the Trustee;

(c) barring the Trustee from attending all or part of one or more meetings of the Board or one or more meetings of a committee of the Board, for the period of time specified by the Integrity Commissioner, up to a maximum of ninety (90) days or the balance of the Trustee's term of office, whichever is less.

(d) barring the Trustee from sitting on one or more committees of the Board, for the period of time specified by the Integrity Commissioner, up to a maximum of 90 days or the balance of the Trustee's term of office, whichever is less;

(e) barring the Trustee from becoming the chair or vice-chair of the Board or of any committee of the Board, or removing the Trustee from any of those positions;

(f) barring the Trustee from exercising the privileges of a Board member or acting as a Board representative, or removing the Trustee from a position the Trustee holds as a Board representative; and

(g) subject to any other limits set out in paragraphs (a) to (f), any other sanction that, in the opinion of the Integrity Commissioner, is reasonable and appropriate in the circumstances and would promote compliance with the Board's Code.

(12) If the Integrity Commissioner determines that there has been no contravention of the Code or that a contravention occurred although the member took all reasonable measures to prevent it, or that a contravention occurred that was trivial or committed through inadvertence or an error of judgement made in good faith, the Integrity Commissioner shall so state in the report.

(13) The Integrity Commissioner shall file an annual report to the Board respecting the advice, education and investigations carried out in the previous year, and developments or recommendations of significance related to the role

of the Integrity Commissioner.

Consequences of the Imposition of a Sanction

4. (1) A Trustee who is barred from attending all or part of a meeting of the Board or a meeting of a committee of the Board is not entitled to receive any materials that relate to that meeting or that part of the meeting that are not available to members of the public.

(2) Where a Trustee is barred from attending all or part of a meeting of the Board the Trustee's absence is deemed to be authorization for the Trustee to be absent from the meeting for the purpose of clause 228 (1)(b) of the *Education Act*.

Appeal

5. (1) Either the Board or the Trustee whose conduct was the subject of the Integrity Commissioner's determination may appeal the determination, the sanctions imposed, or both, and the Board and the Trustee are the parties to such an appeal.

(2) The Trustee whose conduct was the subject of the Integrity Commissioner's determination shall not vote on a Board resolution to determine whether the Board will appeal the Integrity Commissioner's determination and/or sanctions.

(3) The Appellant shall give written notice of the appeal to the other party and the Deputy Minister no later than fifteen (15) Business Days after receiving written notice of the Integrity Commissioner's determination, or within such other time period as may be prescribed by regulation.

(4) The appeal shall be heard by a panel of three (3) integrity commissioners appointed by the Deputy Minister or his or her delegate, but the panel shall not include the Integrity Commissioner whose determination is the subject of the appeal (the "Panel").

(5) The Panel shall hear the appeal in writing as follows:

(a) the Appellant shall provide written submissions to the Panel and the Respondent no later than twenty (20) Business Days after receiving notice that the Panel has been appointed;

(b) the Respondent shall provide written submissions to the Panel and the Appellant no later than twenty (20) Business Days after receiving the Appellant's submissions;

(c) the Appellant shall provide their written reply to the Respondent's submissions no later than ten (10) Business Days after receiving the Respondent's submissions; and

(d) the Chair of the Panel may extend any timeline for the filing of written submissions at the written request of a party in order to provide for the fair, just and expeditious resolution of the appeal. A decision to extend a timeline shall be provided to the parties in writing and a copy of the decision shall be provided to the Deputy Minister.

(6) The Panel shall convene to consider the appeal at such times and in such places as they may determine, including by electronic means.

(7) The Panel may define or narrow the scope of the appeal, limit the length of the submissions from the parties and make interim decisions and orders.

(8) The Panel may dismiss an appeal as frivolous or vexatious or commenced in bad faith, and such decision is final.

(9) If the Panel overturns the determination made by the Integrity Commissioner, any sanction imposed by the Integrity Commissioner is revoked.

(10) If the Panel upholds the determination made by the Integrity Commissioner, the Panel shall uphold, vary or overturn the sanction.

(11) If a sanction is varied or overturned by the Panel, the variation or overturning shall be deemed to be effective as of the date the original determination was imposed or made by the Integrity Commissioner.

(12) The Panel shall provide its decision and its reasons, including any dissent, to the parties no later than thirty (30) Business Days after receiving the Respondent's submissions. A copy of the Panel's decision shall be provided to the Deputy Minister

(13) The decision of a Panel respecting the determination of the Integrity Commissioner is final.

Confidentiality, Records and Information

6. (1) The Integrity Commissioner and every person acting under her or his instructions shall preserve secrecy with respect to all matters that come to his or her knowledge in the course of any investigation except as required by law.

(2) Any references by the Integrity Commissioner in an annual or other periodic report to a complaint or an investigation shall not disclose confidential information that could identify a person concerned.

(3) The Board shall keep records and publish information on its website about each of the following:

(a) a notification brought to the Board by a Trustee alleging that another Trustee had breached the Code;

(b) A determination of the Integrity Commissioner, including where the Integrity Commissioner refuses to commence an investigation; or

(c) if a Panel upholds or overturns a decision of the Integrity Commissioner.

(4) The Board shall publish only such information on its website as appropriate where the alleged breach of the Code or the determination regarding the breach involves any of the following matters:

(a) the security of the property of the Board;

(b) 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;

(c) the acquisition or disposal of a school site;

(d) decisions in respect of negotiations with employees of the Board; or

(e) litigation affecting the Board.

Schedule "A" Complaint Form

I, _____, being a Trustee of the TCDSB hereby give notice of an alleged breach of the Code and request the Integrity Commissioner appointed by the TCDSB to conduct an inquiry about whether or not the following Trustee(s) has contravened the Trustee Code of Conduct or the *Municipal Conflict of Interest Act*:

(Name of Trustee(s): _____)

I have reasonable and probable grounds to believe that the above Trustee(s) has contravened the Code and/or the *Municipal Conflict of Interest Act* by reason of the following (please include date of the alleged breach, the Regulation(s) alleged to have been contravened, a description of the alleged breach and any further particulars, including documents and/or names of all persons involved, and of all witnesses, and information as to how they can be reached (attach additional pages as needed):

I hereby request the Integrity Commissioner to conduct an inquiry with respect to the above conduct. Attached are copies of documents and records relevant to the requested inquiry.

Signature: _____

Date: _____

Name: _____

Address: _____

Email: _____

Phone: _____

Appendix E

COMMENTARY ON TRUSTEE CODE OF CONDUCT

Regulation Commentary

1. Avoidance of Conflicts of Interest	3
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Regulations:

1. Avoidance of Conflicts of Interest

Commentary: Sections 1 – 4 Commentary

Trustees should be committed to performing their functions with integrity and to avoiding the improper use of the influence of their office, and private conflicts of interest, both apparent and real. Trustees shall also not extend in the discharge of their official duties, preferential treatment to Family members, organizations or groups in which they or their Family members have a direct or indirect pecuniary interest.

Trustees have a common understanding that in carrying out their duties as a Trustee, they will not participate in activities that grant, or appear to grant, any special consideration, treatment or advantage to a Family member or an individual which is not available to every other individual.

Trustees may seek conflict of interest or other advice, in writing, from the Integrity Commissioner. Where members choose to seek external legal advice on conflict of interest or other Code of Conduct issues, these fees will not be reimbursed by the TCDSB and cannot be charged to any office account.

When a member, despite the existence of an interest, believes that he or she may still participate in a matter with an open mind, the public interest is best served when the Trustee is able to articulate the interest, and why the interest does not amount to a disqualifying conflict of interest.

Trustees must remain at arm's length when Board staff or the Board is asked to consider a matter involving a Family member or a person or organization with whom the Trustee has a real or apparent conflict of interest.

Sections 5 – 9 Commentary

Trustees should exercise caution if accepting such positions if the organization could be seeking a benefit or preferential treatment from the Board at any time. The legislative obligation is set out in the Municipal Conflict of Interest (MCIA). If the Trustee, or a family member of the Trustee, sits on a body which has a pecuniary interest in a matter before the Board (such as an application for grant, support or other contribution), that Trustee has a

deemed pecuniary interest. The Trustee should disclose the interest and should not participate in or vote on such matter, in compliance with the obligations of s.5, MCIA.

The Trustee Code of Conduct captures the broader common law responsibility and requires members to avoid the appearance of favoring organizations or groups on which the Trustee's family members serve.

Family members of Trustees are not precluded, or even discouraged, from serving on not-for-profit organizations or other bodies. However, where family members of Trustees serve in such a capacity, the Trustee should declare a conflict of interest whenever there is a matter for the Board consideration in which the not-for-profit organization or body has a pecuniary interest.

2. Gifts, Benefits and Hospitality Commentary:

Gifts and benefits are often received by elected officials in the course of their duties and attendance at public functions is expected and is considered part of their role. Business-related entertainment and gift-giving can be a token of respect and admiration for the elected official, but can also be seen as an instrument of influence and manipulation. The object of this regulation is to provide transparency around the receipt of incidental gifts and benefits and to establish a threshold where the total value could be perceived as potentially influencing a decision.

The practical problems that nominal gifts and benefits create require a Trustee Code of Conduct that provides clarity and transparency. Personal integrity and sound business practices require that relationships with developers, vendors, contractors or others doing business with the Board be such that no Trustee is perceived as showing favouritism or bias toward the giver. There will never be a perfect solution.

Each Trustee is individually accountable to the public and is encouraged to keep a list of all gifts and benefits received from individuals, firms or associations, with estimated values, for review by the Integrity Commissioner in the event of a complaint.

Use of real estate or significant assets or facilities (i.e. a vehicle, office, vacation property or club membership) at a reduced rate or at no cost is not an acceptable gift or benefit. The purpose of the Code is not to prohibit Trustees from accepting all invitations to socialize at a vacation property with personal friends who are

in no way associated with the business of the TCDSB.

Proper caution and diligence must however be exercised when a social function occurs within close proximity to the individual having an issue before the Board or staff for approval. It is always prudent to consult with the Integrity Commissioner before accepting or attending at any such engagements. Any doubts about the propriety of a gift should be resolved in favour of not accepting it or not keeping it. It may be helpful to consult with the Integrity Commissioner when a Trustee chooses to decline a gift as well as when a recipient may opt to keep a gift.

An invitation to attend a function with a developer or supplier could be seen as allowing the giver an opportunity to influence the elected official. Such invitations should only be accepted if the invitation is within the scope of permissible gifts and benefits, meaning that Trustees should not consistently accept invitations from the same individual or corporation and should avoid any appearance of favouritism.

An invitation to attend a fund-raising gala, provided the Trustee is not consistently attending such events as a guest of the same individual or corporation, is also part of the responsibilities of holding public office. Where a Trustee is uncertain in regard to whether an invitation is or is not appropriate, it may be prudent to consult with the Integrity Commissioner before attending any such event.

Regular invitations to lunch or dinner with persons who are considered friends of Trustees is acceptable in situations where the Trustee pays their portion of the meal expense and treats it as a personal expense, meaning a claim is not made under the Trustee Services and Expenditures Policy T.17. Proper caution and diligence not to discuss matters before the Board for a decision must be exercised at all times. When in doubt it is prudent to consult with the Integrity Commissioner.

3. Trustee's Role in Funding Charitable/Community Events Commentary:

By virtue of the office, Trustees will be called upon to assist various charities, service clubs and other non-profits as well as community associations, by accepting an honorary role in the organization, lending their name or support to it or assisting in fundraising. Transparency and accountability are best achieved in today's era by encouraging contributors to make donations to such organizations on-line through a website or where that is not possible through a cheque made payable directly to the organization. Cash should never be

4. Confidential Information Commentary:

Confidential Information includes information in the possession of, or received in confidence by, the TCDSB that the TCDSB is either prohibited from disclosing, or is required to refuse to disclose, under the Municipal Freedom of Information and Protection of Privacy Act (“MFIPPA”), or any other legislation.

MFIPPA restricts or prohibits disclosure of information received in confidence from third parties of a corporate, commercial, scientific or technical nature, information that is personal, and information that is subject to solicitor-client privilege.

The Education Act allows information that concerns personnel, labour relations, litigation, property acquisitions and security of the property of the Board, and matters authorized in other legislation including MFIPPA, to remain confidential. For the purposes of the Trustee Code of Conduct, “confidential information” includes this type of information.

As elected officials, Trustees will receive highly sensitive and confidential information concerning residents who need their assistance. This is consistent with the nature of the Trustees’ duties Constituency records that are at all times under the control of the Trustee and are not subject to MFIPPA.

Where it is clear that a communication was not made in a confidential manner (i.e. copied to others, or made in the presence of others) or the manner of communication undermines the validity of labelling it “Confidential”, such communication will not be given any higher level of confidentiality than any other communication. The words “Privileged”, “Confidential” or “Private” will not be understood to preclude the appropriate sharing of the communication for the limited purpose of reviewing, responding or looking into the subject-matter of the communication.

5. Use of Board Resources Commentary:

Trustees, by virtue of their position, have access to a wide variety of property, equipment, services and supplies to assist them in the conduct of their Board duties as public officials.

Trustees are held to a higher standard of behaviour and conduct and therefore

should not use TCDSB property for any purpose other than for carrying out their official duties. For clarity, this Regulation is intended to prohibit the use of Board resources for purposes such as running a home business. It is not intended to prohibit occasional personal use, but it should be subject to practical limitations.

Careful attention should be given to the provisions of the Board's Trustee Services and Expenditures Policy T.17 which identifies allowable expenses. During election campaigns, the provisions of Regulations 6 and 7 will apply.

6. Election Campaigns Commentary:

Staff should not interpret or provide advice to Trustees regarding the requirements placed on candidates for municipal office.

Trustees should not authorize any event that could be perceived as the TCDSB providing them with an advantage over other candidates. It is the personal responsibility of Trustees to ensure that any use of facilities or the services of staff are carried out in accordance with applicable legislation. Staff are not responsible for monitoring and advising Trustees or any other candidates, in this regard.

7. Improper Use of Influence Commentary:

Examples of prohibited conduct are the use of one's status as a Trustee to improperly influence the decision of another person to the private advantage of oneself, or one's Family member, or friends. This would include attempts to secure preferential treatment beyond activities in which Trustees normally engage on behalf of their constituents as part of their official duties. Also prohibited is the holding out of the prospect or promise of a future advantage through a Trustee's supposed influence within the Board in return for present actions or inaction.

Contact with members of tribunals appointed by the Board on any case might be viewed as attempts to intimidate the tribunal member. Generally, Trustees should not take part in the proceedings of any other tribunal where the Board is a party unless such participation is approved by the Integrity Commissioner.

8. Business Relations Commentary:

No Commentary

9. Trustee Conduct

Commentary: Section 1 – 25

As leaders in the community, Trustees are held to a higher standard of behaviour and conduct, and accordingly their behaviour should be exemplary.

A Trustee must not encourage disobedience of a Board decision or by-law in responding to a member of the public, as this undermines confidence in the Board and in the Rules of Law.

A Trustee must not encourage disobedience of a Board decision or by-law in responding to a member of the public, as this undermines confidence in the Board and in the Rules of Law.

Trustees are required to observe the policies and procedures established by the Board at all times, and are directed to pay special attention to, and comply strictly with, the Board's Operating By-law and Trustee Services and Expenditures Policy

T.17. In exceptional circumstances, a Trustee may request the Board grant an exemption from any policy.

Section 6 - 9

Trustees recognize the importance of cooperation and strive to create an atmosphere during Board and committee meetings that is conducive to solving the issues before the Board, listening to various points of view and using respectful language and behaviour in relation to all of those in attendance.

Various statutes, the Board's Operating By-law and decisions by courts and quasi-judicial tribunals and the Information and Privacy Commission, establish when the Board can discuss issues in closed session. Transparency requires that the Board apply these regulations narrowly so as to best ensure that decisions are held in public session as often as possible.

Unless prohibited by law, Trustees should clearly identify to the public how a decision was reached and the rationale for so doing.

Section 3

Individual Trustees are appointed to committees, agencies, boards and

commissions based on their various backgrounds and their ability to contribute to matters before them, bringing their expertise and experience. Trustees should not be absent from the Board or committee meetings, or from those of agencies, boards and commissions to which they are appointed without reasonable justification (for example, illness of the Trustee, family circumstance, or other Board business) for more than three consecutive scheduled meetings or on a regular basis.

Section 4

10. Media Communications Commentary:

A Trustee may state that he/she did not support a decision, or voted against the decision. A Trustee should refrain from making disparaging comments about other Trustees or about the Board's processes and decisions.

When communicating with the media, a Trustee should at all times refrain from speculating or reflecting upon the motives of other Trustees in respect of their actions as a Trustee.

While openness in government is critical, governments also must respect confidentiality when a matter must remain, at least for a period of time, confidential. Breaches of confidentiality by Trustees erodes public confidence.

While Trustees are encouraged to actively participate in vigorous debate, Trustees should understand that they are part of a democratically elected representative body and should not engage in social media as if they are outsiders. In this regard, caution should be exercised when blogging, posting, tweeting, re-posting and linking to posts using social media, whether the member is using a personal account or a Board account.

Trustees who post blogs should recognize that the Canadian Association of Journalists has identified the ethical conflict faced by journalists holding elected public office. It is recognized that there may be an irreconcilable conflict in carrying out both roles at the same time.

While social media can be an excellent tool for communicating quickly with constituents and sharing ideas and obtaining input, social media can breed incivility that generally is avoided in face-to-face interactions. In a world where a transitory comment can become part of the permanent record, Trustees should exercise restraint in reacting too quickly, or promoting the social media posts of others whose views may be disparaging of the Board's decisions or another Trustee's perspectives.

11. ~~Respect for Board By-laws and Policies~~ Commentary:

A Trustee must not encourage disobedience of a Board decision or by law in responding to a member of the public, as this undermines confidence in the Board and in the Rules of Law.

11.12. Respectful Workplace Commentary:

It is the policy of Board of Trustees that all persons be treated fairly in the workplace in an environment free of discrimination or personal and sexual harassment.

The Board's Harassment and Discrimination Policy H.M.14 ensures a safe and respectful workplace environment and provides for the appropriate management of any occurrences of harassment and discrimination as those terms are defined in the policy.

The Board's Harassment and Discrimination Policy H.M.14 applies equally to members of staff and Trustees. It will provide guidance to the Integrity Commissioner when a complaint is received involving a Trustee.

12.13. Conduct Respecting Staff Commentary:

Under the direction of the Director of Education, staff serve the Board as a whole, and the combined interests of all Trustees as evidenced through the decisions of the Board. Only the Board as a whole has the authority to approve budget, policy, committee processes and other matters.

Accordingly, Trustees shall direct requests outside of the Board-approved budget, process or policy, to the Director of Education or directly to the Board.

In practical terms, there are distinct and specialized roles carried out by the Board as a whole and by the Trustees when performing their other roles. The key requirements of these roles include dealing with constituents and the general public, participating as committee members and as chairs of committees, and participating as Board representatives on agencies, boards, commissions and other bodies. Similarly, there are distinct and specialized roles expected of Board staff in both the carrying out of their responsibilities and in dealing with the Board. Staff are expected to provide information to Trustees that they are entitled to.

Board staff are accountable to the Director of Education who is accountable to the Board. Sometimes the line between staff duties and activities that are political in nature is not clear. Trustees must respect the difference between the two in making requests of staff.

Trustees should expect a high quality of advice from staff based on political neutrality and objectivity irrespective of party politics, the loyalty of persons in power, or their personal opinions.

the Board's Harassment and Discrimination Policy H.M.14 , Code of Conduct Policy S.S.09 applies to Trustees. Staff and Trustees are entitled to be treated with respect and dignity in the workplace.

It is inappropriate for a Trustee to attempt to influence staff to circumvent normal processes, or overlook deficiencies in an operational matter. It is also inappropriate for Trustees to involve themselves in matters of administration or departmental management which fall within the jurisdiction of the Director of Education. Any such attempts may be reported to the Integrity Commissioner.

13. ~~14.~~ Employment of a Trustee's ~~Relatives~~/Family Members and Acquaintances Commentary:

If a Family member of a Trustee is an applicant for employment with the Board or is a candidate for promotion or transfer, the Family member will proceed through the usual selection process pursuant to the Board's hiring policies, with no special consideration.

14. ~~15.~~ Not Undermine, Work Against the Board's Decisions

Commentary: Section 1

The role of elected officials, once a Board decision is made, is to support the implementation of that decision, not to work against its implementation, publicly or behind the scenes. the Board decisions are arrived at following discussion and debate, reflecting the democratic process. Trustees are expected to engage in debate with their fellow the Board members through the democratic process of government. However, once the Board has made its decision, Trustees must recognize that decision as the duly considered decision of the Board. As members of that body, Trustees who do not agree with the decision - are not to engage in activities that seek to challenge or undermine that decision.

Trustees can express disagreement with the Board's decisions, but it is contrary to the ethical behaviour of Trustees to actively seek to undermine, challenge or work against the Board's decisions. Page 157 of 274

Section 2

When members are allowed to participate in activities to challenge the Board's properly considered decisions, such as legal challenges or other forms of litigation, this is contrary to the interests of the TCDSB as determined by the decision of the democratically elected governing body, the Board. Formal advocacy can create challenges to staff as to when and how much information can be provided to the Board (legal advice for example) because of the potential for a legal challenge, which may benefit an involved Trustee who would have 'insider knowledge'.

15. ~~16.~~ **Reprisals and Obstruction Commentary:**

No Commentary

16. ~~17.~~ **Acting on Advice of Integrity Commissioner Commentary:**

No Commentary

17. ~~18.~~ **Implementation Commentary:**

Trustees are expected to understand the obligations an elected official set out in this Trustee Code of Conduct and are encouraged to contact the Integrity Commissioner for any clarification required. A Trustee Code of Conduct component will be included as part of the orientation for each new term of the Board.

Commentary on Trustee Code of Conduct

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Trustees have a common understanding that in carrying out their duties as a Trustee, they will not participate in activities that grant, or appear to grant, any special consideration, treatment or advantage to a Family member or an individual which is not available to every other individual.

Trustees may seek conflict of interest or other advice, in writing, from the Integrity Commissioner. Where members choose to seek external legal advice on conflict of interest or other Code of Conduct issues, these fees will not be reimbursed by the TCDSB and cannot be charged to any office account.

When a member, despite the existence of an interest, believes that he or she may still participate in a matter with an open mind, the public interest is best served when the Trustee is able to articulate the interest, and why the interest does not amount to a disqualifying conflict of interest.

Trustees must remain at arm's length when Board staff or the Board is asked to consider a matter involving a Family member or a person or organization with whom the Trustee has a real or apparent conflict of interest.

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Trustees should exercise caution if accepting such positions if the organization could be seeking a benefit or preferential treatment from the Board at any time.

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Proper caution and diligence must however be exercised when a social function occurs within close proximity to the individual having an issue before the Board or staff for approval. It is always prudent to consult with the Integrity Commissioner before accepting or attending at any such engagements. Any doubts about the propriety of a gift should be resolved in favour of not accepting it or not keeping it.

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are carried out in accordance with applicable legislation. Staff are not responsible for monitoring and advising Trustees or any other candidates, in this regard.

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Examples of prohibited conduct are the use of one's status as a Trustee to improperly influence the decision of another person to the private advantage of oneself, or one's Family member, or friends. This would include attempts to secure preferential treatment beyond activities in which Trustees normally engage on behalf of their constituents as part of their official duties. Also prohibited is the holding out of the prospect or promise of a future advantage through a Trustee's supposed influence within the Board in return for present actions or inaction.

Contact with members of tribunals appointed by the Board on any case might be viewed as attempts to intimidate the tribunal member. Generally, Trustees should not take part in the proceedings of any other tribunal where the Board is a party unless such participation is approved by the Integrity Commissioner.

8. Business Relations Commentary:

No Commentary.

9. Trustee Conduct Commentary:

Section 1 – 5

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While openness in government is critical, governments also must respect confidentiality when a matter must remain, at least for a period of time, confidential. Breaches of confidentiality by Trustees erodes public confidence.

While Trustees are encouraged to actively participate in vigorous debate, Trustees should understand that they are part of a democratically elected representative body

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11. Respectful Workplace Commentary:

It is the policy of Board of Trustees that all persons be treated fairly in the workplace in an environment free of discrimination or personal and sexual harassment.

The Board's Harassment and Discrimination Policy H.M.14 ensures a safe and respectful workplace environment and provides for the appropriate management of any occurrences of harassment and discrimination as those terms are defined in the policy.

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12. Conduct Respecting Staff Commentary:

Under the direction of the Director of Education, staff serve the Board as a whole, and the combined interests of all Trustees as evidenced through the decisions of the Board. Only the Board as a whole has the authority to approve budget, policy, committee processes and other matters.

Accordingly, Trustees shall direct requests outside of the Board-approved budget, process or policy, to the Director of Education or directly to the Board.

In practical terms, there are distinct and specialized roles carried out by the Board as a whole and by the Trustees when performing their other roles. The key requirements

of these roles include dealing with constituents and the general public, participating as committee members and as chairs of committees, and participating as Board representatives on agencies, boards, commissions and other bodies. Similarly, there are distinct and specialized roles expected of Board staff in both the carrying out of their responsibilities and in dealing with the Board. Staff are expected to provide information to Trustees that they are entitled to.

Board staff are accountable to the Director of Education who is accountable to the Board. Sometimes the line between staff duties and activities that are political in nature is not clear. Trustees must respect the difference between the two in making requests of staff.

Trustees should expect a high quality of advice from staff based on political neutrality and objectivity irrespective of party politics, the loyalty of persons in power, or their personal opinions.

The Board's Harassment and Discrimination Policy H.M.14 , Code of Conduct Policy S.S.09 applies to Trustees. Staff and Trustees are entitled to be treated with respect and dignity in the workplace.

It is inappropriate for a Trustee to attempt to influence staff to circumvent normal processes, or overlook deficiencies in an operational matter. It is also inappropriate for Trustees to involve themselves in matters of administration or departmental management which fall within the jurisdiction of the Director of Education. Any such attempts may be reported to the Integrity Commissioner.

13. Employment of a Trustee's Family Members and Acquaintances Commentary:

If a Family member of a Trustee is an applicant for employment with the Board or is a candidate for promotion or transfer, the Family member will proceed through the usual selection process pursuant to the Board's hiring policies, with no special consideration.

14. Not Undermine, Work Against the Board's Decisions Commentary:

Section 1

The role of elected officials, once a Board decision is made, is to support the implementation of that decision, not to work against its implementation, publicly or behind the scenes. the Board decisions are arrived at following discussion and debate, reflecting the democratic process. Trustees are expected to engage in debate with their fellow the Board members through the democratic process of government.

However, once the Board has made its decision, Trustees must recognize that decision as the duly considered decision of the Board. As members of that body, Trustees who do not agree with the decision - are not to engage in activities that seek to challenge or undermine that decision.

Trustees can express disagreement with the Board's decisions, but it is contrary to the ethical behaviour of Trustees to actively seek to undermine, challenge or work against the Board's decisions.

Section 2

When members are allowed to participate in activities to challenge the Board's properly considered decisions, such as legal challenges or other forms of litigation, this is contrary to the interests of the TCDSB as determined by the decision of the democratically elected governing body, the Board. Formal advocacy can create challenges to staff as to when and how much information can be provided to the Board (legal advice for example) because of the potential for a legal challenge, which may benefit an involved Trustee who would have 'insider knowledge'.

15. Reprisals and Obstruction Commentary:

No Commentary.

16. Acting on Advice of Integrity Commissioner Commentary:

No Commentary.

17. Implementation Commentary:

Trustees are expected to understand the obligations an elected official set out in this Trustee Code of Conduct and are encouraged to contact the Integrity Commissioner for any clarification required. A Trustee Code of Conduct component will be included as part of the orientation for each new term of the Board.

Appendix G

Guide to Trustee Code of Conduct: Procedure for Complaints

What is the Trustee Code of Conduct?

A policy which guides Trustees in discharging their duties and responsibilities in a professional and ethical manner consistent with Board Policy, Catholic Values and applicable legal requirements. The [Trustee Code of Conduct Policy](#) serves to enhance public trust and improve the quality of Board governance by encouraging high standards of conduct on the part of the Trustees, ensuring that they share a common standard of integrity through adherence to its provisions.

Who can make a complaint under the Trustee Code of Conduct?

The following are considered to be Eligible Complainants:

- a) a Trustee, student, staff member, contractor or service provider of the TCDSB;*
- b) a Roman Catholic (Separate School) elector;*
- c) an Eastern Rite Catholic;*
- d) a representative of an organization demonstrably interested in TCDSB matters; or*
- e) such other persons demonstrably interested in TCDSB matters.*

What is the process for filing a complaint?

Any Eligible Complainant who has identified or witnessed behaviour or an activity by a Trustee that they believe is in contravention of the Trustee Code of Conduct (the “Code”) is encouraged to address the prohibited behaviour or activity themselves by discussing the complaint directly with the Trustee. Steps a complainant might take in that regard include:

- advising the Trustee that the behaviour or activity contravenes the Code;*
- encouraging the Trustee to stop the prohibited behaviour or activity;*

- keeping a written record of the incidents including dates, times, locations, other persons present, and any other relevant information;
- if applicable, confirming to the Trustee their satisfaction with the response of the Trustee; or, if applicable, advising the Trustee of their dissatisfaction with the response; and
- considering the need to pursue the matter in accordance with the formal complaint procedure outlined in Part B of the Complaint Protocol, or in accordance with another applicable judicial or quasi-judicial process or complaint procedure.

An unresolved complaint may be filed with the Board's Integrity Commissioner by completing the Complaint Form set out at Schedule "A" of the Code of Conduct Complaint Protocol [link to the page] and submitting it to postoffice@principlesintegrity.org. Questions about the process may be sought by an email sent to the same address.

If a complaint involves an allegation of a conflict of interest under the Municipal Conflict of Interest Act, the Integrity Commissioner may where appropriate require that a formal statutory declaration be submitted in accordance with the requirements of that statute. The Integrity Commissioner will advise the complainant as necessary in this regard.

What happens once a formal complaint is made?

The Integrity Commissioner will contact the complainant to explain the process by which the complaint will be dealt with. If a formal investigation is commenced, the respondent Trustee, the complainant, and any relevant witnesses will be interviewed by the Integrity Commissioner. Where appropriate, additional information such as communications, documents, internet postings and other materials will be assessed for relevant evidence.

If it appears that the complaint will be sustained in whole or in part, the Integrity Commissioner will prepare a draft findings report and provide it to the responding Trustee for response. After considering the Trustee's response, if there remain findings that there has been a substantive breach

to an ethical standard, the Integrity Commissioner will finalize the report and may make recommendations to the Board for the imposition of a sanction.

For a graphical representation of the process, including the potential applicable sanctions, please see [Appendix B to the Complaint Protocol](#).

Will every complaint be pursued?

The Integrity Commissioner has the responsibility of determining whether it is in the public interest to pursue the complaint through a formal investigation. Even where a formal investigation is not commenced, the Integrity Commissioner may assist in resolving the complaint. Complaints which are about Board staff, about policy decisions made by the Board, or are otherwise not linked to an allegation that a Trustee has not met the ethical standards set out in the Code of Conduct will not be pursued.

Can I make a complaint anonymously?

The Integrity Commissioner must know the identity and have the contact information for every complainant. In addition, in most cases the Trustee who is subject to the complaint will be informed of the complainant's identity so that they may properly respond to the complaint. Unless a complainant is another Trustee, or a senior staff member of the TCDSB, the identity of a complainant will generally not be included in any public report made to the Board on the matter unless the identity is already widely-known or it is essential for the purpose of understanding the report. The complaint form and the complaint process is available in the [Trustee Code of Conduct Protocol \(Appendix A\)](#).



POLICY SECTION: TRUSTEES Administration and Governance
SUB-SECTION:
POLICY NAME: TRUSTEE HONORARIUM
POLICY NO: T-05

Date Approved: November 2012	Date of Review: October 2027	Date of Amendment: October 27, 2022; November 6, 2024
Cross Reference: Ontario Regulation 357/06 – Honoraria for Board Members		

Purpose:

Responsible Department:
Finance

Policy

A Board ~~The policy is required to~~ establishes the rules and regulations regarding the payment of trustee honorariums in compliance with the Education Statutes and Regulations of Ontario.

The Toronto Catholic District School Board will pay an honorarium to its trustees in accordance with the provisions of the *Education Act* and associated regulations.

The policy is in alignment with the Toronto Catholic District School Board’s (TCDSB) Multi-Year Strategic Plan (MYSP) and reflects Catholic values rooted in the love of Christ.

Scope and Responsibility:

The policy governs the manner in which the Toronto Catholic District School Board shall pay trustees, not including the student trustee, an honorarium as prescribed by the Education Act and Regulations of Ontario.

Alignment with MYSP:

Learning – Growing in Knowledge

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

Financial Impact:

Legal Impact:

~~This policy complies with the Education Act and Ontario Regulation 357/06.~~

Regulations:

1. The cost of providing honorarium components as prescribed by Ontario Regulation 357/06 is fully funded by the Ministry of Education. Payment of the maximum honorarium entitlement is the current practice at the Toronto Catholic District School Board.
2. The Board shall pay the maximum amount of the following components of an annual honorarium for trustees, other than a student trustee, whose term of office commences, November 15th, as prescribed by Ontario Regulation 357/06:
 - a. The base amount for each year of the term of office:
 - Chair - \$10,900
 - Vice Chair - \$8,400
 - Trustee - \$5,900
 - b. The enrolment amount for each year of the term of office:
 - To be recalculated annually based on prior year enrolment
 - 100% of the maximum enrolment amount to be paid
 - c. The attendance amount for each year of the term of office:
 - For attending any meeting of a Committee of the Board that is required to be established by an Act or a Regulation made under an Act
 - Maximum of \$50 per meeting

- d. The distance amount for each year of the term of office:
 - TCDSB does not meet the requirements of this component
3. The defined honorarium components to be paid to trustees shall be recalculated annually and reported to the Board each October.
4. **For the purposes of a sanction imposed by the Integrity Commissioner, the maximum amount of a reduction for a trustee's honorarium for a breach of the Trustee Code of Conduct is twenty-five (25) per cent (%) of the trustee's combined base and enrolment amount for the year of the term of office in which the breach occurred.**

Definitions:

~~Not of significance in this policy~~

Evaluation and Metrics:

Annual Trustee Honorarium Report



POLICY NAME:	TRUSTEE HONORARIUM
POLICY SECTION:	Administration and Governance
DATE APPROVED:	November 2012
DATE OF NEXT REVIEW:	October 2027
DATES OF AMENDMENTS:	October 27, 2022; November 6, 2024
RESPONSIBLE DEPARTMENT:	Finance

Policy:

The policy establishes the rules and regulations regarding the payment of trustee honorariums in compliance with the Education Statutes and Regulations of Ontario.

The Toronto Catholic District School Board will pay an honorarium to its trustees in accordance with the provisions of the *Education Act* and associated regulations.

The policy is in alignment with the Toronto Catholic District School Board's (TCDSB) Multi-Year Strategic Plan (MYSP) and reflects Catholic values rooted in the love of Christ.

Scope and Responsibility:

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Regulations:

1. The cost of providing honorarium components as prescribed by Ontario Regulation 357/06 is fully funded by the Ministry of Education. Payment of the maximum honorarium entitlement is the current practice at the Toronto Catholic District School Board.
2. The Board shall pay the maximum amount of the following components of an annual honorarium for trustees, other than a student trustee, whose term of office commences, November 15th, as prescribed by Ontario Regulation 357/06:

[Type here]

- a. The base amount for each year of the term of office:
 - Chair - \$10,900
 - Vice Chair - \$8,400
 - Trustee - \$5,900
 - b. The enrolment amount for each year of the term of office:
 - To be recalculated annually based on prior year enrolment.
 - 100% of the maximum enrolment amount to be paid.
 - c. The attendance amount for each year of the term of office:
 - For attending any meeting of a Committee of the Board that is required to be established by an Act or a Regulation made under an Act.
 - Maximum of \$50 per meeting.
 - d. The distance amount for each year of the term of office:
 - TCDSB does not meet the requirements of this component.
3. The defined honorarium components to be paid to trustees shall be recalculated annually and reported to the Board each October.
 4. For the purposes of a sanction imposed by the Integrity Commissioner, the maximum amount of a reduction for a trustee's honorarium for a breach of the Trustee Code of Conduct is twenty-five (25) per cent (%) of the trustee's combined base and enrolment amount for the year of the term of office in which the breach occurred.

Cross References:

- Ontario Regulation 357/06 - Honoraria for Board Members

Evaluation and Metrics:

Annual Trustee Honorarium Report



REPORT TO

REGULAR BOARD

COVID-19 IMMUNIZATION DISCLOSURE POLICY

When he had arrived at Jerusalem and had been kindly welcomed by the high priest of the city, he told about the disclosure that had been made and stated why he had come, and he inquired whether this really was the situation.
 - 2 Maccabees 3:9

Drafted

Meeting Date

October 11, 2024

November 21, 2024

Derek Luk, Senior Policy Advisor

Shazia Vlahos, Chief Communications Officer, Policy, Government Relations & Strategy

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 Corporate Services and Chief Commercial Officer

Ryan Putnam
 Chief Financial Officer and Treasurer

A. EXECUTIVE SUMMARY

This report recommends rescinding the COVID-19 Immunization Disclosure Policy (H.M.03).

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

B. PURPOSE

1. The COVID-19 Immunization Disclosure Policy (Appendix A) was identified for review as part of the 2024-2025 policy review cycle.

C. BACKGROUND

1. The policy was approved in September 2021 to ensure compliance with the Reopening Ontario (A Flexible Response to COVID-19) Act, 2020 and Ontario Regulation 364/20 (Rules For Areas at Step 3 and at the Roadmap Exit Step).

D. EVIDENCE/RESEARCH/ANALYSIS

1. On April 14, 2022, regulation 364/20 was revoked.
2. On April 27, 2022, Ontario cancels all COVID-19 restrictions.
3. With all COVID-19 restrictions being cancelled, there is no longer a need for the COVID-19 Immunization Disclosure Policy.
4. On November 6, 2024 GAP approved rescindment of the policy.

E. GAP RECOMMENDATION

1. GAP recommends to Board that the COVID-19 Immunization Disclosure Policy (Appendix A) be rescinded.



POLICY SECTION: HUMAN RESOURCES
SUB-SECTION: MISCELLANEOUS
POLICY NAME: COVID-19 IMMUNIZATION DISCLOSURE POLICY
POLICY NO: H.M.03

Date Approved: September 16, 2021	Date of Next Review: September 2026	Dates of Amendments:
<p>Cross References: <i>Ontario Regulation 364/21</i> <i>Reopening Ontario (A Flexible Response to COVID-19) Act, 2020</i> <i>Education Act, R.S.O. 1990, c. E.2</i> <i>Occupational Health and Safety Act, R.S.O. 1990, c. O.1</i> <i>Health Protection and Promotion Act, R.S.O. 1990, c. H. 7</i> <i>Human Rights Code R.S.O. 1990, c. H. 19</i> <i>Nursing Act, 1991, S. O. 1991, c. 32</i> <i>Municipal Freedom of Information and Protection of Privacy Act R.S.O. 1990, c. M. 56</i></p>		

Purpose:

The COVID-19 Immunization Disclosure Policy (“the Policy”) applies to all school board employees, trustees, frequent school visitors and other professionals who deliver services in schools or in any Board facility, who interact with students, staff or trustees, including third-party providers. The Policy requires that, in accordance with the terms set forth below, all persons subject to this Policy (as defined in Application and Scope, below) provide proof of full vaccination against COVID-19 or obtain an approved accommodation or exemption.



POLICY SECTION:	HUMAN RESOURCES
SUB-SECTION:	MISCELLANEOUS
POLICY NAME:	COVID-19 IMMUNIZATION DISCLOSURE POLICY
POLICY NO:	H.M.03

The Board has established this Policy considering the requirements of Reopening Ontario (A Flexible Response to COVID-19) Act, 2020 and Ontario Regulation 364/20, reliable scientific evidence, government guidance and protocols, its obligations under the *Education Act* the *Occupational Health and Safety Act* (“OHSA”), Health Protection and Promotion Act (“HPPA”) and relevant human rights legislation including the *Human Rights Code*.

- To protect all persons who enter Board premises and in particular, those who are ineligible to be vaccinated at this time and vulnerable populations who are at highest risk of developing complications from COVID-19; and
- To ensure all schools under the Board’s jurisdiction and Board offices and premises remain as safe as possible in the context of the ongoing COVID-19 pandemic.

Scope and Responsibility:

The Director of Education holds primary responsibility for implementation of this Policy. The responsibility for the day-to-day management and coordination of the policy is assigned to the Executive Superintendent of Human Resources and Employee Relations.

Alignment with Multi-Year Strategic Plan (MYSP):

Living Our Catholic Values

Enhancing Public Confidence



POLICY SECTION: HUMAN RESOURCES
SUB-SECTION: MISCELLANEOUS
POLICY NAME: COVID-19 IMMUNIZATION DISCLOSURE POLICY
POLICY NO: H.M.03

Fostering Student Achievement and Well-Being
Achieving Excellence in Governance
Providing Stewardship of Resources
Inspiring and Motivating Employees

Policy:

The Policy applies to all school board employees, trustees, frequent school visitors and other professionals, including third-party providers, who enter any Toronto Catholic District School Board (TCDSB) property, deliver services in schools or in any Board facility, who interact with students, staff or trustees. The Policy also applies to volunteers, permit holders, contractors, customers of the Board and other members of organizations not related to the Board but who nevertheless work on or are invited onto Board premises or deliver services.

It is the policy of the TCDSB that all persons to whom this policy applies must provide the Board with a signed statement attesting to being fully vaccinated against COVID-19 and documented proof of being fully vaccinated, subject to the regulations prescribed below.

Any person to whom this policy applies who is not fully vaccinated against COVID-19, and who is not otherwise exempt under this policy, and has not provided the Board with a negative Rapid COVID-19 Antigen test as directed by the Ontario



POLICY SECTION: HUMAN RESOURCES
SUB-SECTION: MISCELLANEOUS
POLICY NAME: COVID-19 IMMUNIZATION DISCLOSURE POLICY
POLICY NO: H.M.03

Ministry of Health, will not be permitted to enter any TCDSB school or any Board facility.

Regulations:

1. Timing

- i. All persons to whom this policy applies must comply with this policy by a date to be determined by the Ontario Ministry of Education (“the Ministry”). It is the responsibility of such persons to ensure there is sufficient time to comply with this policy by the date specified by the Ministry.
- ii. TCDSB employees who fail to comply with the terms set out in this Policy may be subject to disciplinary action, up to and including termination from their employment.

2. Proof of Vaccination or Other Evidence

2.1 All persons covered by this policy are required to provide the following, where applicable, to the Board by a date specified by the Ministry:

- i. A written statement on a form to be provided by the Board attesting to being fully vaccinated against COVID-19.



POLICY SECTION: HUMAN RESOURCES
SUB-SECTION: MISCELLANEOUS
POLICY NAME: COVID-19 IMMUNIZATION DISCLOSURE POLICY
POLICY NO: H.M.03

- ii. If the individual has received the total required number of doses of a COVID-19 vaccine approved by the World Health Organization (WHO), proof of having received all required doses, or
- iii. Written proof of medical reason, provided by either a physician or a nurse practitioner (a nurse who holds an extended certificate of registration under the Nursing Act, 1991) that sets out:
 - a) That the person cannot be vaccinated against COVID-19; and
 - b) The effective time period for the medical reason; or
- iv. Proof that the individual has completed an educational program approved by the Ministry that addresses, at a minimum, all of the following:
 - a) How COVID-19 vaccines work;
 - b) Vaccine safety related to the development of COVID-19 vaccines;
 - c) The benefits of vaccination against COVID-19;
 - d) Risks of not being vaccinated against COVID-19; and
 - e) Possible side effects of COVID-19 vaccination.

2.2 The proof of vaccination or other evidence defined in subsection 2.1 must be provided to the Board by a date to be determined by the Ministry.



POLICY SECTION: HUMAN RESOURCES
SUB-SECTION: MISCELLANEOUS
POLICY NAME: COVID-19 IMMUNIZATION DISCLOSURE POLICY
POLICY NO: H.M.03

2.3 Individuals who, in lieu of the proof of vaccination have provided proof of a medical reason pursuant to subsection 2.1(iii) or of the completion of an educational program pursuant to subsection 2.1(iv) must undergo Rapid COVID-19 Antigen testing as directed by the Ontario Ministry of Health and provide proof of a negative result to gain access to Board premises.

2.4 If the effective time period of a medical reason provided pursuant to subsection 2.1(iii)(b) has expired, the individual must, within 30 days of the medical reason expiring, provide proof of vaccination in accordance with subsection 2.1(ii) or proof that the individual completed an educational program in accordance with subsection 2.1(iv).

2.5 The Board will only collect, use and disclose information regarding an individual's vaccination status in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* ("MFIPPA") and all applicable privacy laws. The proof of vaccination or other evidence collected pursuant to subsection 2.1 will be kept in a confidential file, stored in a secure location.

3. Exemptions

3.1 The Board recognizes its responsibilities and duties under provincial human rights legislation, such as the *Human Rights Code* (the "Code"). If an



POLICY SECTION:	HUMAN RESOURCES
SUB-SECTION:	MISCELLANEOUS
POLICY NAME:	COVID-19 IMMUNIZATION DISCLOSURE POLICY
POLICY NO:	H.M.03

individual is unable to be vaccinated, due to a protected ground, as defined by the Code, the Board has a duty to accommodate to a point of undue hardship.

However, this duty to accommodate must be balanced against the Board's obligations to protect the health and safety of staff and students. Due to the serious health threat COVID-19 presents to the public, if an individual will not be vaccinated because of a protected ground under the Code, they must request an accommodation or exemption, which falls under one of the following two categories: (i) Medical Condition; or (ii) Religious/Creed.

i. *Medical Condition Exemption*

An individual who is requesting an exemption from this Policy on the basis of a medical condition must provide the Board with a letter from a physician or nurse practitioner, clearly stating the reason why the individual should be exempted from receiving the vaccine. This letter must be provided to the Board by a date specified by the Ministry.

ii. *Religious/Creed Exemption*

An individual may apply for an exemption, due to religious belief or creed. The Board reserves the right to ask for materials in support of the individual's religious belief or creed, including a letter of support from a religious leader or community.



POLICY SECTION:	HUMAN RESOURCES
SUB-SECTION:	MISCELLANEOUS
POLICY NAME:	COVID-19 IMMUNIZATION DISCLOSURE POLICY
POLICY NO:	H.M.03

3.2 Accommodation Process

The accommodation process is a shared responsibility. All parties should cooperatively engage in the process, share information and consider potential accommodation solutions. Employees who are requesting an accommodation are required to:

- a. Make the accommodation needs known to the best of their ability, preferably in writing, in a timely manner;
- b. Answer reasonable questions or provide information about relevant restrictions or limitations, including information from health care professionals;
- c. Take part in discussions about possible accommodations solutions;
- d. Co-operate with any experts whose assistance is required to manage the accommodation process;
- e. Meet agreed-upon performance standards and requirements, once accommodation is provided; and
- f. Work with Board and/or school administration on an ongoing basis to manage the accommodation process

Depending on workplace circumstances and learning and teaching considerations, possible accommodations may include but not limited to masking, physical distancing, regular testing, remote learning arrangements, work-from-home arrangements, job-protected leave of absence and/or restricted duties and responsibilities.



POLICY SECTION: HUMAN RESOURCES
SUB-SECTION: MISCELLANEOUS
POLICY NAME: COVID-19 IMMUNIZATION DISCLOSURE POLICY
POLICY NO: H.M.03

Definitions:

Fully vaccinated against COVID-19 means having received all of the doses required for a COVID-19 vaccine(s) approved by the World Health Organization (e.g., two doses of a two-dose vaccine, or one dose of a single-dose vaccine); and having received the final vaccine dose at least 14 days ago.

Vaccine means a COVID-19 vaccine approved by the World Health Organization (e.g., two doses of a two-dose vaccine, or one dose of a single-dose vaccine).

Evaluation and Metrics:

The effectiveness of the policy will be determined by metrics collected by the Board's ICT Services, Human Resources/Employee Relations Department, Occupational Health and Safety Department and the Sick Leave and Disability Department.



REPORT TO

REGULAR BOARD

MONTHLY PROCUREMENT APPROVALS

“It’s no good, it’s no good!” says the buyer – then goes off and boasts about the purchase.
(Proverbs 20:14)

Drafted

November 14, 2024

Meeting Date

November 21, 2024

J. Charles, Head of Procurement, Contract Administration and Risk Management

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 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

As required by Purchasing Policy FP.01, the Board of Trustees approve all procurement activity/awards greater than \$150,000 for Goods & Services and greater than \$250,000 for Capital/Renewal expenditure.

On a quarterly basis procurement activities/contract awards between \$50,000 - \$150,000 for Goods & Services and \$50,000 - \$250,000 for Capital/Renewal expenditure will be reported to the Board for information. This reporting will occur in March, June, September and December.

This report submits to the Board of Trustees a listing of all procurement activity/awards greater than \$150,000 for Goods & Services and greater than \$250,000 for Capital/Renewal expenditure subsequent to November 14, 2024.

B. PURPOSE

Purchasing Policy FP.01 requires Board of Trustee approval for any procurement activity/award greater than \$150,000 for Goods & Services and greater than \$250,000 for Capital/Renewal expenditure.

C. BACKGROUND

This report recommends approval of the attached list of procurement activity/awards listed in Appendix A.

D. EVIDENCE/RESEARCH/ANALYSIS

A listing of all procurement activity for approval is provided in Appendix A.

E. STAFF RECOMMENDATION

That the Board of Trustees approve all procurement activities/awards listed in Appendix A.



Appendix A: Monthly Procurement Report (Recommendation)

Contract Awards for Goods & Services over \$150,000 and Capital Expenditure over \$250,000

No.	Bid No. & Name	Description	SO/Executive Division	Recommended Supplier(s)	# of Bids Rec'd	Projected Start/End Date of Contract	Estimated Cost for Initial Term	Est. Total Cost for Optional Term	Award Based on: Lowest Price or Highest Score
1.	REN 2024 024 C-005-25	HVAC Engineering Services at nine (9) Schools: 1. Fr Henry Carr 2. Micheal Power 3. St. Gregory 4. Chaminade College 5. Marshall McLuhan 6. Fr John Redmond 7. St, Joan of Arc 8. St. Rene Goupil 9. Francis Liberman	M. Zlomislic Capital Development & Asset Renewal	Regal Consulting Engrs;; Suri & Associates Ltd; MCW Consultants Ltd:	14	November 24, 2024 - August 22, 2025	\$1,091,740.00	NA	Lowest Price

**MINUTES OF THE REGULAR MEETING OF THE
CATHOLIC PARENT INVOLVEMENT COMMITTEE**

PUBLIC SESSION

VIRTUAL MEETING VIA ZOOM

HELD MONDAY, SEPTEMBER 16, 2024

1. Call to Order

The Vice-Chair called the Meeting to Order at 7:14 PM. The Vice-Chair activated the livestream on the CPIC YouTube channel.

2. Opening Prayer

Opening Prayer was led by Jennifer Di Francesco
The Land Acknowledgement was led by Gabriela Berloni.

3. Roll Call & Apologies

Trustees: Ida Li Preti (W3)
 Frank D’Amico (W6)

Elementary Jennifer Di Francesco (W1), Vice Chair
Parent Gabriela Berloni (W2)

Members: Madeleine Juanche (W5/E)
 Richelle De Belchior (W8/E)
 Brian Arruda (W10)

Secondary
Parent
Members: Gus Gikas (Central)

Community None
Members:

Staff: Ryan Peterson (Director Designate)
Marco Ouji (Communications)
Joe Fiorante (Business Services)

Guests:

Steve Massaroni (W4), Franco Cozza (W5/E) and Joe Perri (OAPCE Toronto) were absent.

4. Approval of the Agenda

MOVED by Gabriela Berloni, seconded by Madeleine Juanche, that the Agenda and Addendum, be approved.

By Unanimous consent, the Motion, was declared

CARRIED

5. Declarations of Interest

None declared by Members present.

6. Approval and Signing of the Minutes

MOVED by Gus Gikas, seconded by Gabriela Berloni, that the May 27, 2024 Regular Meeting Minutes, be approved.

By Unanimous consent, the Motion was declared

CARRIED

7. Presentations & Reports from Committee Officials

MOVED by Gus Gikas, seconded by Madeleine Juanche, that Item 7a) be adopted as follows:

7a) From the Chair – Monthly Report received.

The Chair provided an update of all the actions taken and events attended since the last meeting.

By Unanimous consent, the Motion was declared

CARRIED

MOVED by Gus Gikas, seconded by Brian Arruda, that Item 7b) be adopted as follows:

7b) Draft Toronto Catholic Parent Involvement Committee Annual Report 2023-2024 received. It will be presented in November at the Student Achievement meeting.

By Unanimous consent, the Motion was declared

CARRIED

MOVED by Gabriela Berloni, seconded by Madeleine Juanche, that Item 7c) be adopted as follows:

7c) Catholic Parent Involvement Committee (CPIC) Grant and Expenditure Summary as of August 31th, 2024 received.

The Treasurer informed the Committee that the current balance is \$73,334.61. These funds will be carried over to the new CPIC term.

By Unanimous consent, the Motion was declared

CARRIED

15. Reports from TCDSB Board Officials

- 15a) Update from R. Putnam, Chief Financial Officer and Treasurer** deferred to the December 2024 meeting.

MOVED by Gus Gikas, seconded by Gabriela Berloni, that Items 15b) be adopted as follows:

- 15b) Update and Catholic Parent Involvement Committee (CPIC) 2024/25 Election Planning - Ryan Peterson, Director – Designate for Catholic Parent Involvement Committee** received.

Even wards and Secondary clusters, with some odd ward by-elections being held in October. Elections nights will be held virtually on Tuesday October 29th, and Wednesday October 30th, 2024. The deadline to submit a nomination will be Friday October 18th, 2024. Any parents in the TCDSB can submit a nomination to be on CPIC. This year there will be a CSPC training session for chair/co-chair held on the CPIC election evening and incorporate the CPIC elections.

By Unanimous consent, the Motion was declared

CARRIED

MOVED by Gus Gikas, seconded by Brian Arruda, that Items 15c) be adopted as follows:

15c) Communication Update (Verbal) for TCDSB Families – Start of Year received.

Shared the general TCDSB website which provides essential information including the school year calendar and opportunities for community involvement. Highlighted the importance of use of school messenger, safe arrival and the school cash online designated to help simplify communication and payment processes. The Toronto student transportation group portal was also linked to allow families information on real time notifications on delays or cancellation.

Provided a resource that is to support families including the parent and student charter of principles and the ministry of educations your child's education of parents' guide mental health support resources tips and information found through our mental health and well-being page was highlighted and we also encourage families to get involved in their local Catholic school parent council or CSPP for greater community engagement

A new device use policy which helps guide the responsible use of technology in schools and have a smoke and vapor free space policy which ensures all schools remain smoke free. Shared reminders about the code of conduct, dress code for pupils, the prevalent medical condition policies which support students with medical needs within the school setting and the guidelines for addressing school related concerns.

By Unanimous consent, the Motion was declared

CARRIED

16. Reports from Trustee or Trustee Alternate

MOVED by Gabriela Berloni, seconded by Gus Gikas, that Item 16a) be adopted as follows:

- 16a) Update (Verbal) – Ida Li Preti, Trustee and Frank D’Amico, Trustee Alternative received.**

Trustee Li Preti brought greeting from the Board on the beginning of a new school year.

By Unanimous consent, the Motion was declared

CARRIED

17. Parent Member & Community Reports

MOVED by Gabriela Berloni, seconded by Gus Gikas, that Item 17a) be adopted as follows:

- 17a) Catholic Parent Involvement Committee Ward Event Report - Ward 8 East received.**

The event was an information session on how to raise children in the spiritual world and to introduce God into your whole life.

By Unanimous consent, the Motion was declared

CARRIED

MOVED by Gabriela Berloni, seconded by Gus Gikas, that Item 17b) be adopted as follows:

- 17b) Catholic Parent Involvement Committee Event Report received.**

The event was a CSPC appreciation workshops and luncheon held at the CEC. The keynote speakers were Hal Johnson and Joanna McLeod of Body Break.

By Unanimous consent, the Motion was declared

CARRIED

MOVED by Madeleine Juanche, seconded by Brian Arruda, that Item 17c) be adopted as follows:

- 17c) Update (Verbal) from Gus Gikas, Secondary Central Representatives Regarding Upcoming Catholic Parent Involvement Committee Event Planning – Girls in Sport** received.

The event is planned to be held in October. Keynote speakers will include Kia Nurse and Kate Beirness. The event will be promoted throughout the Board to the Secondary Schools with a focus on the all-girl schools. Details will be communicated to all CPIC members with finalized.

By Unanimous consent, the Motion was declared

CARRIED

- 18. Update from the Board on Prior CPIC Resolutions Recommended**

MOVED by Gus Gikas, seconded by Brian Arruda, that the item be received.

By Unanimous consent, the Motion was declared

CARRIED

- 19. Pending List**

MOVED by Brian Arruda, seconded by Gabriela Berloni, that Item be received.

By Unanimous consent, the Motion was declared

CARRIED

20. Adjournment

MOVED by Gus Gikas, seconded by Brian Arruda, that the meeting be adjourned.

By Unanimous consent, the Motion was declared

CARRIED

The Meeting adjourned at 8:35 PM.

CPIC SECRETARY

CPIC CHAIR

OUR MISSION

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

OUR VISION

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



**MINUTES OF THE BY-LAWS REVIEW AD HOC MEETING
PUBLIC SESSION**

WEDNESDAY, SEPTEMBER 18, 2024

Trustees:

J. Martino, Chair
M. Rizzo, Vice-Chair – Virtual and In Person
N. Crawford – Ex-Officio
A. Kennedy
G. Tanuan – Virtual

Staff:

B. Browne
A. Ceddia
L. Kinkartz

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

4. Roll Call and Apologies

Trustee de Domenico was absent.

5. Approval of Agenda

MOVED by Trustee Kennedy, seconded by Trustee Tanuan, that the Agenda be approved.

The Motion was declared

CARRIED

7. Declarations of Interest

There were none.

8. Approval and Signing of Minutes of the Previous Meeting

MOVED by Trustee Kennedy, seconded by Trustee Crawford, that the Minutes of the previous meeting held May 15, 2024 be approved.

The Motion was declared

CARRIED

12. Unfinished Business from Previous Meetings

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

- 12a) Extract of Item From May 15, 2024 Report to Committee (Continued Review of Toronto Catholic District School Board Operating By-Law 175) that the Committee adopt the Staff and the Integrity Commissioner**

recommendation not to create a separate Code of Conduct for Student Trustees.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
Kennedy
Martino
Tanuan

The Motion was declared

CARRIED

Trustee Rizzo joined the virtual room at 6:52 pm.

Trustee Rizzo joined the horseshoe at 6:59 pm.

15. Reports Requiring Action of the Board of Trustees

15a) Continued Review of Toronto Catholic District School Board Operating By-Law 175 - A. Ceddia, Executive General Counsel

MOVED by Trustee Kennedy, seconded by Trustee Crawford, that Sub-Item 15a.1(1) be adopted as follows:

15a.1) Article 1 – Interpretation: (1) Add Definition of Advisory Committee received and that the following definition be adopted:

11.7 “Community Advisory Committee” is a committee established by the Board of Trustees to provide community advice to the Board of Trustees on specific policies or programs. It does not deliver services, direct staff, or make decisions binding on the Board, and is not a “Committee” within the meaning of Article 1.1.6.

MOVED in AMENDMENT by Trustee Rizzo, seconded by Trustee Tanuan, that the following be deleted from the definition of Community Advisory Committee, Article 1.1.7 :

It does not deliver services, direct staff, or make decisions binding on the Board, and is not a “Committee” within the meaning of Article 1.1.6.

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

In Favour

Trustees Rizzo
Tanuan

Opposed

Crawford
Kennedy
Martino

The AMENDMENT was declared

FAILED

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

In Favour

Trustees Crawford
Kennedy
Martino
Tanuan

Opposed

Rizzo

The Main Motion was declared

CARRIED

MOVED by Trustee Rizzo, seconded by Trustee Kennedy, that Sub-Item 15a.1(2) be adopted as follows:

15a.1) Article 1 – Interpretation: (2) Review and Revise Definitions Section to Make By-law Easier to Understand received.

MOVED in AMENDMENT by Trustee Kennedy, seconded by Trustee Crawford, that the following definitions be approved, with the revision to Student Trustee definition, as follows:

1.1.6 "Committee" includes any committee or subcommittee of the Board of Trustees established under this By-law or the Education Act, including Standing Committees, Statutory Committees, and Ad-Hoc Committees, but not Community Advisory Committees;

1.1.4 "Ad-Hoc Committee" means a committee established by the Board of Trustees to fulfill a specific task or objective. Ad-Hoc Committees are established for a limited duration and are dissolved in accordance with the provisions of Article 5.4.4.1 (i.e. the earlier of the delivery of its final report to the Board of Trustees, a resolution of the Board of Trustees to dissolve the Committee; or at the end of the Year);

1.1.22 "Standing Committee" means any permanent committee established by the Board of Trustees, other than Statutory Committees. Community Advisory Committees and Ad Hoc Committees are not Standing Committees;

1.1.25 "Sub-Committee" means a committee that is established by a Committee of the Board to work on a specific issue within that Committee's mandate. A Sub-Committee reports to the Committee that established it;

1.1.24 "Student Trustee" means a secondary school student who is elected by a student body in accordance with the Education Act, any related regulations, and Board policies, to represent the interests of students at the Board. A Student Trustee must be a full-time pupil in grades 11 or 12 at a school of the Board at all times during their term of office; and

1.1.29 "Year" means, (unless qualified by the word "calendar", "school", or other such modifier) the period commencing on November 15 and ending on fourteenth (14th) day of the next November.

Trustee Rizzo requested that the votes be seriatim.

Results of the Vote taken on Article 1.1.6 of the AMENDMENT, as follows:

In Favour

Opposed

Trustees Crawford
Kennedy
Martino
Rizzo
Tanuan

The AMENDMENT was declared

CARRIED

Results of the Vote taken on Article 1.1.4 of the AMENDMENT, as follows:

In Favour

Opposed

Trustees Crawford
Kennedy
Martino
Rizzo
Tanuan

The AMENDMENT was declared

CARRIED

Results of the Vote taken on Article 1.1.22 of the AMENDMENT, as follows:

In Favour

Opposed

Trustees Crawford
Kennedy
Martino
Rizzo
Tanuan

The AMENDMENT was declared

CARRIED

Results of the Vote taken on Article 1.1.25 of the AMENDMENT, as follows:

In Favour

Opposed

Trustees Crawford
Kennedy
Martino
Rizzo
Tanuan

The AMENDMENT was declared

CARRIED

The Chair declared the Vote on Article 1.1.24 tabled.

Results of the Vote taken on Article 1.1.29 of the AMENDMENT, as follows:

In Favour

Opposed

Trustees Crawford
Kennedy
Martino
Rizzo
Tanuan

The AMENDMENT was declared

CARRIED

The Chair declared the vote on Article 1.1.24 lifted from the table.

Results of the Vote taken on Article 1.1.24 of the AMENDMENT, as follows:

In Favour

Opposed

Trustees Crawford
Kennedy
Martino
Rizzo
Tanuan

The AMENDMENT was declared

CARRIED

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

In Favour

Opposed

Trustees Crawford
Kennedy
Martino
Rizzo
Tanuan

The Motion, as amended, was declared

CARRIED

MOVED by Trustee Rizzo, seconded by Trustee Kennedy, that Sub-Item 15a.2(1) be adopted as follows:

15a.2) Article 3 –Inaugural Meeting (1) Update of First Meeting to Reflect Amendments to Municipal Elections Act and s.208 Education Act that the following be approved:

3.1. Date of Inaugural Meeting

Subject to any statutory requirement, the Board of Trustees shall, at or before the last regular meeting in October in each calendar year that is not an election year and in September in each calendar year that is an election year, fix a day and time for an Inaugural Meeting of the Board of Trustees for the following year.

3.1.1 - In the calendar years in which all Trustees are elected or acclaimed at the regular election under the Municipal Elections Act, the Inaugural Meeting shall be held not earlier than November 15 and not later than November 22. However, on the petition of a majority of members of the newly elected Board of Trustees, the Director may provide for the calling of the Inaugural Meeting at some other date and time, provided that the Inaugural Meeting remains the first meeting of the newly elected Board of Trustees;

3.1.2. In the calendar years that are not election years, the Inaugural Meeting shall be held at the first meeting on or after November 15; and

3.1.3. 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.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
Kennedy
Martino
Rizzo
Tanuan

The Motion was declared

CARRIED

MOVED by Trustee Rizzo, seconded by Trustee Crawford, that Sub-Item 15a.2 (2) be adopted as follows:

15a.2) Article 3 –Inaugural Meeting (2) Clarify that Self-Nomination is Permitted that the following be approved:

3.12.1. Nominations (including self-nominations) shall be sought, each of which shall be moved and seconded.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
Kennedy
Martino
Rizzo
Tanuan

The Motion was declared

CARRIED

MOVED by Trustee Kennedy, seconded by Trustee Rizzo, that Sub-Item 15a.3 (1) be adopted as follows:

15a.3) Article 4 – Meetings: (1) Improve Language about Electronic Participation to Refer to Toronto Catholic District School Board (TCDSB) policy that the following be approved:

4.2 Electronic Attendance at Meetings

Trustees may participate electronically in meetings in accordance with the requirements for electronic attendance in the Education Act, related regulations, and TCDSB policy.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
Kennedy
Martino
Rizzo
Tanuan

The Motion was declared

CARRIED

MOVED by Trustee Rizzo, seconded by Trustee Kennedy, that Sub-Item 15a.3 (2) be adopted as follows:

15a.3) Article 4 – Meetings: (2) Remove Reference to “Special” Motions in the By-law that the following be approved:

4.3. Regular Meetings – Time, Place & Attendance

Unless otherwise ordered by motion, the regular Meeting of the Board of Trustees shall be held at the business office of the TCDSB ... [remainder of this Article remains unchanged];

4.5. Meetings of Committees – Time & Place

Unless otherwise ordered by motion of the Board of Trustees, Meetings of Standing or Statutory Committees: ... [remainder of this Article remains unchanged]; and

4.8. Automatic Cancellation by Inaugural Meeting

Unless otherwise ordered by motion of the Board of Trustees, the holding of the Inaugural Meeting of the Board of Trustees as prescribed ... [remainder of this Article remains unchanged].

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
Kennedy
Martino
Rizzo
Tanuan

The Motion was declared

CARRIED

MOVED by Trustee Tanuan, seconded by Trustee Kennedy, that Sub-Item 15a.3 (3) be adopted as follows:

15a.3) Article 4 – Meetings: (3) Update Meeting Attendance Provisions to Refer to Pregnancy/Parental Leave and to Update the Start Date of the Annual Period for the Purpose of Counting Trustee Attendance that the following be approved:

4.3.1. Frequency of Attendance at Regular Meetings

Attendance at regular meetings shall be as prescribed by the Education Act and regulations.

4.3.1.1. A Trustee vacates their seat if they absent themselves from three consecutive regular meetings of the Board of Trustees, without being authorized by resolution entered in the minutes. This rule does not apply to a Trustee who is absent for 20 consecutive weeks or less as a result of the Trustee’s pregnancy, the birth of the Trustee’s child, or the adoption of a child by the Trustee; and

4.3.1.2. 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 12-month period beginning November 15.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
Kennedy
Martino

Rizzo
Tanuan

The Motion was declared

CARRIED

MOVED by Trustee Rizzo, seconded by Trustee Tanuan, that Sub-Item 15a.3 (4) be adopted as follows:

15a.3) Article 4 – Meetings: (4) Amend “Special Meeting” Provision to i) Require That Person Seeking a Special Meeting Provide An Explanation For Its Urgency and ii) Make Explicit That Items Must Be Urgent To Be Added To Agenda Of Special Meeting that the following be approved:

4.4. Special Meetings

Special Meetings of the Board of Trustees shall be held only to consider Urgent Matters. The person calling the Special Meeting or requesting that the Special Meeting be called must indicate why the matter(s) to be considered is/are Urgent Matter(s). A Special Meeting may be held:

4.4.1. at the call of the Director; or

4.4.2. at the call of the Chair of the Board of Trustees; or

4.4.3. 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.

Where the Chair of the Board of Trustees and the Director agree that a Special Meeting will be held, such meeting may be held with twenty-four (24) hours’ notice delivered to each Trustee.

4.6. Notice of Other Than Required Regular Monthly Meetings

Subject to the provisions of Article 4.4 and Article 10, written or electronic notice of every Special Meeting of the Board of Trustees and of every Meeting of every Committee shall:

4.6.1. be communicated to each Trustee at least one-hundred-and twenty (120) hours before the start time of a Committee Meeting and at least twenty-four (24) hours before the start time of a Special Meeting;

4.6.2. state all business to be considered; and

4.6.3. for Special Meetings, a matter that is not included on the agenda may be considered at a Special Meeting of the Board only if the following criteria are met:

- it is an Urgent Matter;
- all members of the Board are present at the meeting; and
- all members of the Board unanimously agree to consider the matter.

Results of the Vote taken, as follows:

In Favour

Trustees Crawford
Kennedy
Martino
Rizzo
Tanuan

Opposed

The Motion was declared

CARRIED

MOVED by Trustee Rizzo, seconded by Trustee Crawford, that Sub-Item 15a.3 (5) be adopted as follows:

15a.3) Article 4 – Meetings: (5) Make clear that Director (in consultation with Chair) has general discretion to cancel a meeting that the following be approved:

4.7. Cancellation of Meetings

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

4.7.1. in the case of a Special Meeting of the Board of Trustees called by the Director under Article 4.4.1 or 4.4.3, or by the Chair of the Board of Trustees under Article 4.4.2, if the Director or Chair of the Board of Trustees, respectively, deems that the need for such Special Meeting no longer exists;

4.7.2. in the case of a Special Meeting of the Board of Trustees called under Article 4.4.3, 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

4.7.3. in the case of any 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, by the Director in consultation with the Chair of the Board of Trustees or Chair of the Committee.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
Kennedy
Martino
Rizzo
Tanuan

The Motion was declared

CARRIED

MOVED by Trustee Kennedy, seconded by Trustee Craford, that Sub-Item 15a.4(1) be approved, as follows:

15a.4) Article 5 –Committees (1) Add General Rules Regarding Advisory Committees To Provide How They Can Begin/End And How Their Membership Is Populated that the following, with the addition of a fixed number of Trustees not to exceed two (2) in the membership on each Community Advisory Committee, be approved:

5.14. Community Advisory Committees

From time to time, the Board may establish one or more Community Advisory Committees, as defined in Article 1.1.7.

5.14.1. Establishment of Community Advisory Committees

Community Advisory Committees may be established by resolution of the Board of Trustees, consistent with the Board of Trustees' obligations under the Education Act and these By-Laws.

5.14.2. Composition of Community Advisory Committees

Membership on each Community Advisory Committee shall be as follows:

- A fixed number of Trustees, not to exceed two (2) Trustees;
- One or more members of staff, as determined by the Director; and
- One or more students, parents, and/or members of the community, as determined by the Board of Trustees from time to time. The Board shall establish criteria for the selection of the student, parent, and/or community members of the Community Advisory Committee, and shall choose member(s) based on those criteria.

5.14.3. Terms of Reference of Community Advisory Committees

The terms of reference for each Community Advisory Committee shall be set out in the Board resolution establishing the committee, consistent with the following requirements:

- The terms of reference shall state that the Community Advisory Committee does not deal with or advise on the day-to-day management of the TCDSB; and
- The terms of reference shall require the Community Advisory Committee to report as required directly to the Board of Trustees, unless otherwise provided by resolution.

5.14.4. Dissolution of Community Advisory Committees

5.14.4.1. A Community Advisory Committee shall be dissolved on the earliest of:

- at any time upon a resolution of the Board of Trustees; or
- at the end of the Year.

5.14.4.2. A Community Advisory Committee that has been dissolved under Article 5.14.4.1 may be reconstituted in a subsequent Year.

Results of the Vote taken, as follows:

In Favour

Trustees Crawford
Kennedy
Martino
Tanuan

Opposed

Rizzo

The Motion was declared

CARRIED

MOVED by Trustee Kennedy, seconded by Trustee Tanuan, that Sub-Article 5.7 be adopted, as follows:

5.7. Ex-Officio Status of Chair and Vice-Chair of the Board & Effect on Quorum that the following be approved with the deletion of “Community Advisory Committees” throughout:

The Chair and Vice-Chair of the Board of Trustees have ex-officio status on Standing Committees and Ad-Hoc Committees.

If eligible by law to vote, the Chair and Vice-Chair of the Board of Trustees who are attending as an ex-officio member of a Standing Committee or Ad-Hoc Committee shall:

5.7.1. not be counted in determining how many Trustees are required to constitute quorum;

5.7.2. be counted in determining whether quorum is met; and

5.7.3. have the right to vote at the Meeting.

For clarity, Articles 5.7.1 -5.7.3 apply in the case of Statutory Committees only when the Chair or Vice Chair of the Board, as the case may be, is a member of such Committee.

MOVED in AMENDMENT by Trustee Crawford that Sub-Committees be added to the list.

There was no seconder.

The Chair called for the Vote on the Main Motion.

Trustee Tanuan seconded the AMENDMENT.

The Chair ruled it out of order.

Trustee Crawford challenged the Chair's Ruling.

Results of the Vote taken on the Chair's Ruling, as follows:

<u>In Favour</u>	<u>Opposed</u>
Trustees Kennedy Martino Rizzo	Crawford Tanuan

The Chair's Ruling was upheld.

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

<u>In Favour</u>	<u>Opposed</u>
Trustees Kennedy Martino Rizzo Tanuan	Crawford

The Main Motion was declared

CARRIED

MOVED by Trustee Tanuan, seconded by Trustee Kennedy, that Sub-Item 15a.4 (2) be approved, as follows:

15a.4) Article 5 –Committees: (2) Revisions to Article 5, About Committees, To Make It Easier To Navigate And To Ensure The Same Information Is Provided About Each Committee that the following be approved:

5.1. General Requirements & Types of Committees

5.1.1. To the extent possible, the Board of Trustees shall ensure equitable distribution of Trustees on Committees;

5.1.2. There are three types of Committees of the Board:

- Statutory Committees – permanent committees that the Board is required by law to establish;
- Standing Committees – permanent committees established by the Board but that are not required by law; and
- Ad-Hoc Committees – committees established for a limited duration and a specified purpose.

5.1.3. Each Committee, regardless of its type, may establish one or more Sub-Committees in accordance with Article 5.5.

5.2. Statutory Committees

5.2.1. Establishment of Statutory Committees

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

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

5.2.2. Composition of Statutory Committees

The composition of each Statutory Committee shall be as prescribed by the Education Act and its Regulations.

5.2.3. Terms of Reference of Statutory Committees

The terms of reference for each Statutory Committee shall be as prescribed by the Education Act and its Regulations.

5.3. Standing Committees

5.3.1. Establishment of Standing Committees

Standing Committees may be established by resolution of the Board of Trustees, consistent with the Board of Trustees' obligations under the Education Act and these By-Laws to consider policy issues for the Board of Trustees.

The resolution establishing a Standing Committee must be consistent with the requirements in Article 5.3.3, below.

5.3.2. Composition of Standing Committees

Membership of the following Standing Committee(s) shall include all members of the Board of Trustees:

- Corporate Services Committee; and
- Student Achievement Committee.

Membership of the following Standing Committee shall include five (5) members of the Board of Trustees:

- Governance and Policy Committee.

5.3.3. Terms of Reference of Standing Committees

The terms of reference for each Standing Committee shall be as prescribed and otherwise shall be set out in detail in the Board resolution establishing the Standing Committee, consistent with the following requirements:

- The terms of reference shall not include dealing with the day-to-day management of the TCDSB;

- If the Education Act or its Regulations set out requirements for the terms of reference of a Standing Committee, the terms of reference shall be as prescribed;
- If the Education Act or its Regulations do not contain requirements for the terms of reference of a Standing Committee, they shall be determined by the Board of Trustees from time to time;
- The terms of reference of a Standing Committee shall be modified from time to time if required by Article 5.4.3.2; and
- Terms of reference for each Standing Committee shall be published on the TCDSB website with the By-Laws and shall appear on the agenda of the Standing Committees.

5.4. Ad-Hoc Committees

5.4.1. Establishment of Ad-Hoc Committees

Ad-Hoc Committees of the Board of Trustees may be established by resolution of the Board of Trustees, consistent with the Board of Trustees' obligations under the Education Act and these By-Laws. The resolution establishing an Ad-Hoc Committee must be consistent with the requirements in Article 5.4.3.1, below.

5.4.2. Composition of Ad-Hoc Committees

To the extent possible, each Trustee shall sit on a maximum of three Ad-Hoc Committees. Membership on each Ad-Hoc Committee shall be composed of:

- A fixed number of Trustees, not to exceed one-third of the Board of Trustees. Trustees will be appointed by the Board when the Ad-Hoc Committee is established or may be appointed at a later time;
- Specified TCDSB staff, as determined by the Director; and
- Other appropriate individuals as determined by the Board of Trustees from time to time.

5.4.3. Terms of Reference of Ad-Hoc Committees

5.4.3.1. The terms of reference for each Ad-Hoc Committee shall be set out in detail in the Board resolution establishing the committee, consistent with the following requirements:

- The terms of reference shall not include dealing with the day-to-day management of the TCDSB; and
- The terms of reference shall require the Ad-Hoc Committee to report as required directly to the Board of Trustees, unless otherwise provided by resolution.

5.4.3.2. If relevant and permitted by law – and unless otherwise provided by resolution – where an Ad-Hoc Committee’s terms of reference overlap with those of a Standing Committee, matters within the Ad-Hoc Committee’s terms of reference shall be removed from appropriate Standing Committee’s terms of reference until the Ad-Hoc Committee is dissolved.

5.4.4. Dissolution of Ad-Hoc Committees

5.4.4.1. An Ad-Hoc Committee shall be dissolved on the earliest of:

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

5.4.4.2. An Ad-Hoc Committee that has been dissolved under Article 5.4.4.1 may be reconstituted in a subsequent Year.

5.5. Sub-Committees

5.5.1. Establishment of Sub-Committees

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

5.5.2. 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.

5.5.3. Dissolution of Sub-Committees

A Sub-committee shall be dissolved on the earlier of:

- the delivery of its final report to the Committee; or
- at any time upon a resolution of the Board or of the appointing Committee;
or
- at the end of the Year

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
Kennedy
Martino
Rizzo
Tanuan

The Motion was declared

CARRIED

MOVED by Trustee Kennedy, seconded by Trustee Rizzo, that Sub-Item 15a.5 (1) be adopted as follows:

15a.5)Article 10 – Agenda and Order Paper: (1) Require Addendums To Be Posted At Least 24 Hours Before The Meeting, Unless It Is An Urgent Matter that the following language be approved:

10.3 Posting of Agendas

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

10.3.1. An item that is added to the Agenda after the 120- hour deadline must be publicly posted a minimum of twenty-four (24) hours in advance of the meeting, unless it is an Urgent Matter.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
Kennedy
Martino
Rizzo
Tanuan

The Motion was declared

CARRIED

MOVED by Trustee Rizzo, seconded by Trustee Kennedy, that Sub-Item 15a.5(2) be adopted:

15a.5) Article 10 – Agenda and Order Paper (2) Require Agenda Items to be Consistent with Education Act and By-laws that the following language be approved:

10.4. 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 unless:

10.4.1. it is consistent with the requirements of the Education Act, its regulations, and the Board's by-laws;

10.6. 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:

10.6.1. it is consistent with the requirements of the Education Act, its regulations, and the Board's by-laws;

10.7 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:

10.7.1. shall be consistent with the requirements of the Education Act, its regulations, and the Board's by-laws;

10.8. 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:

10.8.1. shall be consistent with the requirements of the Education Act, its regulations, and the Board's by-laws.

Results of the Vote taken, as follows:

In Favour

Trustees Crawford
Kennedy
Martino

Opposed

Rizzo
Tanuan

The Motion was declared

CARRIED

MOVED by Trustee Kennedy, seconded by Trustee Rizzo, that Sub-Item 15a.5(3) be adopted:

15a.5) Article 10 – Agenda and Order Paper (3) Impose Minimum 7-Day Notice Requirement Between Giving Notice Of Motion And The Date That Motion Is Debated; and, Change Required Timeline For Submission Of Notices Of Motion To The Secretary To 72 Hours Before Notice Is Given (For Both Board, Student Achievement and Corporate Services Committees) that the following language be approved:

10.7 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:

10.7.5. shall be delivered to the Secretary of the Board of Trustees seventy-two (72) hours before the Board of Trustees Meeting;

10.7.8. shall not be the subject of any debate or comment at the Meeting at which it is introduced or at any other meeting that occurs within seven (7) days thereafter.

10.8 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:

10.8.5. in the case of Notices of Motion to be brought at either Corporate Services or Student Achievement Committee Meetings, they shall be delivered to the Secretary of the Board of Trustees seventy-two (72) hours before the Committee Meeting.

10.8.7. in the case of Notices of Motion to be brought at either Corporate Services or Student Achievement Committee Meetings, they shall not be the subject of any debate or comment at the Meeting at which it is introduced or at any other meeting that occurs within seven (7) days thereafter.

Trustee Crawford left the horseshoe at 8:57 pm.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Kennedy
Martino
Rizzo

Tanuan

The Motion was declared

CARRIED

MOVED by Trustee Rizzo, seconded by Trustee Kennedy, that Sub-Item 15a.5(4) be adopted:

15a.5) Article 10 – Agenda and Order Paper: (4) The Committee Voted to Make Several Changes To The Provisions On The Order Paper that the following language be approved:

10.9. 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:

10.9.1. Call to Order;

10.9.2. Memorials and Prayer;

10.9.3. Land Acknowledgement;

10.9.4. Singing of O Canada;

10.9.5. Roll Call and Apologies;

10.9.6. Approval of the Agenda;

10.9.7. Reports from Private Session;

10.9.8. Notices of Motions;

10.9.9. Declarations of Interest;

10.9.10. Approval and signing of the Minutes of the Previous Meetings;

10.9.11. Member Statements, with each Trustee entitled to make one (1) Member Statement not to exceed one (1) minute in length, and which may not be subject to any comment, motion or debate;

10.9.12. 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;

10.9.13. Delegations made in accordance with the Board's policy on delegations and public participation (attached as Appendix X), 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;

10.9.13.1. A report may be requested following a delegation only in special circumstances, on a majority vote, when: (i) an item is deemed urgent; (ii) the Director of Education recommends it; or (iii) the topic is time-sensitive.

10.9.14. Consideration of Motions for which previous notice has been given;

10.9.15. Unfinished Business from Previous Meetings;

10.9.16. Matters referred/deferred from Committees /Board;

10.9.17. Reports of Officials for the information of the Board of Trustees;

10.9.18. Reports of Officials Requiring Action of the Board of Trustees which have not been Reviewed by Committee;

10.9.19. A recommendation or report from a statutory committee established under the Education Act and OCSTA;

10.9.20. 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;

10.9.21. Inquiries that are Urgent Matters, 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.

10.9.21.1. Any Inquiry that is not dealt with at the Meeting shall automatically fall off the Order Paper and must be re-introduced to the Order Paper if the Trustee wishes to raise it at a future meeting;

10.9.22. Updating of Pending Items List;

10.9.23. Closing Prayer; and

10.9.24. Adjournment.

10.10. 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:

10.10.1. Call to Order;

10.10.2. Opening Prayer (Chair or designate);

10.10.3. Land Acknowledgement;

10.10.4. Singing of O Canada;

10.10.5. Roll Call and Apologies;

10.10.6. Approval of the Agenda;

10.10.7. Report from Private Session;

10.10.8. Declarations of Interest;

10.10.9. Approval and Signing of Minutes;

10.10.10. Delegations;

10.10.11. Member Statements, with each Trustee entitled to make one (1) Member Statement not to exceed one (1) minute in length, and which may not be subject to any comment, motion or debate;

10.10.12. 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;

10.10.13. Notices of Motion;

10.10.14. Consent and Review;

10.10.15. Unfinished Business;

10.10.16. Matters referred or deferred;

10.10.17. Staff reports;

10.10.18. 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:

10.10.18.1. 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;

10.10.19. Inquiries (which must be Urgent Matters if they are raised at Corporate Services or Student Achievement Committee meetings), 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;

10.10.19.1. Any Inquiry that is not dealt with at the Meeting shall automatically fall off the Order Paper and must be reintroduced to the Order Paper if the Trustee wishes to raise it at a future meeting;

10.10.20. Updating of the Pending List;

10.10.21. Closing Prayer; and

10.10.22. Adjournment

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Kennedy
Martino
Rizzo
Tanuan

The Motion was declared

CARRIED

Trustee Crawford returned to the horseshoe at 9:02 pm.

MOVED by Trustee Rizzo, seconded by Trustee Kennedy, that Sub-Item 15a.6 (1) be adopted:

15a.6) Article 11 – Motions: (1) Clarify that when Subsidiary Motion is Brought, Consent of the trustee who Brought the Main Motion is NOT Required that the following language, as revised, be approved and that “previous” prior to “Notice of Motion” be deleted :

11.3 Subsidiary Motions regarding Notice of Motion

When a motion that was the subject of a Notice of Motion is on the floor for debate, a subsidiary motion (including but not limited to an amending motion, or motion to defer consideration to a subsequent Meeting, or a motion to lay on the table), may be brought by any Trustee, and the consent of the Trustee who delivered the original Notice of Motion is not required.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
Kennedy
Martino
Rizzo
Tanuan

The Motion was declared

CARRIED

MOVED by Trustee Kennedy seconded by Trustee Rizzo, that Sub-Item 15a.7 (1) be adopted:

15a.7) Article 12 – Protocol for Debate: (1) Create separate rules outlining Notices of Motion and debate on a motion, and apply the same rules to both Board and Committees that the following be approved:

12.4. Notice of Motion

12.4.1. A Member who wishes to bring a motion must provide a written Notice of Motion.

12.4.2. When providing the Notice of Motion, the Member may read the Notice of Motion in whole or in part, but in any case, the Member shall have no more than three (3) minutes to do so.

12.4.3. There shall be no comment or debate on a Notice of Motion until the applicable seven-day notice period found in Article 10.7.8 or 10.8.7 has expired.

12.4.4. A Notice of Motion may not be amended until the motion is being debated.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
Kennedy
Martino
Rizzo
Tanuan

The Motion was declared

CARRIED

MOVED by Trustee Kennedy, seconded by Trustee Rizzo, that Sub-Article 12.5) be adopted, as follows:

12.5. Debating a Motion

A motion that originates by Notice of Motion shall not be debated until at least seven (7) days have passed since the date on which the Notice of Motion is given, in accordance with Article 10.7.8 or 10.8.7 (whichever applies).

12.5.1. Order of Discussion & Time Limit for Each Speaker

12.5.1.1. The mover of the motion shall speak first.

12.5.1.2. The seconder may speak second.

12.5.1.3. Each person wishing to speak, will have the opportunity to speak once before any member shall speak for the second time.

12.5.1.4. The mover of the motion may deliver reply comments as the last speaker during the debate.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
Kennedy
Martino
Rizzo
Tanuan

The Motion was declared

CARRIED

MOVED by Trustee Kennedy, seconded by Trustee Crawford, that Sub-Article 12.5.2 be adopted, as follows:

12.5.2. Time Limit on Each Speaker

Debate shall adhere to the order and time limits set out below. Time expended in staff responses and/or procedural discussions shall not count towards a member's time limit.

12.5.2.2. Each subsequent speaker may speak for a maximum of three (3) minutes.

12.5.2.3. No member, including the mover of the motion and subsequent speakers, shall speak more than once on the same motion, or for longer than the applicable time in Articles 12.5.2.1 and 12.5.2.2, without leave of the Meeting, except as provided in Article 12.5.2.4.

12.5.2.4. If the mover of the motion chooses to deliver a reply, such reply shall have a maximum of two (2) minutes and shall be delivered at the end of debate.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
Kennedy
Martino
Rizzo
Tanuan

The Motion was declared

CARRIED

MOVED by Trustee Rizzo, seconded by Trustee Crawford, that Sub-Article 12.5.2.1 be adopted, as follows:

12.5.2.1. At the outset of debate, the mover of the motion shall introduce the motion and thereafter will have no more than five (5) minutes to introduce and speak to the motion.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
Kennedy
Martino
Rizzo
Tanuan

The Motion was declared

CARRIED

MOVED by Trustee Kennedy seconded by Trustee Crawford, that Sub-Item 15a.7 (2) be adopted, as follows:

15a.7) Article 12 – Protocol for Debate: (2) Combine Or Clarify Wording Of Current Articles 12.6 (Time Limit For Debate) And 12.7 (Procedure When Time Limit Expires) that the following be approved:

12.5.3. Time Limit for Debate & Extension of Debate on a Matter

No matter, including any subsidiary motions, points of information, and answers related to it shall be debated longer than 30 minutes after the matter has been stated by the Chair.

12.5.3.1. At the expiration of time for debate, and notwithstanding Article 12.7, 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.

12.5.3.2. No more than two extensions of debate shall be permitted.

12.5.4. Procedure When Time Limit Expires or is Not Extended

If a vote to extend debate under Article 12.5.3.1 does not pass or a matter has not been disposed of at a meeting after the two extensions of time permitted by Article 12.5.3.2, then, notwithstanding anything in the by-laws, the Chair shall call for a motion to call the question, and if such a motion:

- is not moved; or
- if moved, is not seconded; or
- if moved and seconded, is not passed;

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

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
Kennedy
Martino
Rizzo
Tanuan

The Motion was declared

CARRIED

MOVED by Trustee Kennedy seconded by Trustee Rizzo that Sub-Item 15a.7 (3) be adopted, as follows:

15a.7) Article 12 – Protocol for Debate: (3) Move Article on Calling The Question (Current Article 11.3) To A More Logical Place In The By-laws that the move of the following to a more logical place in the By-laws be approved:

12.6. Calling the Question A motion to call the question shall not be in order on a main motion until all members wishing to speak have spoken once.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
Kennedy
Martino
Rizzo
Tanuan

The Motion was declared

CARRIED

MOVED by Trustee Kennedy seconded by Trustee Crawford, that Sub-Item 15a.8 be adopted, as follows:

15a.8 Article 16 – Amendments to By-laws: Insert Language Confirming That Required Notice Period For A Notice Of Motion Proposing To Amend The By-Laws Cannot Be Waived that the following be approved:

16.2. No Waiver of Notice The required notice period in Article 16.1 for a notice of motion proposing to amend the By-laws of the Board may not be waived or shortened.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
Kennedy
Martino
Rizzo
Tanuan

The Motion was declared

CARRIED

MOVED by Trustee Crawford, seconded by Trustee Rizzo, that Sub-Item 15.a.9(1) be adopted, as follows:

15.a.9 Clarification Required on Three Approved Motions: (1) Time For Debate -Whether Staff Time To Introduce Report And/Or Board Questions And Staff Answers Should Be Counted In Time For Debate received.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
Kennedy
Martino
Rizzo
Tanuan

The Motion was declared

CARRIED

MOVED by Trustee Rizzo, seconded by Trustee Crawford, that the following be approved:

The By-law could be amended to provide a brief period of additional time for Staff to introduce their report, and that time would not count towards the 30-minute time for debate. For example, staff could be limited to introduce their report for no more than five minutes, after which the Chair would state the matter and the 30-minute debate period would begin.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
Kennedy
Martino
Rizzo
Tanuan

The Motion was declared

CARRIED

MOVED by Trustee Kennedy, seconded by Trustee Rizzo, that Staff present a report and Trustees ask questions within a fifteen-minute time period and at the end of that time, the debate starts with a motion on the floor.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
Kennedy
Martino
Rizzo
Tanuan

The Motion was declared

CARRIED

MOVED by Trustee Crawford, seconded by Trustee Rizzo, that Sub-Item 15a.9(2) be adopted, as follows:

15a.9) Clarification Required on Three Approved Motions: (2)) Inquiries – Stand Alone Rule that the Committee not create a stand-alone rule on Inquiries.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
Kennedy
Martino
Rizzo
Tanuan

The Motion was declared

CARRIED

MOVED by Trustee Kennedy, seconded by Trustee Rizzo, that Sub-Item 15.a.9(3) be adopted, as follows:

15a.9) Clarification Required on Three Approved Motions: (3) Changes to Policies, Programs or Services that Staff's understanding regarding changes to Policies, Programs or Services be confirmed.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
Kennedy
Martino
Rizzo
Tanuan

The Motion was declared

CARRIED

MOVED by Trustee Kennedy, seconded by Trustee Crawford, that Item 15a) be adopted as follows:

15a) Continued Review of Toronto Catholic District School Board Operating By-Law 175 - A. Ceddia, Executive General Counsel that:

1. The Committee review and discuss the draft amendments below and either approve them or provide direction as to how they should be further revised;
2. The Committee provide guidance on the questions posed in this report, including those contained in Section E – Clarification Required on Three Approved Motions; and
3. The Committee allow Executive General Counsel time to draft and incorporate the remaining changes to the By-law for the Committee’s review at the next Committee meeting in October, and that a date be set for that meeting.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
Kennedy
Martino
Rizzo
Tanuan

The Motion was declared

CARRIED

20. Adjournment

MOVED by Trustee Kennedy, seconded by Trustee Rizzo, that the meeting be adjourned.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
Kennedy
Martino
Rizzo
Tanuan

The Motion was declared

CARRIED

SECRETARY

CHAIR

OUR MISSION

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

OUR VISION

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



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

HELD TUESDAY, OCTOBER 1, 2024

PRESENT:

Trustees:

M. Rizzo, Chair
G. Tanuan, Vice Chair
N. Crawford
A. Kennedy - Virtual
I. Li Preti - Virtual

Staff:

S. Campbell
L. Coulter
M. Caccamo
D. Luk
C. Onyia
S. Vlahos

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

4. Roll Call and Apologies

An apology was extended on behalf of Trustee Morrison. Trustee de Domenico was absent.

5. Approval of the Agenda

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

The Motion was declared

CARRIED

6. Declarations of Interest

There were none.

7. Approval and Signing of the Minutes

MOVED by Trustee Crawford, seconded by Trustee Kennedy, that the Minutes of the Meeting held September 3, 2024 be approved.

The Motion was declared

CARRIED

13. Staff Reports

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

- 13a) Chaplaincy Program Policy Review** that the Governance and Policy Committee recommend to Board that the proposed Chaplaincy Program Policy provided in Appendix A (tracked) and Appendix B (clean) of the report be approved.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
Kennedy
Li Preti
Rizzo
Tanuan

The Motion was declared

CARRIED

Trustee Rizzo relinquished the Chair to Trustee Tanuan.

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

13b) Curriculum and Program Policies:

1. That the Governance and Policy Committee approve review of the five polices and provide direction to Staff on the associated work plans including a jurisdictional scan regarding the Elementary French Programming Policy; and
2. That the Governance and Policy Committee recommend to Board that Cursive Writing Policy and Physical Activities Within the Physical and Health Education Programs Policy be rescinded.

Trustee Rizzo requested that the votes be seriatim.

Results of the Vote taken on Part 1, as follows:

In Favour

Opposed

Trustees Crawford
Kennedy
Li Preti
Tanuan

Rizzo

Part 1 of the Motion was declared

CARRIED

Results of the Vote taken on Part 2, as follows:

In Favour

Opposed

Trustees Crawford
Li Preti

Kennedy
Rizzo
Tanuan

Part 2 of the Motion was declared

FAILED

Trustee Rizzo reassumed the Chair.

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

- 13c) Student/School Related Concerns Policy** that the Governance and Policy Committee recommend to Board that the proposed Student/School Related Concerns Policy (Appendix A – tracked and Appendix B – clean), Protocol (Appendix C tracked and Appendix D – clean), and Family Resource (Appendix E) of the report be approved.

MOVED in AMENDMENT by Trustee Tanuan that the Governance and Policy Committee recommend consultation with all parent groups and Staff.

There was no seconder.

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

In Favour

Opposed

Trustees Crawford
Kennedy
Li Preti
Rizzo

Tanuan

The Main Motion was declared

CARRIED

16. Updating of Pending List

MOVED by Trustee Tanuan, seconded by Trustee Kennedy, 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
Kennedy
Li Preti
Rizzo
Tanuan

The Motion was declared

CARRIED

17. Adjournment

MOVED by Trustee Tanuan, seconded by Trustee Kennedy, that the meeting be adjourned.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
Kennedy
Li Preti
Rizzo
Tanuan

The Motion was declared

CARRIED

SECRETARY

CHAIR

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OUR VISION

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



**MINUTES OF THE REGULAR MEETING
OF THE
SPECIAL EDUCATION ADVISORY COMMITTEE
PUBLIC SESSION**

HELD WEDNESDAY, OCTOBER 09, 2024

PRESENT:

Trustee: A. Kennedy

External Members: G. Wedge, Chair
G. Feldman, Vice Chair
J. Di Francesco – Virtual
I. Novak – Virtual
M. Seymour - Virtual

Staff: C. Fernandes
M. Meehan
V. Cocco
A. Coke
D. Comacchio
O. De Figueiredo
M. Gendron
R. Macchia

S. Adaikpoh, Acting Recording Secretary
S. Hinds-Barnett, Assistant Recording Secretary

External Guest: Heidi Bernhart, Founder of Centre for ADHD Awareness Canada (For Item 17a)

3. Roll Call and Apologies

Apologies were extended on behalf of Lisa Mason, Lori Mastrogiuseppe, Tyler Munro and Deborah Nightingale.

There was no Quorum.

The Chair declared a five-minute recess to establish Quorum.

The meeting resumed with George Wedge in the Chair.

PRESENT: (Following Recess)

Trustees: F. D’Amico
A. Kenndy
M. Rizzo – Virtual

External Members: G. Wedge, Chair
G. Feldman, Vice Chair
R. De Belchior – Virtual
J. Di Francesco – Virtual
I. Novak – Virtual
A. Pabon - Virtual
M. Seymour - Virtual

4. Approval of the Agenda

MOVED by Trustee Kennedy, seconded by Geoffrey Feldman, that the Agenda, as amended to include the Addendum, be approved.

MOVED in AMENDMENT by Geoffrey Feldman, seconded by Trustee Kennedy, that Item 12a) Special Services Superintendent Update – October 2024 be reordered prior to Item 11a) Special Education Advisory Committee (SEAC) Annual Calendar (Draft) as of October 9, 2024.

On the Vote being taken, the AMENDMENT was declared

CARRIED

MOVED in AMENDMENT by Jennifer Di Francesco, seconded by Trustee Rizzo, that Item 17a) Centre for ADHD Awareness, Canada (CADDAC) be reordered after Item 10) Consent and Review, and that Item 18a) Inquiry from Jennifer Di Francesco regarding Update on October Attention Deficit Hyperactivity Disorder (ADHD) Awareness Month be added.

On the Vote being taken, the AMENDMENT was declared

CARRIED

On the Vote being taken, the Motion, as amended, was declared

CARRIED

5. Declarations of Interest

There were none.

6. Approval and Signing of the Minutes

MOVED by Geoffrey Feldman, seconded by Trustee Kennedy, that the Minutes of the Meeting held September 11, 2024, be approved.

On the Vote being taken, the Motion was declared

CARRIED

10. Consent and Review

The Chair reviewed the Order Page and the following Items were held:

- 12a) Special Services Superintendent Update – October 2024 –Trustee Kennedy;
- 17a) Centre for ADHD Awareness, Canada (CADDAC) – Jennifer Di Francesco;
and
- 18a) Inquiry from Jennifer Di Francesco regarding Update on October Attention Deficit Hyperactivity Disorder (ADHD) Awareness Month.

MOVED by Geoffrey Feldman, seconded by Trustee Kennedy, that the Items not held be received.

On the Vote being taken, the Motion was declared

CARRIED

ITEMS NOT HELD AS CAPTURED IN ABOVE MOTION

- 11a) Special Education Advisory Committee (SEAC) Annual Calendar (Draft) as of October 9, 2024; and
- 11b) Special Education Plan October 2024

Trustee D’Amico disconnected from the virtual room and joined the horseshoe at 7:24 pm.

17. Association Reports

MOVED by Jennifer Di Francesco, seconded by Trustee Rizzo, that Item 17a) be adopted as follows:

- 17a) Centre for ADHD Awareness, Canada (CADDAC)** received and referred to Staff.

On the vote being taken, the Motion was declared

CARRIED

Richelle De Belchior joined the virtual room at 7:58 pm.

Jennifer Di Francesco left the meeting at 8:30 pm.

12. Reports of Officials for Information by the Board/Other Committees

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

- 12a) Special Services Superintendent Update – October 2024**

Appendix A Special Education Plan: Special Education Advisory Committee (SEAC) Recommendations 2023-2024 and Updates to the 2024-2025 Plan

Appendix B Special Education Plan: Education and Other Assessments Section received.

On the vote being taken, the Motion was declared

CARRIED

18. Inquiries and Miscellaneous

18a) From Jennifer Di Francesco regarding Update on October Attention Deficit Hyperactivity Disorder (ADHD) Awareness Month not dealt with as the member was absent at the time.

20. Adjournment

MOVED by Trustee Rizzo, seconded by Geoffrey Feldman, that the meeting be adjourned.

On the Vote being taken, the Motion was declared

CARRIED

SECRETARY

CHAIR

MASTER PENDING LIST AND ROLLING CALENDAR TO NOVEMBER 21, 2024

#	Date Requested & Committee/ Board	Report Due Date	Destination of Report Committee/ Board	Subject	Delegated To
1.	May 2023 Student Achievement	March 2025	Corporate Services	<p>WHEREAS: Heat impacts learning;</p> <p>WHEREAS: Lack of air conditioning combined with windows in schools are only able to open a few inches make it challenging for staff and students to learn on hot days;</p> <p>WHEREAS: The Province of Ontario does not fund air conditioning;</p> <p>WHEREAS: There is little to no funding for air conditioning in all schools;</p> <p>WHEREAS: The TCDSB should explore, investigate and outline ways to keep students as cool as possible;</p> <p>WHEREAS: An outdoor cooling misting and fogging system will bring some relief from the heat in schools and childcare centres;</p> <p>WHEREAS: An outdoor cooling misting zone can help prevent the effects of high temperatures by offering a cool place to escape the heat;</p> <p>WHEREAS: Misting systems or mist fans can provide targeted areas of cooling for students and young children;</p> <p>WHEREAS: Misting systems emit a fine mist of water from spray nozzles that people off;</p>	Associate Director of Corporate Services and Chief Commercial Officer

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				<p>WHEREAS: The system may be installed around the perimeter of the outside area to be cooled - within a gazebo, playground structure, shade area, side of building etc.;</p> <p>WHEREAS: Misting systems are energy-efficient and highly effective;</p> <p>WHEREAS: Cooling mist systems take up very little outdoor space;</p> <p>WHEREAS: Cooling mist systems can last ten years or more;</p> <p>WHEREAS: Larger scale cooling misting stations are available as well as portable, stand-alone (can be hooked up to any water source};</p> <p>WHEREAS: The costs are less than cooling centres and standard air conditioning range from \$3,000 and higher;</p> <p>WHEREAS: The TCDSB has limited funds and is facing a \$25 million deficit; and</p> <p>WHEREAS: It is important to consider and act on creative, low-cost projects that support students.</p> <p>FURTHER BE IT RESOLVED: That staff evaluate the pilot project and consider the effectiveness and report its findings following the first year of operation.</p>	

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				(Consideration of Motion from Trustee Rizzo regarding Pilot Project: Outdoor Cooling Misting Zones)	
2.	September 2024 Corporate Services	January 2025	Corporate Services	That Staff provide a working report in January 2025 on the various options regarding Proceeds of Disposition for Trustees to consider (From the Ministry of Education Notification of Mandatory Disposition of Two Vacant Properties Ward 8)	Associate Director of Corporate Services and Chief Commercial Officer
3.	April 2024 Regular Board	TBC	Regular Board	That the recommendations from the Catholic Parent Involvement Committee be referred back to Staff for review; and that Staff attend the next CPIC Meeting with an update and come back to the June 13, 2024, Regular Board Meeting with any changes to the Policy (Recommendations to Board from the Catholic Parent Involvement Committee (CPIC) Toronto Catholic District School Board (TCDSB) Fund Raising in Schools Policy S.M.04 Recent Changes)	Director of Education
4.	June 2024 Regular Board	TBC	Regular Board	WHEREAS: The Board of Trustees is committed to a safe and healthy environment for students and for staff in our schools; WHEREAS: Global warming is having a severe effect on the interior temperatures in our schools especially those with second and third floors; WHEREAS: The TCDSB has installed cooling centres to provide temporary reprieve from the excessive heat and is now conducting a pilot project installing outdoor misting stations. These measures, while providing temporarily relief, are in fact only relatively inexpensive measures that provide	Associate Director of Corporate Services and Chief Commercial Officer

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				<p>a very short time of relief;</p> <p>WHEREAS: The TCDSB relies exclusively on funding from the Ministry of Education to maintain and update our school buildings and that the Ministry does not directly fund retrofitting schools with AC;</p> <p>WHEREAS: Trustees receive many complaints and concerns from parents in the months of May, June, September and October that school classrooms are experiencing high temperatures that reach and at times exceed 30 degrees Celsius, and that is not accounting for the accompanying high humidity levels which exacerbates the problem; and</p> <p>WHEREAS: Students have great difficulty learning in a classroom that is overheated and uncomfortable. The heat in classrooms does not make for a healthy learning or working environment for students and staff.</p> <p>THEREFORE BE IT RESOLVED: That the Board use current data available to begin a fulsome and detailed analysis of the classroom conditions across the Board regarding excessive heat and report back to the Board of Trustees their findings, their recommendations, both immediate and long term, to make our buildings safer and how we can alleviate the excessive heat. This report should include a breakdown of the buildings that have more than one floor and unless these buildings have AC, that the staff of these buildings priority for remediation; and</p>	

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				FURTHER BE IT RESOLVED THAT: Staff report on the feasibility of installing air conditioning at St. Gregory's Catholic School (Consideration of Motion from Trustee de Domenico regarding Excessive Heat and Humidity in Toronto Catholic District School Board (TCDSB) School Buildings)	
5.	June 2024 Regular Board	TBC	Regular Board	<p>WHEREAS: TCDSB has raised the issues of air conditioning on multiple occasions:</p> <p>In 2015, TCDSB requested staff to provide reports regarding full air conditioning vs other forms of cooling at Elementary and Secondary schools without air conditioning;</p> <p>Board adopted air conditioning be included when costing new school construction with comparative figures for DV and AC; and</p> <p>In 2016 staff were requested to:</p> <p>Increase insulation on all west and south facing walls in buildings;</p> <p>Increase insulation on all west and south facing walls in buildings;</p> <p>Operable windows should have beyond the 100 mm (10 cm) openings;</p>	Associate Director of Corporate Services and Chief Commercial Officer

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				<p>Install white roofs with solar panels initially to reduce Hydro usage or to run air conditioning;</p> <p>Investigate green roofs to include native plants or succulents that do not require frequent watering (desert types); and</p> <p>Staff begin collection of day-to-day temperature data in order to prioritize the implementation of passive cooling measures in schools. Priority for data collection and monitoring to be for those schools without air conditioning, air displacement ventilation and a mechanical ventilation system.</p> <p>In 2017, the TCDSB began sending letters to all MPP's and the Minister of Education regarding air conditioning funding;</p> <p>Countless inquiries from Trustees regarding air conditioning in schools were brought to the attention of the Board through the years.</p> <p>In 2018 the Board approved:</p> <p>A four-year phased implementation plan to add cooling centres at non-air conditioned schools funded from School Renewal; and</p> <p>Portables installed in schools must have air conditioning.</p> <p>WHEREAS Staff have tried to mitigate air conditions in</p>	

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				<p>schools using various strategies and implemented some Board approved motions;</p> <p>WHEREAS: Funding for air conditioning is not provided to school Boards by the province and becomes less likely to be funded in the future;</p> <p>WHEREAS: Proceeds of disposition funds were approved to install air conditioning in two new school buildings when the Ministry refused additional funding for this purpose;</p> <p>WHEREAS: Staff cannot teach and children cannot learn in extreme hot conditions in schools and lack of air conditioning allows a health crisis to fester;</p> <p>WHEREAS: Studies show that schools without air conditioning, every 1 degree increase in temperature reduces learning over a school year by 2 percent; and</p> <p>WHEREAS: As the planet continues to warm, we do see a significant increase in extreme weather events and due to these climate change effects, winters continue to shorten, and schools are dealing with a higher proportion of months with warmer weather.</p> <p>THEREFORE BE IT RESOLVED THAT: Two pilot schools be chosen to install air conditioning;</p> <p>FURTHER BE IT RESOLVED THAT: Funds be provided from Proceeds of Disposition; and</p>	

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				<p>FURTHER BE IT RESOLVED THAT: Staff evaluate the efficacy of installing air conditioning in older school structures and report to Board following installation of the pilot (Consideration of Motion from Trustee Rizzo regarding Air Conditioning in Schools)</p>	
6	September 2024 Regular Board	TBC	Regular Board	<p>That the following be referred to Staff for a report to come back:</p> <p>WHEREAS: Parents can find navigating the maze to get their child(ren) special educational help very daunting. Parents are usually faced with speaking to multiple people at school or at the Board and having to recite the conversations repeatedly. This can create frustration and resentment that their child(ren)'s story is not already being captured and kept for future reference by and for teachers/staff/administrators at the school or Board level;</p> <p>WHEREAS: It is not fair to expect that all parents have the means or ability to keep their own records and parents expect that the school and/or Board maintain a consistent and elevated level of record keeping that helps all parties involved know what is always happening with the child(ren); and</p> <p>WHEREAS: Not keeping proper records can also lead to a child(ren) missing opportunities or not getting on lists for assessments/programs that could potentially help them in their educational journey, especially children that require Special Education resources.</p> <p>BE IT RESOLVED THAT: SEAC recommend to the Board of Trustees to create a consistent policy or guidelines surrounding record</p>	Associate Director of Academic Affairs and Chief Operating Officer

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				<p>keeping be reviewed with a breakdown of what is not working, recommendations on how to improve the current system and what will be implemented to resolve this systemic issue</p> <p>(Recommendation to Board from the Special Education Advisory Committee (SEAC): Consideration of Motion from SEAC regarding Record Keeping)</p>	
7.	October 2024 Regular Board	March 2025	Regular Board	<p>WHEREAS: Loretto Abbey Catholic Secondary School is a picturesque setting for photos, weddings and events complete with historical architecture, stunning chapel, large common spaces and beautiful grounds;</p> <p>WHEREAS: Requests for photography, weddings and other events are presently not permitted at Loretto Abbey Catholic Secondary School;</p> <p>WHEREAS: Loretto Abbey provides a sentimental and historic meaning to families who may wish to book a space for special events;</p> <p>WHEREAS: Loretto Abbey grounds are often used for engagement and wedding photos and very little if any revenues are generated;</p> <p>WHEREAS: Many requests are received from the public for the use of the chapel, common areas and grounds by the school and the local trustee for the use of Loretto Abbey for special events including weddings, engagements etc; and</p> <p>WHEREAS: Toronto Catholic District School Board may be able to generate revenues by permitting photography, weddings and</p>	Associate Director of Corporate Services and Chief Commercial Officer

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				<p>other special events by use of the Loretto Abbey facilities.</p> <p>THEREFORE BE IT RESOLVED THAT: Loretto Abbey and its grounds be considered as a venue to be permitted for photography, weddings/engagements and other special events; and</p> <p>BE IT FURTHER RESOLVED THAT: Staff prepare a report on the impacts and revenues that may be generated from permitting the grounds and facilities at Loretto Abbey Catholic Secondary School (Consideration of Motion from Trustee Rizzo regarding Permitting of Grounds and Facilities at Loretto Abbey Catholic Secondary School for Special Events)</p>	
8.	October 2024 Regular Board	TBC	Regular Board	<p>WHEREAS: There appears to be an increase in the prevalence of autism in our schools; and</p> <p>WHEREAS: Trustees have limited visibility into relevant data on this topic.</p> <p>BE IT RESOLVED THAT: Staff bring a report outlining three years of historical data, system wide capturing:</p> <ul style="list-style-type: none"> - Number of students at the elementary and secondary levels and corresponding growth rates; - Central Human Resources allocated to Autism support (and any corresponding growth or decline in these resources); and - Insight into the geographical distribution of relevant students 	Associate Director of Academic Affairs and Chief Operating Officer

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				with an emphasis on ward demographics including socio economic data (Consideration of Motion from Trustee Di Giorgio regarding Autism Research Request/Support)	
9.	December - 2022 Regular Board	November 2027	Student Achievement	That an international Languages report be presented in public session at the Student Achievement and Well-Being Committee or appropriate Committee or Board every 5 years (From the Governance and Policy Committee: International Languages (Elementary) Report S.P.05)	Associate Director of Academic Affairs and Chief Operating Officer

2024 CALENDAR OF ANNUAL REPORTS & POLICY METRICS

A = Annual Report

P = Policy Metric Report

Q = Quarterly Report

#	Due Date	Committee/Board	Subject	Responsibility of
1	January (A)	Corporate Services	Annual Chief Financial Officer Overview	Chief Financial Officer and Treasurer
2	February (A)	Corporate Services	Multi-Year Financial Forecast	Chief Financial Officer and Treasurer
3	March (A)	Corporate Services	Budget Framework and Consultation Plan	Chief Financial Officer and Treasurer
4	March (A)	Corporate Services	Consensus Student Enrolment Projections	Associate Director Corporate Services
5	March (A/P)	Corporate Services	Transportation Annual Report and S.T.01 Transportation Policy Metric	Associate Director Corporate Services
6	April (A)	Corporate Services	Ministry Funding Overview	Chief Financial Officer and Treasurer
7	April (Q)	Corporate Services	Mid-Year Budget Status Report	Chief Financial Officer and Treasurer
8	May (A)	Corporate Services	Preliminary Budget Estimates	Chief Financial Officer and Treasurer
9	June (P)	Corporate Services	B.R.01 Rental of Surplus School Space and Properties Policy Metric	Associate Director Corporate Services
10	June (A)	Corporate Services	Recommended Budget Estimates	Chief Financial Officer and Treasurer
11	June (A)	Corporate Services	Delegated Authority Report	Chief Financial Officer and Treasurer
12	September (A)	Corporate Services	Delegated Authority Update Report	Chief Financial Officer and Treasurer
13	September (A)	Corporate Services	Annual Procurement Plan	Chief Financial Officer and Treasurer
14	September (A)	Corporate Services	Capital Program Update	Associate Director Corporate Services

2024 CALENDAR OF ANNUAL REPORTS & POLICY METRICS

15	October (Q)	Corporate Services	Budget Update: Enrolment and Staffing	Chief Financial Officer and Treasurer
16	October (A)	Corporate Services	Trustee Honorarium Report	Chief Financial Officer and Treasurer
17	October (A)	Corporate Services	Capital Renewal Program Report	Associate Director Corporate Services
18	November (A)	Corporate Services	Audited Financial Statements	Chief Financial Officer and Treasurer
19	November (P)	Corporate Services	Enrolment Report and S.A.01 Admission and Placement Policy Metric	Associate Director Corporate Services
20	December (A)	Corporate Services	Revised Budget Estimates	Chief Financial Officer and Treasurer
21	December (A)	Corporate Services	Annual Legal Fees Report	Chief Financial Officer and Treasurer
22	December (A)	Corporate Services	Annual Investment Report	Chief Financial Officer and Treasurer
23	December (A)	Corporate Services	Annual Audit Committee Report	Chief Financial Officer and Treasurer
24	February (A)	Regular Board	School Year Calendar	Associate Director Academic Services
25	March (A)	Regular Board	Preliminary Staffing Projections Report	AD Academic Services and CFO/Treasurer
26	September (P)	Regular Board	A.06 Advocacy Policy Metric	Chief Financial Officer and Treasurer
27	October (P)	Regular Board	H.M.33 Acceptance of Hospitality or Gifts Policy Metric	Chief Financial Officer and Treasurer
28	November (A)	Regular Board	Ongoing Exit and Entry Student Survey	Associate Director Corporate Services
29	November (A)	Regular Board	Annual Calendar of Meetings	Director of Education
30	November (A)	Regular Board	Multi-Year Strategic Plan Annual Report	Director of Education

2024 CALENDAR OF ANNUAL REPORTS & POLICY METRICS

31	December (A)	Regular Board	Director's Annual Report	Director of Education
32	January (A)	Student Achievement	Equity Action Plan Annual Report	Director of Education
33	January (A)	Student Achievement	Annual Mental Health and Wellbeing Report	Associate Director Academic Services
34	January (P)	Student Achievement	A.36 Accessibility Standards Policy Metric	Associate Director Academic Services
35	February (P)	Student Achievement	S. 19 External Research Policy Metric	Associate Director Academic Services
36	March (A)	Student Achievement	The Angel Foundation for Learning Annual Report and Presentation	Associate Director Academic Services
37	April (A)	Student Achievement	Annual EPAN Schools Allocations	AD Academic Services and CFO/Treasurer
38	April (A)	Student Achievement	Non-Resident VISA Student Fees	AD Academic Services and CFO/Treasurer
39	May (A)	Student Achievement	Ratification of Student Trustee Nominees	Associate Director Academic Services
40	June (P)	Student Achievement	B.B.04 Smoke & Vapour Free Policy Metric	Associate Director Academic Services
41	September (P)	Student Achievement	H.M.40 Fair Practice in Hiring and Promotion Policy Metric	Associate Director Academic Services
42	September (A)	Student Achievement	Community Advisory Committees Report	Associate Director Academic Services
43	September (P)	Student Achievement	H.M.14 Harassment and Discrimination Policy Metric	Associate Director Academic Services
44	September (P)	Student Achievement	H.M.19 Conflict Resolution Policy Metric	Associate Director Academic Services
45	September (P)	Student Achievement	T.07 Community Engagement Policy Metric	Director of Education
46	September (P)	Student Achievement	A.37 Communications Policy Metric	Director of Education

2024 CALENDAR OF ANNUAL REPORTS & POLICY METRICS

47	October (P) (5 Year Cycle)	Student Achievement	International Languages Program Report (Next Reporting Date of October 2027)	AD Academic Services and CFO/Treasurer
48	October (A)	Student Achievement	Board Improvement and Equity Plan (BIEP)	Associate Director Academic Services
49	October (A/P)	Student Achievement	S.22 Religious Accommodation Policy Metric	Associate Director Academic Services
50	October (A)	Student Achievement	Student Trustees: Voices that Challenge - CSLIT	Associate Director Academic Services
51	November (A/P)	Student Achievement	Annual Safe Schools Report and S.S.12 Fresh Start Policy Metric	Associate Director Academic Services
52	November (A)	Student Achievement	Annual EQAO and OSSLT Assessments Report	Associate Director Academic Services
53	November (A)	Student Achievement	K-12 Professional Development Plan for Student Achievement and Well-Being	Associate Director Academic Services
54	November (A)	Student Achievement	CPIC Annual Report	Associate Director Academic Services
55	November (P)	Student Achievement	Elementary Catholic School Leadership Impact Team Policy Metric ECSLIT	Associate Director Academic Services
56	November (P)	Student Achievement	S.24 Combined (Split) Grade Classes for Elementary Schools Policy Metric	Associate Director Academic Services
57	December (A/P)	Student Achievement	Accountability Framework for Special Education and S.P.01 Special Education Programs and Services Policy Metric	Associate Director Academic Services
58	December (P)	Student Achievement	S.10 Catholic School Parent Council Policy Metric	Associate Director Academic Services
59	December (A)	Student Achievement	Staff CPIC Annual Report	Associate Director Academic Services