

GOVERNANCE AND POLICY COMMITTEE REGULAR MEETING Public Session

AGENDA February 4, 2025

Nancy Crawford, Chair
Trustee Ward 12

Maria Rizzo
Trustee Ward 5

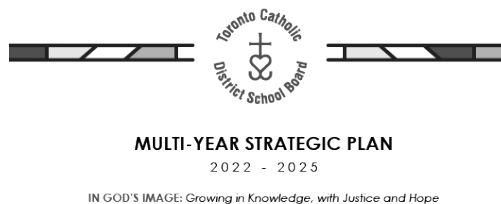
Garry Tanuan, Vice Chair
Trustee Ward 8

Markus de Domenico
Ex-Officio

Angela Kennedy
Trustee Ward 11

Kevin Morrison
Ex-Officio

Ida Li Preti
Trustee Ward 3



MISSION

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

VISION

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

Recording Secretary: Sophia Harris, 416-222-8282 Ext. 2293
Assistant Recording Secretary: Skeeter Hinds-Barnett, 416-222-8282 Ext. 2298
Assistant Recording Secretary: Sapphire Adaikpoh, 416-222-8282 Ext. 2295

Dr. Brendan Browne
Director of Education

Markus de Domenico
Chair of the Board

TERMS OF REFERENCE FOR GOVERNANCE AND POLICY COMMITTEE

The Governance Framework Committee is responsible for:

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

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

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

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

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

E. Ensuring ongoing governance reviews of the Board.

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

Land Acknowledgement

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 laisser 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.

OUR MISSION

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OUR VISION

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AGENDA THE REGULAR MEETING OF THE GOVERNANCE AND POLICY COMMITTEE

PUBLIC SESSION
Nancy Crawford, Chair
Garry Tanuan, Vice Chair

Tuesday, February 4, 2025
7:00 P.M.

Pages

1. Call to Order
2. Opening Prayer
3. Singing of O'Canada
4. Land Acknowledgement
5. Roll Call and Apologies
6. Approval of the Agenda
7. Declarations of Interest
8. Approval and Signing of the Minutes of the Meeting held January 7, 2025 1 - 8
9. Delegations
10. Member Statements

11. Presentation
12. Notices of Motion
13. Unfinished Business
14. Matters referred or deferred

From the June 8, 2021 Corporate Services Committee Meeting

- 14.a Consideration of Motion from Trustee Rizzo regarding Notice of Motions (Refer Item 15b)

WHEREAS: Notices of motions/motions and amendments are used to bring proposals for consideration by Trustees;

WHEREAS: Notices of motions/motions and amendments are submitted in writing;

WHEREAS: Preamble clauses are whereas explanatory notes that precede the be it resolved clauses;

WHEREAS: Using a preamble or whereas explanatory notes gives the mover to list the reasons for the resolution;

WHEREAS: Preamble clauses (whereas) should support the resolved statement(s);

WHEREAS: Comments made in the preamble should be factual and verifiable;

WHEREAS: Preambles must be as specific as possible about the issue and demonstrate the relevance of the resolution;

WHEREAS: Commentary in the whereas paragraphs exemplify why action should be taken;

WHEREAS: The TCDSB recently adopted a revised Trustee Code of Conduct that states in part: Trustees have a duty to treat members of the public, one another and staff appropriately and without abuse, bullying or intimidation;

WHEREAS: Trustees should be committed to performing their functions with integrity, impartiality and transparency;

WHEREAS: Trustees shall be respectful of the role of staff to advise based on political neutrality and objectivity and without undue influence from any individual Trustee or faction of the Board;

WHEREAS: Trustees as leaders of the community, are held to a

higher standard of behaviour and conduct;

WHEREAS: Trustees shall not maliciously or falsely impugn or injure the professional or ethical reputation or the prospects or practice of staff, and all Trustees shall show respect for the professional capacities of the staff of the Board;

WHEREAS: Trustees share a common basis and understanding for acceptable conduct of Trustees, in concert with and beyond the minimum standards of behaviour set out in the existing legislative framework;

WHEREAS: Negative preambles should be avoided;

WHEREAS: Members are not endorsing whereas comments when voting for a resolution; and

WHEREAS: Negative motions or resolutions should not be considered.

THEREFORE BE IT RESOLVED THAT: Trustees in presenting notices of motions, motions and amendments adopt the following principles effective immediately:

- a) preambles will be factual and verifiable;
- b) preambles will be as issue specific as possible;
- c) negative preambles to notices of motions, amendments and resolutions will be avoided;
- d) resolutions and preambles to notices of motions/motions or amendments will not maliciously or falsely impugn the professional or ethical reputation of staff or trustees; and
- e) resolutions and preambles to notices of motions/motions or amendments will respect the professional Board staff and trustees; and

FURTHER BE IT RESOLVED THAT: The aforementioned be referred to the Governance and Policy Committee and to staff for necessary amendments to the present policies.

15. Staff Reports

15.a	Attendance Support Program Policy	9 - 33
15.b	Notice of Motion (Refer Item 14a)	34 - 53
15.c	Disposal of Surplus or Obsolete Furniture, Fixtures, and Equipment	54 - 60
15.d	Cafeteria Services and Food and Beverage Sold in Schools	61 - 79
15.e	Credit and Purchase Cards Policy	80 - 88

15.f	Purchasing Policy	89 - 105
16.	Listing of Communications	
17.	Inquiries	
18.	Updating of Pending List	
18.a	Monthly Pending List	106 - 114
18.b	Annual Policy Priority Schedule	115 - 120
19.	Closing Prayer	
20.	Adjournment	

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

HELD TUESDAY, JANUARY 7, 2025

PRESENT:

Trustees:

N. Crawford, Chair
G. Tanuan, Vice Chair - Virtual
A. Kennedy
I. Li Preti – Virtual
K. Morrison
M. Rizzo - Virtual

Staff:

R. Putnam
L. Coulter
C. Fernandes
R. D’Addario
L. Di Marco
D. Luk
S. Vlahos

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

5. Roll Call and Apologies

Trustee de Domenico was absent.

6. Approval of the Agenda

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

The Motion was declared

CARRIED

7. Declarations of Interest

There were none.

8. Approval and Signing of the Minutes

MOVED by Trustee Rizzo, seconded by Trustee Kennedy, that the Minutes of the Meeting held November 6, 2024 be approved.

The Motion was declared

CARRIED

Trustee Morrison left the meeting at 7:30 pm.

15. Staff Reports

MOVED by Trustee Rizzo, seconded by Trustee Li Preti, that Item 15a) be adopted as follows:

- 15a) Concussion Policy** that the Governance and Policy Committee recommend to Board that the proposed Concussion 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

MOVED by Trustee Rizzo, seconded by Trustee Kennedy, that Item 15b) be adopted as follows:

- 15b) School Excursions Policy** that the Governance and Policy Committee recommend to Board that the proposed School Excursions 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

MOVED by Trustee Li Preti, seconded by Trustee Kennedy, that Item 15c) be adopted as follows:

- 15c) Occupational Health and Safety Policy** that the Governance and Policy Committee recommend to Board that the revised Occupational Health and Safety 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

The Motion was declared

CARRIED

Trustee Tanuan did not vote/respond.

MOVED by Trustee Kennedy, seconded by Trustee Li Preti, that Item 15d) be adopted as follows:

- 15d) Workplace Violence Policy** that the Governance and Policy Committee recommend to Board that the revised Workplace Violence 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

MOVED by Trustee Kennedy, seconded by Trustee Tanuan, that Item 15e) be adopted as follows:

- 15e) Respectful Workplace Policy** that the Governance and Policy Committee recommend to Board that the proposed Respectful Workplace policy (Appendix A) be approved and the Harassment and Discrimination in the Workplace policy (Appendix B), Conflict Resolution (Appendix C), and Complaint Against a Staff Person Policy (Appendix D) of the report be rescinded.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
Kennedy
Li Preti
Rizzo
Tanuan

The Motion was declared

CARRIED

Trustee Rizzo left the virtual room at 7:52 p.m.

18. Updating of Pending List

MOVED by Trustee Kennedy, seconded by Trustee Tanuan, that Items 18a) and 18b) be adopted as follows:

18a) Monthly Pending List received; and

18b) Annual Policy Priority Schedule received.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
Kennedy
Li Preti
Tanuan

The Motion was declared

CARRIED

Trustee Rizzo returned to the virtual room at 7:55 p.m.

20. **Adjournment**

MOVED by Trustee Kennedy, seconded by Trustee Li Preti, that the meeting be adjourned and that the Political Action Ad Hoc Committee Meeting be reconvened.

Results of the Vote taken, as follows:

In Favour

Opposed

Trustees Crawford
Kennedy
Li Preti
Rizzo
Tanuan

The Motion was declared

CARRIED

SECRETARY

CHAIR



REPORT TO

GOVERNANCE AND POLICY COMMITTEE

ATTENDANCE SUPPORT PROGRAM POLICY

When Saul sent messengers to take David, she said, 'He is sick.' - 1 Samuel 19:14

Drafted

December 9, 2024

Meeting Date

February 4, 2025

Maggie Harrison, Head of HR Operational Services

Lynda Coulter, Executive Superintendent of Human Resources, Leadership, & Equity

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

To provide GAP with a proposed workplan (Appendix A) to convert the Workplace Accommodation for Employees with Disabilities Policy, formerly H.M. 38 (Appendix B) into an Attendance Support Program Policy.

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

B. PURPOSE

The proposed workplan to convert the Workplace Accommodation for Employees with Disabilities Policy, formerly H.M.38, into an Attendance Support Program Policy will meet the Ministry's expectations for boards to develop an Attendance Support Program as outlined in Policy Program Memorandum (PPM) 171 - Attendance Support Programs (Appendix C).

C. BACKGROUND

1. On June 26, 2024, the Ministry of Education released PPM 171 - Attendance Support Programs.
2. The PPM sets consistent expectations for school boards for the development and implementation of Attendance Support Programs (ASPs) with the goal of enhancing employee well-being and attendance to support student achievement and a healthy school/school board community.

D. EVIDENCE/RESEARCH/ANALYSIS

1. The Workplace Accommodation for Employees with Disabilities Policy was last updated in November 2015.
2. The PPM notes that workplace accommodation for employees with disabilities is an aspect of attendance support.
3. The direction in the PPM provides opportunity to convert an existing policy that is overdue for review, and to address new ministry policy requirements.
4. The draft converted policy will require labour partner engagement.

E. METRICS AND ACCOUNTABILITY

1. Due to the complexity and of developing an attendance support program and associated supporting documents, the Ministry provided boards until June 2026 to have attendance support programs in place.
2. Staff will report back to GAP with a proposed Attendance Support Programs policy and information on labour partner engagement.

F. STAFF RECOMMENDATION

Staff recommend to GAP that the workplan provided in Appendix A for an Attendance Support Program Policy be approved.

Attendance Support Program Policy Workplan

Date: February 4, 2025

POLICY INFORMATION

Policy: Workplace Accommodation for Employees
with Disabilities

Section: Human Resources

Last reviewed: November 19, 2015

Lead department: Human Resources

Phase I. INITIATE POLICY REVIEW/NEW POLICY DEVELOPMENT

This workplan will be discussed at the Governance and Policy Committee (GAP) meeting on February 4, 2025.

Content Changes:

The PPM notes that workplace accommodation for employees with disabilities is an aspect of attendance support. The required content from the current Workplace Accommodation for Employees with Disabilities Policy can therefore be incorporated into the Attendance Support Program Policy.

The PPM also notes that boards are to include the following in an Attendance Support Program:

- statement of principles and objectives
- definitions of absences
- attendance threshold
- defined roles and responsibilities
- documented processes and procedures
- monitoring, evaluating and reviewing processes

The proposed content changes/new policy are due to the following reason(s):

- ☐ Legislation
- ☒ Government directives/policies
- ☐ Board decisions
- ☒ Operational requirements
- ☐ Simplify and/or update language
- ☐ Other

Phase II. ENGAGEMENT

Engagement Plan

Are external engagements applicable to this Policy?

- ☐ Yes
- ☒ No (*Ministry of Education mandated policy or corporate policy not requiring engagement*)

Stakeholders to engage:

- Union and Association Partners
- Timing required for engagement: Spring 2025

Phase III. DRAFTING, REVIEW AND APPROVAL

- Staff draft updated or new policy with stakeholder feedback presented to GAP for review, input and approval during the month of June 2025
- Following direction and approval by GAP, the revised Policy will be presented to the Board during the month of September 2025



POLICY SECTION: Human Resources
SUB-SECTION: Miscellaneous
POLICY NAME: Workplace Accommodation for Employees with Disabilities
POLICY NO: H.M. 38

Date Approved: October 27, 2010- Board	Date of Next Review: November 2019	Dates of Amendments: November 19, 2015- Board
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Cross References:

Ontario Human Rights Code, 1990
Workplace Safety and Insurance Act, 1997
Personal Health Information Protection Act, 2004
H.M.14, Harassment and Discrimination in the Workplace

Purpose:

The Toronto Catholic District School Board is a Catholic Educational Community committed to the principle of equal opportunity. All employees of the Toronto Catholic District School Board have the right to equal treatment with respect to employment without discrimination because of a disability or a perceived disability. The right to be free from discrimination includes the right to reasonable accommodation, short of undue hardship.

It is the policy of the Toronto Catholic District School Board that accommodation, to the point of undue hardship, of every employee with a disability requiring accommodation, should be accomplished in an attempt to preserve and enhance the employee's personal dignity, self-respect and self-worth. The accommodation process is an individualized process, which takes into account all relevant circumstances.

Notwithstanding the existence of this policy, every person has the right to seek assistance from the Ontario Human Rights Tribunal or the Workplace Safety and Insurance Board.



POLICY SECTION:	Human Resources
SUB-SECTION:	Miscellaneous
POLICY NAME:	Workplace Accommodation for Employees with Disabilities
POLICY NO:	H.M. 38

Scope and Responsibility:

This policy extends to all Board employees. The Human Resources department is responsible for this policy.

Successful accommodation initiatives depend upon the cooperation, input and support of all parties; the employee, the Board and the Union or Association (where applicable). It is expected that all three parties will work cooperatively to ensure that they successfully address accommodation issues that arise in the workplace.

Alignment with MYSP:

Living Our Catholic values

Strengthening Public Confidence

Inspiring and Motivating Employees

Financial Impact:

Accommodation of disabled employees to the point of undue hardship will potentially have a significant financial impact on the board.

Legal Impact:

The Ontario Human Rights Code requires that every person who is an employee has a right to freedom from discrimination in the workplace by his or her employer. A finding of a failure to accommodate will have a significant legal and potential financial impact.



POLICY SECTION: Human Resources
SUB-SECTION: Miscellaneous
POLICY NAME: Workplace Accommodation for Employees with Disabilities
POLICY NO: H.M. 38

Policy:

1. The Toronto Catholic District School Board has the duty to accommodate unless to do so would cause undue hardship.
2. The employee has a duty to fully cooperate with the employer in the workplace accommodation process, and such duty may include providing appropriate, current medical information identifying restrictions, and confirming a need to be accommodated, to an appropriate member of management, that may be involved in facilitating the accommodation.
3. The Toronto Catholic District School Board and its unions and professional associations have joint responsibilities to facilitate and assist in the workplace accommodation process.
4. The Toronto Catholic District School Board is required to request only that information which is necessary to facilitate a reasonable accommodation.
5. The Director of Education shall have the responsibility to initiate the development and implementation of procedures and guidelines pursuant to this policy.

Regulations:

1. Accommodating the employee with a disability should be commenced by the employee through a written request for accommodation due to a disability. A disability may be temporary or long term in nature and this will be determined on a case by case basis consistent with the medical information and prognosis provided. Such request should be submitted to the Principal/Supervisor or directly to the Benefits Department, advising of the presence of a disability and the need for accommodation. However, there may be some cases where the initiation for accommodation will come from the immediate supervisor, Human Resources, Workplace Safety and Insurance Board or another source.



POLICY SECTION: Human Resources
SUB-SECTION: Miscellaneous
POLICY NAME: Workplace Accommodation for Employees with Disabilities
POLICY NO: H.M. 38

2. When the employee has a disability which requires workplace accommodation, the Principal/Supervisor shall contact the Benefits Department to request advice or assistance.
3. Once the employer receives notice that an employee with a disability requires accommodation, the employer has an obligation to receive the request and ensure sufficient information is obtained to understand the nature of the employee's disability and the associated limitations and restrictions. It is only in this way that the employer can effectively carry out its obligation to investigate and consider appropriate accommodation solutions.
4. Employees shall provide all relevant information requested by the employer to adequately assess the need for workplace accommodation. Ontario Human Rights Guidelines on Accommodation clearly state *"the person requesting accommodation must communicate his or her needs in sufficient detail and cooperate in consultations to enable the person responsible for accommodation to respond to the request."*
5. The employer must take care to limit requests for information to those reasonably related to the nature and duration of the limitations, restrictions and prognosis for recovery so as to be able to respond to the accommodation request. The Board may request additional information, professional opinions, independent medical assessments or advice from outside sources. Confidentiality is seen as integral to the dignity of the employee with a disability.
6. Once the limitations and abilities have been clarified, the employee, the Principal/Supervisor and the Benefits Department will discuss the possible solutions to removing barriers. In this respect the employer is obligated to make



POLICY SECTION: Human Resources
SUB-SECTION: Miscellaneous
POLICY NAME: Workplace Accommodation for Employees with Disabilities
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every effort short of undue hardship to accommodate the employee with a disability.

7. Notwithstanding that the primary responsibility in providing accommodation rests with the employer, a collaborative process will be undertaken to canvass appropriate accommodation. This will include the employee with a disability and his/her professional association or union, provided the employee consents to its involvement, and the Principal/Supervisor, Benefits Department and other Board staff deemed necessary in facilitating the accommodation.
8. If at any time the employee is dissatisfied with the accommodation plan and has been unable to resolve the issue through discussions with the Principal/Supervisor and the Benefits Department, he/she may submit any concerns in writing to the Superintendent of Human Resources or designate for resolution.
9. The Superintendent of Human Resources or designate shall review the letter of concern and make inquiries in order to determine whether the requirements of the Board's policy and this procedure have been met. On request of the employee, the Superintendent of Human Resources or designate will provide a decision in writing.

DUTIES AND RESPONSIBILITIES IN THE ACCOMMODATION PROCESS

10. The Employee with a disability is required to:
 - a) Request accommodation of a disability from the employer;
 - b) Obtain the necessary forms provided by the Board, which are to be completed by the treating physician, and returned to the Benefits Department;
 - c) Participate in discussions regarding possible accommodation solutions;



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- d) Answer questions or provide information regarding relevant restrictions or limitations including additional information from treating physician, where appropriate, and as needed;
- e) Cooperate with the employer on an ongoing basis to facilitate the accommodation process and provide updates as required;
- f) Provide feedback and identify progress in appropriate format and communicate any concerns or issues so that changes or adjustments can be made to support a successful completion of the return to work plan;
- g) Discuss the disability only with persons who need to know.

NOTE: It is the right of the employee to request union/association representation at any stage during this process.

11. Unions and Professional Associations are required to:

- a) Respond to an employee seeking support regarding a workplace accommodation;
- b) Take an active role as partners in the accommodation process provided the employee consents to its involvement.

12. The Employer is required to:

- a) Receive the employee's request to be accommodated;
- b) Obtain relevant information to facilitate understanding of the nature of the employee's disability and the associated limitations and restrictions. Subsequent medical information may be required to verify the need for accommodation;
- c) Schedule a work accommodation meeting, if necessary, in a timely manner;
- d) Investigate and consider appropriate accommodation solutions;
- e) Maintain a record of the accommodation request and action taken;
- f) Maintain confidentiality;



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- g) Limit requests for information to those related to the nature of the limitation or restriction and prognosis for recovery so as to be able to respond to the accommodation request;
 - h) Determine the appropriate accommodation solution on a case by case basis;
 - i) Make every effort to accommodate the employee with a disability, short of undue hardship;
 - j) Ensure a collaborative process is undertaken to canvass appropriate accommodation. This will include the employee with a disability and his/her professional association or union, provided the employee consents to its involvement, and the Principal/Supervisor, Benefits Department and other Board staff deemed necessary in facilitating the accommodation. Nonetheless, the primary responsibility in providing accommodation rests with the employer;
 - k) Monitor and review the workplace accommodation plan as required;
 - l) Where there are discrepancies or differences in opinions around the employee's prognosis or functional abilities, the Board may request that an independent medical evaluation (I.M.E) be completed by a Board appointed physician in an attempt to resolve the issue.
 - m) Initiate the duty to accommodate in situations where the employer suspects on reasonable grounds that an employee's ability to perform the essential duties of his/her job is affected due to a disability.
13. When an employee cannot perform essential duties of available jobs for which they are qualified:
- a) When the disability is work-related, the employee will be referred to the Workplace Safety and Insurance Board.
 - b) An employer cannot accommodate an individual who is unable to perform the essential duties of any job.



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14. Each situation is ultimately assessed in accordance with individual circumstances.
15. These procedures are not meant to limit or restrict options and, ultimately, the accommodation of personnel will be in compliance with legislation and due consideration to collective agreements.

Definitions:

Workplace Accommodation

- a) An adaptation or adjustment that enables an employee with a disability to perform the essential duties of their job.
- b) A duty to accommodate on the part of the employer, short of undue hardship, to provide reasonable accommodation for the employee with a disability as defined by the Ontario Human Rights Code.
- c) A review of the current functional abilities of the employee with a disability, as outlined and supported by relevant medical documentation.
- d) A process that respects the dignity and confidentiality of the employee with a disability.
- e) An individualized, case by case approach, in attempting to meet the restrictions and limitations of the employee with a disability.
- f) A collaborative, problem-solving process.

Disability

A disability or handicap, as defined in the Ontario Human Rights Code, is:

- (a) any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness



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or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device,

- (b) a condition of mental impairment or a developmental disability,
- (c) a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,
- (d) a mental disorder, or
- (e) an injury or disability for which benefits were claimed or received under the insurance plan established under the *Workplace Safety and Insurance Act, 1997*; (“handicap”)

Note: Notwithstanding the above, this is not an exhaustive list of disabilities that may require accommodation.

Duty to Accommodate

Section 17 of the Ontario Human Rights Code creates an obligation to accommodate specifically under the ground of disability. The Board is legally obliged to accommodate employees with a disability to the point of undue hardship.

All the terms used in this policy and procedures hereunder shall bear the meanings ascribed to them under the Human Rights Code as applicable. The Board reserves to itself all defenses available at law.

Essential Duties

Essential Duties are those which constitute the primary purpose of the job. In order to determine the essential duties of a job, consideration is given to the duties necessary to produce the final product or service required. It is usually considered an essential part of the job if a duty:

- constitutes a substantial portion of the work
- is an integral part of the job



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- is not normally delegated

A detailed job description as well as a Physical Demands Analysis may be used or sought to assist in defining essential duties.

Undue Hardship

The Board has a duty to accommodate unless to do so would constitute undue hardship. Three factors are considered to determine undue hardship: cost, outside sources of funding, and health and safety.

1. Costs may amount to undue hardship if it is so high that it affects survival of the organization or business, or changes its essential nature. Such costs must be quantifiable and can include costs such as capital and operating costs and the cost of re-structuring.
2. Outside sources of Funding: Accommodation funds, as well as government grants or loans, can offset some costs, and should be considered in assessing undue hardship.
3. Health and Safety: consider whether any applicable health and safety requirements can be waived or modified where permitted by law, or if alternatives can be found to protect health and safety.

Reasonable Accommodation

Both the employing work unit and central administration of the Board have roles in providing accommodation to employees with disabilities.

Accommodation is an adaptation or adjustment to enable the employee with the disability to perform the essential duties of their job. The first step of accommodation is to determine the essential duties of the affected employee's position (see essential duties). The period of accommodation may be temporary or long-term, depending on the particular circumstances. Accommodation means adjusting the conditions of the workplace to enable or assist an eligible employee



POLICY SECTION: Human Resources
SUB-SECTION: Miscellaneous
POLICY NAME: Workplace Accommodation for Employees with Disabilities
POLICY NO: H.M. 38

to perform the essential duties of his/her position. It does not necessarily require that the essential duties of the job be changed to meet the requirements of the employee. Non-essential duties which cannot be performed may be adjusted or reassigned, if appropriate. The nature of accommodation varies depending on the duration of the accommodation request, and the specific needs of the individual.

If an employee cannot perform the essential duties in his/her existing position, accommodation may be made in other positions. The Board will consider the following factors in this process: availability, qualifications and/or contractual obligations.

The Board will make every effort to provide meaningful modified work and will use the following hierarchy as a guideline to return to work plan development:

1. Pre-disability job classification with no restrictions and no accommodation
2. Pre-disability job classification with restrictions and accommodation
3. Suitable, available job classification with no training and no accommodation
4. Suitable, available job classification with training and accommodation
5. Return to work with a comparable new employer
6. Return to work with an alternate new employer

Evaluation and Metrics:

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

1. Complaints or grievances brought forward to the Superintendent of Human Resources for failure to accommodate



Policy/Program Memorandum 171

Date of Issue: June 26, 2024

Effective: June 26, 2024, Until revoked or modified

Subject: Attendance Support Programs (ASP)

Application:

Directors of Education

Supervisory Officers and Secretary-Treasurers of School Authorities Human

Resource Officers

Principals of Elementary Schools Principals

of Secondary Schools

Principals of Provincial and Demonstration Schools (including the schools operated by the Centre Jules-Léger Consortium)

Purpose

The purpose of this memorandum is to set clear and consistent expectations for school boards for the development and implementation of Attendance Support Programs (ASPs) with the goal of enhancing employee well-being and attendance to support student achievement and a healthy school/school board community.

Stability and continuity in the school and classroom are important. Educators who are consistently present and can better assess the learning needs of their students can plan their instruction responsively^[1], which is a key component to student learning

and achievement. In addition, the consistent presence of all school staff helps to support student well-being and build a healthy school community.

Absenteeism not only creates operational challenges for school boards to meet educational priorities, but it also adds financial pressure on school boards. Although some school boards already have an ASP in place, not all school boards do. As such, school boards^[2] are required to establish an ASP for all of their employees. This memorandum also includes leading practices to support school boards with the development and implementation of their ASP.

The principles of the policy framework include:

- all school board employees play an important role in contributing to a supportive, positive and healthy school/school board community
- working together and valuing all voices promotes a healthy and supportive work environment and the well-being of employees
- attendance support is part of the regular operations of school boards

This memorandum must be implemented in alignment with applicable laws and must not be inconsistent with collective agreements. Where there is a conflict between the memorandum and a collective agreement, the collective agreement prevails.

Attendance Support

Attendance support is a non-disciplinary program intended to support employees who are not able to consistently attend work by setting an attendance threshold, recording and tracking attendance, and engaging with or coaching employees.

School board monitoring of attendance through the ASP may assist with the identification of employees who require a referral to disability management, other support programs, accommodation, or other employee assistance.

An effective ASP should encourage joint accountability for health and wellness by seeking employees' input in creating solutions to address overall well-being and attendance.

The School Board's ASP: Required Components

Based on leading practices and research, the Ministry of Education requires all school boards to develop and implement an ASP in accordance with this memorandum with the following key components:

- statement of principles and objectives •
- definitions of absences
- attendance threshold
- defined roles and responsibilities
- documented processes and procedures
- monitoring, evaluating and reviewing processes

Local priorities may guide school boards in determining the details and the parameters for each component of the ASP. School boards that have an ASP in place that is substantially equivalent to the approach set out in this memorandum and consistent with the purpose of this memorandum as set out above, may continue their ASP without modifications.

Statement of Principles and Objectives

The ASP must include a statement of principles and objectives. This statement should clearly identify the school board's long-term attendance goals and commitments of the school board to:

- create and promote a healthy school/school board community that contributes to safe, stable learning and working environments that ultimately support student and staff well-being and student achievement
- treat absences in a fair and consistent manner and be compliant with applicable laws and not inconsistent with collective agreements
- support employees in regular and consistent attendance at work while considering

individual needs on a case by case basis

Definition of Absences

The ASP must define and clearly articulate which types of absences are in scope for the ASP and count towards the attendance threshold.

Non-culpable absences (i.e., innocent absenteeism), which are due to factors where an employee has little or no control, such as using sick leave for personal injury or illness absences and medical appointments unrelated to work, should count towards the ASP threshold.

Culpable absences are absences that occur because of factors within the employee's control, such as using sick leave for reasons other than intended, or failure to attend work without notifying the employer. Culpable absences should not be counted towards the attendance threshold and be addressed through progressive discipline processes and/or may warrant unpaid days as per the collective agreement or other school board policies.

Approved personal leaves should also not count towards the ASP threshold.

Attendance Threshold

School boards must set an attendance threshold to identify employees who may enter the ASP and may benefit from early intervention in addressing attendance barriers. The threshold must be supported by empirical data, such as the school board's actual sick leave usage and averages and should be reviewed and possibly adjusted annually or biennially.

The threshold could apply to all employees in the school board but could be differentiated according to different job categories or based on employee groups that work ten vs. twelve months each school year, if administratively feasible.

Defined Roles and Responsibilities

The ASP must clearly define roles and responsibilities for all school board positions, including employees, human resources (HR), management, and union representatives.

Some responsibilities that could be assigned to different roles might include, entering or

approving absences in a timely manner into the attendance management system, setting attendance thresholds and scheduling and attending coaching meetings.

Documented Processes and Procedures

The ASP must list stages or levels of progression, with each stage clearly outlining the following:

- criteria for entering or exiting that stage of the ASP (e.g., reaching attendance thresholds or missing attendance targets),
- notification process for entering that stage of the ASP (e.g., automated/system notification, written notice, etc.) and,
- what occurs in that stage of the ASP (e.g., formal meeting, setting attendance goals, etc.) and who is included (e.g., union representation)

At any stage of the ASP, the school board should offer the necessary resources to support the employee (e.g., Employee and Family Assistance Programs (EFAP), accommodation, referral to disability management) as well as the opportunity to have an open discussion on the employee's attendance.

The number of stages should be reasonable (e.g., up to five stages), and there should be a clear differentiation between the progression in each stage. The length of each stage should be clearly defined and provide adequate time for the employee to sustain their attendance and meet the established attendance goals.

School boards should ensure that employees are made aware of the ASP and the different stages prior to taking effect, including the potential outcomes if an employee is not able to sustain their attendance. School boards should ensure that the ASP is applied consistently across the school board from the time it's introduced.

School boards should include samples or template letters as part of the ASP communication and/or training materials to support consistent application of the ASP. Documentation at every stage will also help to ensure the program operates effectively.

Monitoring, Evaluating and Reviewing Processes

The ASP must provide for a regular review and evaluation of the ASP. The review process

should inform improvements to the ASP, within the policy framework set out in this memorandum and must occur at minimum, every five years, or as part of the board's regular policy/procedures review cycle – whichever is the shorter period.

To understand the operational success of the ASP, school boards may wish to review both employee and management experience with the ASP, and consistency of application of the ASP across the school board. To evaluate the effectiveness of the ASP, school boards may consider looking at their School Climate Survey, sick leave data trends, the number of unfilled assignments, or EFAP usage.

The School Board's ASP: Development and Implementation

The Ministry of Education recommends school boards refer to the leading practices below to support the successful development and implementation of the ASP:

- establish an attendance support committee •
- conduct a needs assessment
- review HR and system resources
- consider other related programs and resources •
- establish a communications plan
- establish a training plan

Establish an Attendance Support Committee

School boards should establish an attendance support committee that includes representation from different levels of the organization. Committee members would provide input on setting attendance thresholds, feedback on communication and training materials, and insights on how the ASP is being applied within their school.

The following should be considered when establishing the attendance support committee:

- the composition of the committee should include bargaining unit representatives and

management (e.g. principals, vice-principals, HR and school board leaders)

- the role of committee should be a consultative one, and the school board, led by HR, should retain decision-making ASPects of the ASP

School boards should also identify an executive sponsor (e.g., senior business official or superintendent of human resources) of the ASP to build support for the ASP across the school board's leadership team. The committee should regularly report back on efforts made in managing the ASP to the executive sponsor.

Conduct a Needs Assessment

Prior to developing or revising the ASP, school boards should conduct a needs assessment to understand the gaps between their current attendance practices, programs and policies, their attendance goals, and this policy framework. This assessment, which may look different for each school board, may be conducted through consultation with other school boards and with the support of an attendance support committee or third-party consultant.

The needs assessment should begin with the collection of sick leave data, which will help school boards identify any existing attendance concerns and provide a foundation for informed discussions and decision-making about developing the principles and objectives of the ASP.

Review HR and System Resources

School boards should review and assess existing HR resources that are available to support the ASP. Having a Human Resource Information System (HRIS) or attendance management system in place that can track and report attendance data is critical to setting an annual attendance threshold and providing support for case management by immediately identifying employees who have surpassed the absence thresholds and facilitating timely communication with employees at the various stages within an ASP. The system should be able to record absences consistently and accurately using specific absence codes that differentiate between sick days and other types of leaves.

School board staff should also be identified to manage the ASP (i.e., coordination of the ASP committee, implementation, communication and training, reviewing school board attendance reports, and reporting on the effectiveness of the ASP).

Other Health and Wellness Programs and Resources

School boards should also review other policies, programs, and resources in place to support the health and well-being of employees outside of the ASP to ensure they are consistent with and support the ASP. Some examples of resources and programs are EFAPs, disability management policies and programs, and mental health and employee well-being programs delivered by third parties. School boards that do not have these programs or resources in place should consider adding them as they may improve the success of the ASP.

Establish a Communications Plan

When introducing or revising the ASP, school boards should build a communications plan to ensure all employees are made aware of the ASP prior to implementing it.

The ASP and communications materials should be made available electronically to all employees for easy reference. Communication materials should include templates to help support the consistent and fair implementation of the ASP. Differentiated communication for employees and management may also provide clarity on the roles and responsibilities in the ASP.

Regular reminders about the ASP should be considered for all employees including where they can access the ASP documents and other available supporting materials and resources. The reminders would ideally be timed with setting and communicating the annual attendance thresholds.

Establish a Training Plan

When introducing or revising the ASP, school boards should build a training plan for staff implementing and managing the ASP to ensure they have a clear understanding of their responsibility under the ASP.

Training could be provided in person or online and include guidance or toolkits on having conversations with employees, and on identifying patterns of absenteeism and preventative strategies and interventions to reduce absenteeism. The training could be accompanied by reminders on the collective agreement sick leave language and applicable laws such as the *Human Rights Code* and the *Occupational Health and Safety Act*, information on the duty to

accommodate, and best practices in supporting employees return-to-work after a prolonged absence.

Implementation Timelines

The ministry recognizes that there is a wide discrepancy between school boards in the extent to which ASPs exist and is allowing flexibility in the development and implementation to account for local circumstances.

School boards are required to develop or revise their ASP to meet the policy framework of this memorandum as stated above.

School boards must have the ASP posted publicly on the school board's website and implemented within two years of the effective date of this memorandum.

Footnotes

- ♦ [1] ^ Almarode, J., Hattie, J., Fisher, D., and Frey, N. (2021). Rebounding and reinvesting: Where the evidence points for accelerating learning. Corwin Press, INC.
- ♦ [2] ^ In this memorandum, school board(s) refer to district school boards, school authorities, the Provincial Schools Authority, and the Centre Jules-Léger Consortium)

Updated: June 28, 2024

Published: June 28, 2024



REPORT TO

GOVERNANCE AND POLICY
COMMITTEE

NOTICE OF MOTION

Be anxious for nothing, but in everything by prayer and supplication, with thanksgiving, let your requests be made known to God. – Philippians 4:6

Drafted

January 7, 2025

Meeting Date

February 4, 2025

Cecilia Onyia, Senior Legal Counsel, Legal Services

Antonella Ceddia, Executive General Counsel & Head of Legal Services

Derek Luk, Senior Policy Advisor

Shazia Vlahos, Chief Communications Officer, Policy, Government Relations and 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

EXECUTIVE SUMMARY

This report addresses a GAP pending item on notices of motions that was presented and adopted at the Corporate Services, Strategic Planning and Property meeting held June 8, 2021. The resolution was referred to the Governance and Policy Committee.

The resolution approved a motion outlining principles to be adopted when presenting notice of motions, motions, and/ or motion amendments at a board meeting or committee of the board meeting.

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

PURPOSE

This report recommends minor revisions to the Governance Policy (Appendix A tracked and Appendix B clean), formerly T.20 and a new Notice of Motion Guiding Principles document (Appendix C) be added to the policy registry webpage as an appendix to the Governance Policy as a resource for Trustees to guide drafting notices of motions.

BACKGROUND

1. Motions are used by trustees and members of Committees to bring proposals for consideration and debate at a meeting of the Board and/ or Committee of the Board.
2. On June 8, 2021, the Corporate Services, Strategic Planning and Property Committee meeting approved a motion outlining principles to be adopted when presenting notice of motions, motions, and/ or motion amendments.
3. By the June 2021 motion, it was resolved that in presenting notices of motion, motions or motion amendments, trustees would adopt the following principles:
 - a. Preambles will be factual and verifiable.
 - b. Preambles will be as issue specific as possible.
 - c. Negative preambles will be avoided.
 - d. Resolutions and preambles will not maliciously or falsely impugn the professional or ethical reputation of staff or trustees
 - e. Resolutions and preambles will respect the professional Board staff and Trustees.

4. The approved motion was referred to GAP and staff for necessary amendment to relevant policy.

EVIDENCE/RESEARCH/ANALYSIS

1. Staff has conducted an overview of existing TCDSB policies and have identified the Governance Policy as the appropriate policy to reflect the Board's resolution.
2. The Governance Policy is updated to include a new regulation that refers to the Notice of Motion Guiding Principles supporting document to address resolution on notice of motion, as well as updates to reflect the current policy template, and redundant and/or repetitive language being removed.
3. Staff is recommending attaching the Notice of Motion Guiding Principles to the Governance Policy that outlines Guiding Principles as a supporting document to assist Trustees and Committee members when preparing and presenting notices of motions, motions and motion amendments at meetings of the Board and/or Committee meetings.
4. Staff have also prepared and included a template notice of motion, and some helpful tips related to preparing notices of motion within the Notice of Motion Guiding Principles.

STAFF RECOMMENDATION

1. Staff recommends-that the proposed updated Governance Policy (Appendix A tracked and Appendix B clean) and the Notice of Motion Guiding Principles (Appendix C), be approved.

APPENDIX A POLICY SECTION: **Trustees Administration & Governance**

SUB-SECTION:

POLICY NAME: **Governance**

POLICY NO: **T. 20**

Date Approved: June 11 th , 2015	Date of Next Review: 2019 2030	Dates of Amendments: February 2025
<p>Cross References:</p> <p><u>TCDSB Policy /Procedure</u> Policy Framework Notice of Motion Guiding Principles TCDSB by-laws M. 01 Meta Policy T. 04 Trustees Code of Conduct</p> <p>Good Governance: A Guide for Trustees, School Boards, Directors of Education and Communities, (O.E.S.C. 2022-2026 2014)</p>		
Responsible Department: Legal Services		

Purpose

Policy

In order for the Toronto Catholic District School Board (**TCDSB**) to achieve its stated mission to be an inclusive learning community rooted in the love of Christ, educating students to grow in grace and knowledge so as to lead lives of faith, hope and charity, it is necessary for the Board to have policies and practices which are faithful to that mission and which represent good governance. Governance provides a framework and a process for the allocation of decision making powers.

The school board is a distinct corporate entity. The TCDSB Board of Trustees will act upon powers provided to them through the *Education Act*. Specifically, the Board of Trustees is responsible for the governance of the Board, while the Director

SUB-SECTION:**POLICY NAME:****Governance****POLICY NO:****T. 20**

of Education carries out the operational function. The Board of Trustees may only exercise its authority as a group at a formal meeting, as legislation gives no authority to individual trustees. In sum, the Board of trustees is responsible for the development of policy and the Director of Education is responsible for the implementation of policy. ~~In their role as governors of the TCDSB, Trustees will abide faithfully by the teachings of the magisterium and uphold the teachings of the Catholic Church in our schools.~~

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

Scope and Responsibility

This policy extends specifically to Trustees and the Director of Education, but has implications for how all decisions of the TCDSB are made. The Director of Education is responsible for this policy.

Alignment with MYSP

~~Achieving Excellence in Governance~~
~~Strengthening Public Confidence~~



POLICY SECTION: **Trustees Administration & Governance**

SUB-SECTION:

POLICY NAME: **Governance**

POLICY NO: **T. 20**

~~Living Our Values~~

Financial Impact

~~One of the more crucial tasks that the Board of Trustees undertake is the process of budget development. The decisions made must reflect the available funds and reflect the Board's vision. The most significant requirement set out in the Education Act is that the Board must submit a balanced budget.~~

Legal Impact

~~The Education Act sets out denominational rights the duties and powers of Catholic school boards. There is potential liability if the Board intentionally or inadvertently acts beyond the scope of its legal authority. To reduce the risk of liability, school boards need clear and accessible policies. It is also notable that the Director of Education has a statutory obligation to bring attention to the Board of Trustees any act or omission by the Board of Trustees that may result in or has resulted in a contravention of the Education Act, regulation, guideline or Board policy.~~



POLICY SECTION: ~~Trustees~~ **Administration & Governance**

SUB-SECTION:

POLICY NAME: **Governance**

POLICY NO: **T. 20**

Regulations

1. The Toronto Catholic District School Board has a corporate responsibility to set policy. Therefore, the Board of Trustees will develop, revise, approve and implement policies guided by the mission, vision and values of the TCDSB.

The Board of Trustees responsibilities and authority is prescribed in the *Education Act*.

2. The Board Policies, Procedures and Supporting Documents should support the strategic priorities of the Multi-Year Strategic Plan by ensuring that all Board policies are aligned with Board priorities.
3. All Board policies and procedures shall be accessible to all members of the community.
4. The Board of Trustees may recommend policies for review to the appropriate committee.
5. The Board of Trustees has a clearly stated mission that includes high expectations for student achievement.
6. The Board of Trustees shall allocate its resources in support of the goals it has set, by establishing a budget consistent with the priorities set out in the vision and policies.
- ~~7. The Board of Trustees shall monitor its own performance and take action to continually improve its governance processes.~~



POLICY SECTION: **Trustees Administration & Governance**

SUB-SECTION:

POLICY NAME: **Governance**

POLICY NO: **T.20**

8. Consistent with Section 218.1 (e) of *The Act*, duties of board members, a member shall uphold the implementation of any board resolution after it is passed by the board.
9. Consistent with Section 207 (3) TCDSB policy on Trustee Code of Conduct, T. 04, the Chair may expel or exclude from any meeting any person who has been guilty of improper conduct at a meeting, by refusing to comply with the rules of the Board, using offensive language, disobeying the decisions of the Chair of the Board on points of order, or by making any disorderly noise or disturbance.
10. **Board members shall adhere to the Notice of Motion Guiding Principles when presenting Notices of Motion, Motions, or Motion Amendments. Specifically, trustees must ensure the content of their Motions are concise, not negatively worded, and contain facts and not false or misleading information before submission for consideration and/or discussion.**
11. The Board of Trustees may engage with constituents when developing policy, as ultimately policy work is complex, and it requires a broad perspective, with a recognition that policies shall apply to the whole board.
12. The Board of Trustees has Statutory Responsibilities as outlined in *The Act* (Section 169.1):
 - a. Promote student achievement and well-being;
 - b. Ensure effective stewardship of the board's resources;
 - c. Deliver effective and appropriate educational programs to its pupils;
 - d. Develop and maintain policies and organization structures that, promote the goals referred to above and encourage pupils to pursue their education goals;
 - e. Monitor and evaluate the effectiveness of policies developed by the board in achieving the boards' goals and the efficiency of the implementation of those policies;



POLICY SECTION: **Trustees Administration & Governance**

SUB-SECTION:

POLICY NAME: **Governance**

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- f. Develop a multi-year **strategic** plan aimed at achieving the goals of the board;
 - g. Annually review the plan with the board's Director of Education
 - h. Monitor and evaluate the performance of the board's Director of Education in meeting the director's duties under the education Act, policy guideline or regulations made under the *Education Act*;
 - i. Other duties assigned by the board that reside within the realm of policy;
 - j. Creation of a multi-year **strategic** plan. This plan includes measures respecting the allocation of resources to improve student outcomes that fall below the outcomes specified in regulations.
13. The Chair of the Board has the following additional duties, as outlined in *The Act (Section 218.4)*:
- a. Preside over meetings of the Board;
 - b. Conduct meetings in accordance with the boards' procedures and practices for the conduct of board meetings;
 - c. Establish agendas for board meetings with the board's director of education or the supervisory officer who is acting on behalf of the director;
 - d. Ensure members of the board have the information they need for an informed discussion;
 - e. Act as a spokesperson to the public on behalf of the board;
 - f. Convey the decisions of the board to the board's director of education or supervisory officer acting on behalf of the director.
14. The Director of Education is responsible for implementing and operationalizing all Board policies. The senior team and designated staff, along with trustees, are jointly responsible for the content and implementation of Board policies and procedures. The Director of Education also has a statutory obligation to bring to the attention of the Board of Trustees any act or omission by the board of Trustees that may result in or has resulted in a contravention of the Education Act, regulation, guideline or board policy. **If the matter is not satisfactorily resolved, the Director of Education has a further statutory obligation to advise the Deputy Minister of Education.**



POLICY SECTION: **Trustees Administration & Governance**

SUB-SECTION:

POLICY NAME: **Governance**

POLICY NO: **T.20**

15. The Director of Education is the Chief Education Officer and the Chief Executive Officer and Secretary of the Board by which he or she is employed. At the first meeting in ~~December~~ **November** of each year, the Director shall submit to the Board a report on the action undertaken during the preceding 12 months, and a copy of the Director's Report must be submitted to the Minister on or before the 31st of January.
16. The Director of Education is responsible for the implementation of policy and is accorded the latitude within the policies and budget, as established, to select the personnel and the means required to fulfill that legal responsibility and accountability.
17. In addition to his/her duties under the Act, the Director of Education is required to:
 - a. Annually review with the board the multi-year **strategic** plan developed under section 169.1;
 - b. Ensure that the multi-year **strategic** plan developed establishes the board's priorities and identifies specific measures and resources that will be applied in achieving priorities, particularly as it applies to student achievement;
 - c. Implement and monitor the implementation of the multi-year **strategic** plan;
 - d. Report periodically to the Board on the implementation of the multi-year **strategic** plan.
18. The Governance and Policy Committee or designated standing committee is responsible for:
 - a. Ensuring that governance structures, policies, protocols, processes and performance metrics:
 - i. Advance the vision of the TCDSB, rooted in Catholic values and teachings
 - ii. Support the achievement of our Multi-Year **Strategic** Plan
 - iii. Conform to best practices



POLICY SECTION: **Trustees Administration & Governance**

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- iv. Provide strategic cohesion and consistency
- v. Comply with the Education Act and other pertinent legislation.
- b. Providing a meta-policy framework to ensure all policy formation, monitoring and evaluation follow a standard process that reflects exemplary practices in policy development.
- c. Carrying out a continuous review of the roster of existing policy to ensure conformity and advancement of (A) above.
- d. Identifying the supports (e.g., capacity training) needed to implement the governance framework.
- e. Ensuring ongoing governance reviews of the Board.
- f. Ensuring that the TCDSB by-laws and the Trustee Code of Conduct reflect the vision and mission of the Board and adhere to good governance practices, the Education Act and other pertinent legislation.

Definitions:

Governance:

~~Provides a framework and a process for the allocation of decision making powers~~

Policy:

~~Board policies are belief statements of the Toronto Catholic District School Board that support student learning, achievement and well-being. A policy is primarily a principle or rule that guides decisions that will achieve the organizations goals.~~

Procedure:

~~Board procedures are operational documents for Board staff implementation. Procedures and protocols spell out how policies will be implemented. Procedures outline specific actions that must be taken by staff at various levels of the organization. Procedures may also include specific responsibilities of stakeholders such as trustees, staff, students and parents.~~

Supporting documents:

~~Supporting documents are aligned with board policies and/or procedures and provide additional information about the implementation of policies and/or procedures. Supporting documents include, but are not limited to: external~~



POLICY SECTION: **Trustees Administration & Governance**

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~~resource documents, forms, guidelines, presentations, protocols, samples, and system communications.~~

Metrics

- ~~1. The Director of Education has a statutory obligation to bring to the attention of the Board of Trustees any act or direction that would have the effect of contravening the Education Act, regulation, guideline or board policy. If the matter is not satisfactorily resolved, the Director of Education has a further statutory obligation to advise the Deputy Minister of Education.~~
2. The Board of Trustees shall monitor its own performance and take action to continually improve its governance processes.
- 3. The policy will be reviewed every five years or earlier including where there is a legislative/regulatory update.**



POLICY NAME:	Governance
POLICY SECTION:	Administration & Governance
DATE APPROVED:	June 11, 2015
DATE OF NEXT REVIEW:	2030
DATES OF AMENDMENTS:	February 2025
RESPONSIBLE DEPARTMENT:	Legal Services

Policy:

In order for the Toronto Catholic District School Board (TCDSB) to achieve its stated mission to be an inclusive learning community rooted in the love of Christ, educating students to grow in grace and knowledge so as to lead lives faith, hope and charity, it is necessary for the Board to have policies and practices which are faithful to that mission and which represent good governance. Governance provides a framework and a process for the allocation of decision-making powers.

The school board is a distinct corporate entity. The TCDSB Board of Trustees will act upon the powers provided to them through the *Education Act*. Specifically, the Board of Trustees is responsible for the governance of the Board, while the Director of Education carries out the operational function. The Board of Trustees may only exercise its authority as a group at a formal meeting, as legislation gives no authority to individual trustees. In sum, the Board of Trustees is responsible for the development of policy and the Director of Education is responsible for the implementation of policy.

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

Scope and Responsibility:

This policy extends specifically to Trustees and the Director of Education but has implications for all decisions of the TCDSB are made. The Director of Education is responsible for this policy.

Regulations:

1. The Toronto Catholic District School Board has a corporate responsibility to set policy. Therefore, the Board of Trustees will develop, revise, approve and implement policies guided by the mission, vision and values of the TCDSB.

The Board of Trustees responsibility and authority is prescribed in the *Education Act*.

2. The Board Policies, Procedures and Supporting Documents should support the strategic priorities of the Multi-Year Strategic Plan by ensuring that all the Board policies are aligned with Board priorities.
3. All Board Policies and Procedures shall be accessible to all members of the community.
4. The Board of Trustees may recommend policies for review to the appropriate committee.
5. The Board of Trustees has a clearly stated mission that includes high expectations for student achievement.
6. The Board of Trustees shall allocate its resources in support of the goals it has set, by establishing a budget consistent with the priorities set out in the vision and policies.
7. Consistent with Section 218.1 (e) of *The Act*, duties of board members, a member shall uphold the implementation of any board resolution after it is passed by the board.
8. Consistent with Section 207 (3) TCDSB policy on Trustee Code of Conduct, T. 04, the Chair may expel or exclude from any meeting any person who has been guilty of improper conduct at a meeting, by refusing to comply with the rules of the Board, using offensive language, disobeying the decisions of the Chair of the Board on points of order, or by making any disorderly noise or disturbance.
9. Board members shall adhere to the Notice of Motion Guiding Principles when presenting Notices of Motion, Motions, or Motion Amendments. Specifically, trustees must ensure the content of their Motions are concise, not negatively worded, and contain facts and not false or misleading information before submission for consideration and/or discussion.
10. The Board of Trustees may engage with constituents when developing policy, as ultimately policy work is complex, and it requires a broad perspective, with a recognition that policies shall apply to the whole board.
11. The Board of Trustees has Statutory Responsibilities as outlined in The Act (Section 169.1):
 - a. Promote student achievement and well-being;

- b. Ensure effective stewardship of the board's resources;
- c. Deliver effective and appropriate educational programs to its pupils;
- d. Develop and maintain policies and organization structures that, promote the goals referred to above and encourage pupils to pursue their education goals;
- e. Monitor and evaluate the effectiveness of policies developed by the board in achieving the boards' goals and the efficiency of the implementation of those policies;
- f. Develop a multi-year strategic plan aimed at achieving the goals of the board;
- g. Annually review the plan with the board's Director of Education;
- h. Monitor and evaluate the performance of the board's Director of Education in meeting the director's duties under the education Act, policy guideline or regulations made under the Education Act;
- i. Other duties assigned by the board that reside within the realm of policy;
- j. Creation of a multi-year strategic plan. This plan includes measures respecting the allocation of resources to improve student outcomes that fall below the outcomes specified in regulations.

12. The Chair of the Board has the following additional duties, as outlined in *The Act* (Section 218.4):

- a. Preside over meetings of the Board;
- b. Conduct meetings in accordance with the boards' procedures and practices for the conduct of board meetings;
- c. Establish agendas for board meetings with the board's director of education or the supervisory officer who is acting on behalf of the director;
- d. Ensure members of the board have the information they need for an informed discussion;
- e. Act as a spokesperson to the public on behalf of the board;
- f. Convey the decisions of the board to the board's director of education or supervisory officer acting on behalf of the director.

13. The Director of Education is responsible for implementing and operationalizing all Board policies. The senior team and designated staff, along with trustees, are jointly responsible for the content and implementation of Board policies and procedures. The Director of Education also has a statutory obligation to bring to the attention of the Board of Trustees any act or omission by the board of Trustees that may result in or has resulted in contravention of the Education Act, regulation, guideline or board policy. If the matter is not satisfactorily resolved, the Director of Education has a further statutory obligation to advise the Deputy Minister of Education.

14. The Director of Education is the Chief Education Officer and the Chief Executive Officer and Secretary of the Board by which he or she is employed. At the first meeting in November of each year, the Director shall submit to the Board a report on the action undertaken during the preceding 12 months, and a copy of the Director's Report must be submitted to the Minister on or before the 31st of January.
15. The Director of Education is responsible for the implementation of policy and is accorded the latitude within the policies and budget, as established, to select the personnel and the means required to fulfill that legal responsibility and accountability.
16. In addition to his/her duties under the Act, the Director of Education is required to:
- a. Annually review with the board the multi-year strategic plan developed under section 169.1;
 - b. Ensure that the multi-year strategic plan developed establishes the board's priorities and identifies specific measures and resources that will be applied in achieving priorities, particularly as it applies to student achievement;
 - c. Implement and monitor the implementation of the multi-year strategic plan;
 - d. Report periodically to the Board on the implementation of the multi-year strategic plan.
17. The Governance and Policy Committee or designated standing committee is responsible for:
- a. Ensuring that governance structures, policies, protocols, processes and performance metrics:
 - i. Advance the vision of the TCDSB, rooted in Catholic values and teachings
 - ii. Support the achievement of our Multi-Year Strategic Plan
 - iii. Conform to best practices
 - iv. Provide strategic cohesion and consistency
 - v. Comply with the Education Act and other pertinent legislation
 - b. Providing a policy framework to ensure all policy formation, monitoring and evaluation follow a standard process that reflects exemplary practices in policy development.
 - c. Carrying out a continuous review of the roster of existing policy to ensure conformity and advancement of (A) above.
 - d. Identifying the supports (e.g., capacity training) needed to implement the governance framework.
 - e. Ensuring ongoing governance reviews of the Board.
 - f. Ensuring that the TCDSB by-laws and the Trustee Code of Conduct reflect the

vision and mission of the Board and adhere to good governance practices, the Education Act and other pertinent legislation.

Cross References:

TCDSB Policy/Procedure:

- Notice of Motion Guiding Principles
- Policy Framework
- Trustees Code of Conduct

- TCDSB by-laws

Other:

- Good Governance: A Guide for Trustees, School Boards, Directors of Education and Communities, (O.E.S.C, 2022-2026)

Evaluation and Metrics:

1. The Board of Trustees shall monitor its own performance and take action to continually improve its governance processes.
2. The policy will be reviewed every five years or earlier including where there is a legislative/regulatory update.

APPENDIX C

Notice of Motions/Motions/Motion Amendments

This document includes three parts: Guidelines, a Template Notice of Motion, and Tips.

A. Guiding Principles

Introduction – Two Parts of Notices of Motion

Notices of Motion consist of two parts: the Preamble and the “Be it Resolved” clauses. Colloquially these are known as the “whereas” (preamble) and the BIRT (Be it Resolved That) clauses. These distinct parts of a Notice of Motion are described in the next paragraph.

Preambles provide factual background information. These are statements that begin with “whereas...” and they generally explain the context and purpose/reasons for the proposed actions that follow in the “Be it Resolved That” clauses.

“Be it Resolved That” Clauses are the proposal that the mover of the motion is seeking to be adopted, that is, the action and result that the mover is seeking to achieve.

Statement of Guiding Principles

The following principles apply to Trustees of the Board and Members of Committees of the Board when drafting and presenting Notices of Motion, Motions, and Motion Amendments to a Committee of the Board or the Board.

1. Motions should contain clearly and concisely worded preambles.
 - a. Preambles must be factual and accurate.
 - b. Preambles must be as issue specific as possible.
 - c. Negative preambles must be avoided. Best efforts should be made to avoid negative statements.
2. Motions should describe succinctly and completely what the motion/amendment is intended to accomplish.
3. Trustee/Committee Members presenting a notice of motion are responsible for verifying all information in a motion/amendment and ensuring it is factual. Motions should not contain false information.
4. Lengthy motions should be avoided to the extent possible.
 - a. Aim for 3-5 “Whereas” clauses, as a best practice.
 - b. Aim for 2-3 “Be It Resolved” clauses, as a best practice.
5. Motions should be in plain, simple and direct language.
 - a. Purpose of “Whereas” clauses to provide background, context, or justification of the motion. Each “whereas” should address a distinct point or fact.

b. Purpose of “Be It Resolved” clauses to state specific actions or decisions sought for implementation.

6. The tone and language of notices of motion, motions, and amendments must remain professional, respectful, and courteous, and must avoid ambiguity.
7. No part of a notice of motion, or amendment should maliciously or falsely impugn the personal, professional or ethical reputation of Staff, Trustees or Members of Committees. All parts of a motion must respect the Staff, Trustees and Committee members.

B. NOTICE OF MOTION TEMPLATE

Trustee Moving the Motion:

Subject of the Motion:

Motion addressed to (Regular Board or name of Committee):

Date of Submission to Recording Secretary:

Meeting at which Motion will be considered:

Preamble (i.e. factual background information):

WHEREAS.....
WHEREAS.....
WHEREAS.....

RESOLUTION (i.e. proposal seeking to be adopted/ result mover is seeking to achieve):

THEREFORE, BE IT RESOLVED THAT:

1.
2.
3.

C. Tips that May assist in Presenting Notice of Motions/Motions/Motion Amendments

Motions are best understood in two parts: the Whereas(es) + the “Be it Resolved That” clause(s)

The following tips may assist in preparing your motion.

1. Organize your thoughts

Before typing/writing the notice of motion/motion, some time spent thinking through the motion first, is helpful. The goal is to prepare a clear, concise, accurate motion that your colleagues will understand.

In thinking through the motion, note quickly for yourself what the main ideas are that you seek to convey through the motion. Then, include the most important details in it.

It can be helpful to ask yourself “what is the issue behind this motion?” and jot that down on a note to yourself. This may help focus your thinking before you launch into writing the actual notice of motion/motion.

2. Whereas Clauses

Here, you’ll be providing background information and context. The purpose of whereas clauses is to explain to others in the meeting why this change you are proposing should be made.

3. Be it Resolved Clauses

This is where you express what you actually want to do, and is the meat of the motion.

After the Whereas clauses, you start with “Be it Resolved That” and continue with “Be it Further Resolved that”

4. General points

- Use the active voice throughout.
- Proofread your motion before submitting it.
- Read it aloud to yourself before submitting it. This exercise often helps in noticing sentences that are overly long or in finding redundancies. Listen for when you are holding your breath because you are reading several lines of text without a period, for example.



REPORT TO

GOVERNANCE AND POLICY
COMMITTEEDISPOSAL OF SURPLUS OR OBSOLETE
FURNITURE, FIXTURES, AND EQUIPMENT

I am going to bring it recovery and healing; I will heal them and reveal to them abundance of prosperity and security. Jeremiah 33:6

Drafted

November 19, 2024

Meeting Date

February 4, 2025

Jacqueline Charles, Head of Procurement Services & Risk Management

Derek Luk, Senior Policy Advisor

Ryan Putnam, Chief Financial Officer and Treasurer

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

To provide the Governance and Policy Committee (GAP) with a proposed updated Disposal of Surplus or Obsolete Furniture, Fixtures And Equipment, formerly F.P.07, (Appendix A - Tracked and Appendix B – Clean).

The cumulative staff time required to prepare this report was 3 hours

B. PURPOSE

The proposed updated policy addresses GAP's direction to review Financial policies.

C. BACKGROUND

1. The Disposal of Surplus or Obsolete Furniture, Fixtures and Equipment Policy was last reviewed in March 2010.
2. On October 1, 2024, GAP approved the review of the Disposal of Surplus or Obsolete Furniture, Fixtures and Equipment Policy in the 2024-2025 school year.
3. The TCDSB's averages approximately \$20,000.00 per year in revenue from the sale of surplus assets with, vehicles (trucks and vans) contributing almost 50% of total sales.

D. EVIDENCE/RESEARCH/ANALYSIS

1. The policy has been updated to simplify language, and formatted into the new policy template.

E. METRICS AND ACCOUNTABILITY

1. The policy will be reviewed every five years.
2. Staff with approval authority will monitor the disposal of Board equipment and the Finance Department will provide regular review and oversight.

F. STAFF RECOMMENDATION

1. Staff recommends that the proposed Disposal of Surplus or Obsolete Furniture, Fixtures and Equipment Policy provided in Appendix A (tracked) and Appendix B (clean), be approved.



TCDSB Policy Register

Policy Name: Disposal of Surplus or Obsolete Furniture, Fixtures and Equipment
F.P.07

Date Approved: Board March 31,
2010

Policy Section: Finance

Responsible Department: Finance

Date of Next Review: 2030

Dates of Amendments: February 2025

Policy

The Toronto Catholic District School Board (TCDSB) is committed to recovering maximum residual value from disposal of Surplus or Obsolete items. Furniture, fixtures and equipment that are either surplus or obsolete shall be disposed of utilizing cost effective and environmentally acceptable methods.

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

Scope and Responsibility:

This policy applies to any employee or Trustee who is involved in the disposal of Surplus or Obsolete items on behalf of the Board.

Regulations:

1. This policy applies to all furniture, fixtures and equipment belonging to the Board and declared obsolete or surplus by the respective Principal or Departmental Manager.

2. Typical items include but are not limited to administrative and classroom furniture, fixtures and equipment such as: computers, peripherals, communications, musical instruments, fitness, audio visual, shop equipment, vehicles etc.
3. Items which are donated to or purchased on behalf of a school become the property of the Toronto Catholic District School Board and subject to this policy.
4. The ~~Materials Management~~ **Procurement Services** Department shall be responsible for the disposal of all goods and equipment that are declared obsolete or surplus to the Board's needs.
5. Items for disposal shall be sent to the Railside Warehouse facility for processing unless otherwise directed by the Materials Management Department, for example in such circumstances where disposal directly from a location is warranted or otherwise cost-effective.
6. All items shall be disposed of through the method considered most suitable with respect to cost, environmental considerations and the best interests of the Board.
7. Methods of disposal shall include but are not limited to: public tender, school renewal contracts, sale or auction, auction website, exchange/trade-in, negotiated sale and donation to a publicly funded or charitable organization or by environmentally approved waste management methods.
8. The proceeds of all assets sold will be forwarded to the Finance Department and credited to a general revenue account.
9. No items may be disposed of or sold privately by an employee.
10. No items may be sold to an employee except through a public sale, auction or tender.
11. Real property, buildings and portable classrooms are excluded from this policy.

Evaluation and Metrics:

- 1) Staff with approval authority will monitor the disposal of Board equipment and the Finance Department will provide regular review and oversight.
- 2) The policy will be reviewed every five years.

APPENDIX B



POLICY NAME:	DISPOSAL OF SURPLUS OR OBSOLETE FURNITURE, FIXTURES AND EQUIPMENT
POLICY SECTION:	FINANCE
DATE APPROVED:	March 31, 2010
DATE OF NEXT REVIEW:	2030
DATES OF AMENDMENTS:	June 2019, October 2022, February 2025
RESPONSIBLE DEPARTMENT:	Finance

Policy:

The Toronto Catholic District School Board (TCDSB) is committed to recovering maximum residual value from disposal of Surplus or Obsolete items. Furniture, fixtures and equipment that are either surplus or obsolete shall be disposed of utilizing cost effective and environmentally acceptable methods.

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

Scope and Responsibility:

This policy applies to any employee or Trustee who is involved in the disposal of Surplus or Obsolete items on behalf of the Board.

Regulations:

1. This policy applies to all furniture, fixtures and equipment belonging to the Board and declared obsolete or surplus by the respective Principal or Departmental Manager.
2. Typical items include but are not limited to administrative and classroom furniture, fixtures and equipment such as: computers, peripherals, communications, musical instruments, fitness, audio visual, shop equipment, vehicles etc.
3. Items which are donated to or purchased on behalf of a school become the property of the Toronto Catholic District School Board and subject to this

policy.

4. The Procurement Services Department shall be responsible for the disposal of all goods and equipment that are declared obsolete or surplus to the Board's needs.
5. Items for disposal shall be sent to the Railside Warehouse facility for processing unless otherwise directed by the Materials Management Department, for example in such circumstances where disposal directly from a location is warranted or otherwise cost-effective.
6. All items shall be disposed of through the method considered most suitable with respect to cost, environmental considerations and the best interests of the Board.
7. Methods of disposal shall include but are not limited to: public tender, school renewal contracts, sale or auction, auction website, exchange/trade-in, negotiated sale and donation to a publicly funded or charitable organization or by environmentally approved waste management methods.
8. The proceeds of all assets sold will be forwarded to the Finance Department and credited to a general revenue account.
9. No items may be disposed of or sold privately by an employee.
10. No items may be sold to an employee except through a public sale, auction or tender.
11. Real property, buildings and portable classrooms are excluded from this policy.

Evaluation and Metrics:

1. Staff with approval authority will monitor the disposal of Board equipment and the Finance Department will provide regular review and oversight.
2. The policy will be reviewed every five years.



REPORT TO

GOVERNANCE AND POLICY
COMMITTEECAFETERIA SERVICES AND FOOD & BEVERAGE
SOLD IN SCHOOLS

I am going to bring it recovery and healing; I will heal them and reveal to them abundance of prosperity and security. Jeremiah 33:6

Drafted

November 21, 2024

Meeting Date

February 4, 2025

Jacqueline Charles, Head of Procurement Services & Risk Management

Ryan Putnam, Chief Financial Officer and Treasurer

Derek Luk, Senior Policy Advisor

Vince Artuso, Senior Manager Facilities Procurement

Margaret Lesley, Senior Manager System Procurement

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



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Director of Education

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Derek Boyce
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Services and Chief Commercial Officer

Ryan Putnam
Chief Financial Officer and Treasurer

A. EXECUTIVE SUMMARY

To provide the Governance and Policy Committee (GAP) with a proposed Cafeteria Services and Food and Beverage Sold in Schools policy (Appendix A - tracked and Appendix B - clean) that incorporates the Cafeteria - Secondary Schools Policy (Appendix C), formerly S.M.13 into the Food and Beverage Sold in Schools, formerly S.M.08.

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

B. PURPOSE

The proposed Cafeteria Services and Food and Beverage Sold in Schools Policy provides a more unified and streamlined approach to managing nutrition, health standards and food operations within schools.

C. BACKGROUND

1. The Food and Beverage Sold in Schools Policy was last reviewed and approved on October 8, 2019 and the Cafeteria Secondary Schools Policy was last reviewed on June 6, 2006.
2. On October 1, 2024, GAP approved the review of the Food and Beverage Sold in Schools Policy, and Cafeteria Secondary Schools Policy as part of the Policies to be reviewed in the 2024-2025 school year.

D. EVIDENCE/RESEARCH/ANALYSIS

1. The proposed Cafeteria Services and Food and Beverage Sold in Schools policy ensures:
 - a. Uniform guidelines for all food and beverage offerings at schools, making it easier to monitor and enforce.
 - b. Unified message about healthy eating across cafeterias, vending machines, and school events.
2. Regulation 1 of the Cafeteria – Secondary Schools Policy is incorporated with Regulation 3a of the merged Cafeteria Services and Food and Beverage Sold in School Policy.
3. Regulation 2 from the Cafeteria – Secondary Schools Policy has been included in the “Scope and Responsibility” section of the merged policy.
4. Regulations 3 to 8 from the Cafeteria – Secondary Schools Policy were copied over to the new merged policy under Regulation 17 to 22.

E. METRICS AND ACCOUNTABILITY

1. The policy will be reviewed every five years.

F. STAFF RECOMMENDATION

1. Staff recommends that the proposed Cafeteria Services and Food and Beverage Sold in Schools Policy provided in Appendix A (tracked) and Appendix B (clean), be approved and the Cafeteria - Secondary Schools Policy provided in Appendix C be rescinded.



POLICY SECTION: Schools, Students and Learning

SUB-SECTION: Miscellaneous

POLICY NAME: Cafeteria Services and Food and Beverage Sold in Schools

POLICY NO: S.M. 08

Date Approved: October 08, 2019	Date of Next Review: January 2025 2030	Dates of Amendments: October 2019; January 2015; December 1987; September 1981; May 1967; March 1966; February 2025
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Cross References

Ministry of Education Policy/Program Memorandum

Legislation

TCDSB Policy/Procedure

Other

Policy Program Memorandum 150: School Food and Beverage Policy

Ministry of Education Nutritional Standards for Ontario Schools

Ministry of Education School Food and Beverage Policy Resource Guide

Education Act Part XIII.1 Nutritional Standards

Ontario Regulation 200/08 “Trans Fat Standards”

Ministry of Education Quick Reference Guide www.ontario.ca/healthyschools

www.UnlockFood.ca

Ministry of Education Online learning Modules at <https://iceont.ca/curriculum/>

~~Institute for Catholic Education Resource Curriculum Links Between the Ontario Curriculum, Grades 1-8 Health and Physical Education and Fully Alive Program, Ontario~~

~~S.M. 04 Fund Raising in Schools~~

~~S.M. 17 Prevalent Medical Conditions~~

Sabrina’s Law, An Act to Protect Anaphylactic Pupils, 2005



POLICY SECTION: Schools, Students and Learning

SUB-SECTION: Miscellaneous

POLICY NAME: Cafeteria Services and Food and Beverage Sold in Schools

POLICY NO: S.M. 08

PPM 161- Supporting Children and Students with Prevalent Medical Conditions (Anaphylaxis, Asthma, Diabetes, and/or Epilepsy) in Schools.
Single-use Plastics Prohibition Regulations <https://www.canada.ca/en/environment-climate-change/services/managing-reducing-waste/reduce-plastic-waste/single-use-plastic-overview.html>

Responsible Department: Finance

Policy

Food and beverages are permitted to be sold to pupils in Toronto Catholic District School Board schools and should promote and sustain a healthy school environment in which students have the ability to achieve to their full potential. The nutritional value of such sustenance must be consistent with the development of sound health habits and align with all relevant Ministry of Education directives. Schools can teach students by modelling good choices and responsible practices. This policy identifies the nutritional standards for food and beverages sold in all schools of the TCDSB, in alignment with Ministry Policy Program Memorandum 150.



POLICY SECTION: Schools, Students and Learning

SUB-SECTION: Miscellaneous

POLICY NAME: Cafeteria Services and Food and Beverage Sold in Schools

POLICY NO: S.M. 08

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

Purpose

~~The health and well-being of all students of the TCDSB is foundational to all children realizing their full potential, consistent with our Ontario Catholic School Graduate Expectations and it is a key priority for all schools of the board. Consistent with our Catholic Teaching and the papal encyclical *Centesimus Annus* (1996), this policy has a foundation in the tenet that, "Our environmental 'common goods' are not only available for careful use and enjoyment today, but are held in trust for the use and enjoyment of future generations." Educating students on healthy active living practices and social responsibility in our eating habits is critical.~~

Scope and Responsibility:

This policy applies to all schools of the TCDSB. The Director of Education is responsible for this policy.

The Principal shall be responsible for the day-to-day administration of the cafeteria operation.

The TCDSB Physical Education and Health Department will support the in servicing and distribution of educational materials for both staff and students to support implementation of this policy.

Alignment with MYSP:

~~Student Achievement and Well-Being
Living Our Catholic Values~~



POLICY SECTION: **Schools, Students and Learning**

SUB-SECTION: **Miscellaneous**

POLICY NAME: **Cafeteria Services and Food and Beverage Sold in Schools**

POLICY NO: **S.M. 08**

Regulations

1. All food and beverages sold in all venues (for example, cafeterias, vending machines, tuck shops), through all programs and at all events are subject to the scope of this policy.
2. **Nutritionally sound and varied food services at affordable prices will be provided in the secondary schools in existing facilities**
3. ~~The TCDSB Physical Education and Health Department will support the in servicing and distribution of educational materials for both staff and students to support implementation of this policy.~~
 - a) All food and beverages sold on school premises for school purposes must comply with the Ontario Nutritional Standards found in the appendix to Program Policy Memorandum 150, **and any other local, provincial and federal government regulations.**
 - b) ~~The standards do not apply to food and beverages that are:~~
 - i) ~~offered in schools at no cost~~ **to students or families**
 - ii) ~~brought from home or purchased off school premises and not for resale in schools~~
 - iii) ~~available for purchase during field trips off school premises sold in schools for non-school purposes (e.g., sold by an outside organization that is under a permit).~~
 - iv) ~~sold for fundraising activities that occur off school premises~~
 - v) ~~sold in staff rooms to staff.~~



POLICY SECTION: Schools, Students and Learning

SUB-SECTION: Miscellaneous

POLICY NAME: Cafeteria Services and Food and Beverage Sold in Schools

POLICY NO: ~~_____~~ S.M. 08

4. Schools of the TCDSB are encouraged to:
 - a) choose Ontario food and beverages first (e.g., offer Ontario grown and/or produced food and beverages when available and practical),
 - b) be environmentally aware (e.g., reduce food waste, reuse containers, recycle food scraps),
 - c) avoid offering food and beverages as a reward or incentive for good behavior, achievement or participation,
 - d) ensure that drinking water is freely available and accessible throughout the school day, and
 - e) ensure that all foods sold in a TCDSB school is reasonably priced.
 - f) choose products from industries which do not mis-treat animals and respect the bounty of God's creation.
 - g) to limit the selling of genetically modified foods, where possible.
 - h) to purchase fair trade products where possible.
5. That schools should not distribute or sell bottled water in alignment with our bottle water free zone vision for the Board.
6. All TCDSB schools will request that service providers provide only fair trade coffee. Upon the expiry of the existing service provider contracts, the TCDSB will include this requirement in future contracts with food and beverage service providers.
7. All TCDSB schools will request that service providers provide only meatless food on Fridays. Upon the expiry of the existing service provider contracts, the TCDSB will include this requirement in future contracts with food and beverage service providers.
8. All TCDSB schools will ensure that the use of single use plastic items are discontinued to the greatest extent possible, i.e. straws, cups, etc.



POLICY SECTION: Schools, Students and Learning

SUB-SECTION: Miscellaneous

POLICY NAME: Cafeteria Services and Food and Beverage Sold in Schools

POLICY NO: S.M. 08

9. a) ~~Schools shall sell 80% or more of products found within the Nutrition Standards for Ontario Schools, that fall within the “Sell Most” category (per PPM 150, Appendix A)~~
- b) ~~Schools shall sell 20% or less of products found within the Nutritional Standards for Ontario Schools, that fall within the “Sell Less” category (per PPM 150, Appendix A)~~
- c) ~~Schools Products not permitted for sale are also found within the Nutritional Standards for Ontario Schools appendices, and are those foods and beverages that generally contain few or no essential nutrients and/or contain high amounts of fat, sugar and/or sodium.~~
- d) ~~When assessing the food and beverage choices offered for sale, all food choices are assessed together, all beverage choices are assessed together and food choices are assessed separately from beverage choices.~~
- e) ~~There are separate standards for elementary and secondary schools as to limits on serving sizes and limitations on particular items (e.g., coffee, tea, sports drinks).~~
10. The school principal may designate up to 10 days (or fewer) as “special event days”. On such days, the school would be exempt from the nutritional standards. School principals must consult with the school council, and are encouraged to consult with students, prior to designating special-event days.
11. TCDSB S. M-15 Anaphylaxis **Prevalent Medical Conditions** Policy must be enforced in the application of this policy.



POLICY SECTION: Schools, Students and Learning

SUB-SECTION: Miscellaneous

POLICY NAME: Cafeteria Services and Food and Beverage Sold in Schools

POLICY NO: ~~_____~~ S.M. 08

12. Schools are highly encouraged to implement student nutrition programs (healthy breakfast / snack programs) to ensure all students are ready to learn.
13. School staff will also work with parents and guardians, encouraging and educating them regarding healthy, nutritious eating. Schools can assist through school communication tools and through modelling.
14. ~~All elementary students will receive nutrition education within the Physical Education Curriculum (Grades 1-8), Healthy Living Strand.~~
15. ~~All secondary school students will receive nutrition education within Physical Health Education courses, and other relevant areas of the curriculum, as they develop decision-making skills, in keeping with the Catholic Graduate Expectations.~~
16. Every effort will be made to promote strategies to involve students, families, parish and the community in healthy eating education, and in endorsing and sustaining a healthy school nutrition and well-being environment, consistent with TCDSB strategic priorities.
17. **Curriculum-linked learning and assessment related to healthy active living will be infused into the classroom to help reinforce and support the healthy eating messages in the policy and promote changes to a school environment that support the selection of nutritional foods.**

Cafeteria Services at Secondary School:



POLICY SECTION: Schools, Students and Learning

SUB-SECTION: Miscellaneous

POLICY NAME: Cafeteria Services and Food and Beverage Sold in Schools

POLICY NO: ~~_____~~ S.M. 08

18. The principal shall have the option of providing the cafeteria service by use of a caterer/vending machine operator which has been selected through the tendering process or alternately as provided by a detailed plan for cafeteria services which has been approved by the Director and or designate.
19. When the cafeteria services are tendered, it will be in accordance with the Boards purchasing policy.
20. If professional kitchen facilities are not available, the principal shall arrange for an appropriate lunchroom service without the use of a caterer/vending machine operator after submitting a detailed plan and obtaining the approval of the Director and or designate (for secondary schools only).
21. When the cafeteria services are tendered, provision will be made in the agreement for the following:
 - a) annual renewal with a reasonable time limit,
 - b) use of the facilities for student program purposes,
 - c) catering for other school and school related functions,
 - d) staff suitable for working with secondary school students, and
 - e) the setting of prices.
22. Each contract with a caterer/vending machine operator may provide for a commission of gross sales. Commissions from gross cafeteria sales will be retained in a new central account for system-wide cafeteria infrastructure renewal and replacement.



POLICY SECTION: Schools, Students and Learning

SUB-SECTION: Miscellaneous

POLICY NAME: Cafeteria Services and Food and Beverage Sold in Schools

POLICY NO: S.M. 08

23. The operation of the cafeteria food services when tendered shall be at the risk of the caterer/ vending machine operator and the Board shall be indemnified against any loss by an appropriate insurance contract.

Definitions

Healthy Eating

~~Eating adequate portions to provide the body with all the nutrients required. Students' physical, mental and social well-being will be strengthened through regular implementation of healthy eating habits.~~

Nutritional Standards for Food

~~All food sold in schools must meet the standards set out in Ontario Regulation 200/08, "Trans Fat Standards", made under the Education Act. PPM 150 also provides Nutrition Standards criteria for three categories: Sell Most, Sell Less and Not Permitted for Sale.~~

Maximum Nutritional Value

~~Foods which meet or exceed the PPM 150 Nutritional Standards~~

Metrics

- ~~1. Central staff will review the results of the school climate surveys administered to ascertain student perceptions regarding matters of their well-being.~~
- ~~2. Special event day templates will be completed by schools in order to track the number of special event days occurring at each school throughout the year.~~



POLICY SECTION: Schools, Students and Learning

SUB-SECTION: Miscellaneous

POLICY NAME: Cafeteria Services and Food and Beverage Sold in Schools

POLICY NO: ~~_____~~ S.M. 08

3. The policy will be reviewed every five years.

4. ~~Curriculum-linked learning and assessment related to healthy active living will be infused into the classroom to help reinforce and support the healthy eating messages in the policy and promote changes to a school environment that support the selection of nutritional foods.~~

APPENDIX B



POLICY NAME:	CAFETERIA SERVICES AND FOOD AND BEVERAGE SOLD IN SCHOOLS
POLICY SECTION:	FINANCE
DATE APPROVED:	October 8, 2019
DATE OF NEXT REVIEW:	2030
DATES OF AMENDMENTS:	October 2019; January 2015; December 1987; September 1981; May 1967; March 1966; February 2025
RESPONSIBLE DEPARTMENT:	Finance

Policy:

Food and beverages are permitted to be sold to pupils in Toronto Catholic District School Board schools and should promote and sustain a healthy school environment. This policy identifies the nutritional standards for food and beverages sold in all schools of the TCDSB.

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

Scope and Responsibility:

This policy applies to all schools of the TCDSB. The Director of Education is responsible for this policy. The Principal shall be responsible for the day-to-day administration of the cafeteria operation.

The TCDSB Physical Education and Health Department will support the servicing and distribution of educational materials for both staff and students to support implementation of this policy.

Regulations:

1. All food and beverages sold in all venues (for example, cafeterias, vending machines, tuck shops), through all programs and at all events are subject to the scope of this policy.
2. Nutritionally sound and varied food services at affordable prices will be provided in the secondary schools in existing facilities.

3. All food and beverages sold on school premises for school purposes must comply with the Ontario Nutritional Standards found in the appendix to Program Policy Memorandum 150, and any other local, provincial and federal government regulations.
4. Schools of the TCDSB are encouraged to:
 - a) choose Ontario food and beverages first (e.g., offer Ontario grown and/or produced food and beverages when available and practical),
 - b) be environmentally aware (e.g., reduce food waste, reuse containers, recycle food scraps),
 - c) avoid offering food and beverages as a reward or incentive for good behavior, achievement or participation,
 - d) ensure that drinking water is freely available and accessible throughout the school day, and
 - e) ensure that all foods sold in a TCDSB school is reasonably priced.
 - f) choose products from industries which do not mis-treat animals and respect the bounty of God's creation.
 - g) to limit the selling of genetically modified foods, where possible.
 - h) to purchase fair trade products where possible.
5. That schools should not distribute or sell bottled water in alignment with our bottle water free zone vision for the Board.
6. All TCDSB schools will request that service providers provide only fair trade coffee. Upon the expiry of the existing service provider contracts, the TCDSB will include this requirement in future contracts with food and beverage service providers.
7. All TCDSB schools will request that service providers provide only meatless food on Fridays. Upon the expiry of the existing service provider contracts, the TCDSB will include this requirement in future contracts with food and beverage service providers.
8. All TCDSB schools will ensure that the use of single use plastic items are discontinued to the greatest extent possible, i.e. straws, cups, etc.
9. The school principal may designate up to 10 days (or fewer) as "special event days". On such days, the school would be exempt from the nutritional standards. School principals must consult with the school council, and are encouraged to consult with students, prior to designating special-event days.

10. TCDSB Prevalent Medical Conditions Policy must be enforced in the application of this policy.
11. Schools are highly encouraged to implement student nutrition programs (healthy breakfast / snack programs) to ensure all students are ready to learn.
12. School staff will also work with parents and guardians, encouraging and educating them regarding healthy, nutritious eating. Schools can assist through school communication tools and through modelling.
13. Every effort will be made to promote strategies to involve students, families, parish and the community in healthy eating education, and in endorsing and sustaining a healthy school nutrition and well-being environment, consistent with TCDSB strategic priorities.
14. Curriculum-linked learning and assessment related to healthy active living will be infused into the classroom to help reinforce and support the healthy eating messages in the policy and promote changes to a school environment that support the selection of nutritional foods.

Cafeteria Services at Secondary School:

15. The principal shall have the option of providing the cafeteria service by use of a caterer/vending machine operator which has been selected through the tendering process or alternately as provided by a detailed plan for cafeteria services which has been approved by the Director and or designate.
16. When the cafeteria services are tendered, it will be in accordance with the Boards purchasing policy.
17. If professional kitchen facilities are not available, the principal shall arrange for an appropriate lunchroom service without the use of a caterer/vending machine operator after submitting a detailed plan and obtaining the approval of the Director and or designate (for secondary schools only).
18. When the cafeteria services are tendered, provision will be made in the agreement for the following:
 - a) annual renewal with a reasonable time limit,
 - b) use of the facilities for student program purposes,
 - c) catering for other school and school related functions,
 - d) staff suitable for working with secondary school students, and

e) the setting of prices.

19. Each contract with a caterer/vending machine operator may provide for a commission of gross sales. Commissions from gross cafeteria sales will be retained in a new central account for system-wide cafeteria infrastructure renewal and replacement.
20. The operation of the cafeteria food services when tendered shall be at the risk of the caterer/ vending machine operator and the Board shall be indemnified against any loss by an appropriate insurance contract.

Cross References:

Ministry of Education Policy/Program Memorandum

- Ministry of Education Nutritional Standards for Ontario Schools
- Ministry of Education School Food and Beverage Policy Resource Guide
- Ministry of Education Quick Reference Guide
- Ministry of Education Online learning Modules
- Policy Program Memorandum 150: School Food and Beverage Policy
- Policy Program Memorandum 161- Supporting Children and Students with Prevalent Medical Conditions (Anaphylaxis, Asthma, Diabetes, and/or Epilepsy) in Schools.

Legislation

- Education Act Part XIII.1 Nutritional Standards
- Ontario Regulation 200/08 “Trans Fat Standards”
- Sabrina’s Law, An Act to Protect Anaphylactic Pupils, 2005

TCDSB Policy/Procedure

- Fund Raising in Schools
- Prevalent Medical Conditions

Other

- Single-use Plastics Prohibition Regulations

Evaluation and Metrics:

1. Central staff will review the results of the school climate surveys administered to ascertain student perceptions regarding matters of their well-being.
2. The policy will be reviewed every five years.

Appendix C



TCDSB Policy Register

Cafeterias - Secondary Schools S.M.13

Date Approved: June 1987

Date of Review: June 6, 2006

Policy

Nutritionally sound and varied food services at favourable prices will be provided in the secondary schools in existing facilities.

Regulations

1. The nutritional values of all foods and beverages served shall be consistent with health related regulations of local, provincial and federal governments.
2. The principal shall be responsible for the day to day administration of the cafeteria operation.
3. The principal shall have the option of providing the cafeteria service by use of a caterer/vending machine operator which has been selected through the tendering process or alternately as provided by a detailed plan for cafeteria services which has been approved by the Director.
4. If professional kitchen facilities are not available, the principal shall arrange for an appropriate lunchroom service without the use of a caterer/vending machine operator after submitting a detailed plan and obtaining the approval of the Director.
5. Where a catering service is to be used, the selection of a caterer/vending machine operator shall be through the tendering process according to the Board's purchasing policy.
6. When the cafeteria services are tendered, provision will be made in the agreement for the following:
 - (a) annual renewal with a reasonable time limit,
 - (b) use of the facilities for student program purposes,
 - (c) catering for other school and school related functions,
 - (d) staff suitable for working with secondary school students, and
 - (e) the setting of prices.
7. Each contract with a caterer/vending machine operator may provide for a commission of gross sales which shall be deposited to the general school account to be used under the direction of the principal, in consultation with the student council/Catholic School Advisory Committee for the general good of the school.



8. The operation of the cafeteria food services when tendered shall be at the risk of the caterer/ vending machine operator and the Board shall be indemnified against any loss by an appropriate insurance contract.



REPORT TO

GOVERNANCE AND POLICY
COMMITTEE**CREDIT AND PURCHASE CARDS POLICY**

I am going to bring it recovery and healing; I will heal them and reveal to them abundance of prosperity and security. Jeremiah 33:6

Drafted

November 28, 2024

Meeting Date

February 4, 2025

Jacqueline Charles, Head of Procurement Services & Risk Management

Carmen Giambattista, Sr. Coordinator, Audit and Accounting

Ryan Putnam, Chief Financial Officer and Treasurer

Derek Luk, Senior Policy Advisor

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

To provide the Governance and Policy Committee (GAP) with a proposed updated Credit and Purchase Cards Policy, formerly A.24, (Appendix A - Tracked and Appendix B – Clean).

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

B. PURPOSE

The proposed updated policy addresses GAP's direction to review Program policies.

C. BACKGROUND

1. The Credit and Purchase Cards Policy was last reviewed in October 2021.
2. On October 1, 2024, GAP approved the review of the Credit and Purchase Cards Policy in the 2024-2025 school year.

D. EVIDENCE/RESEARCH/ANALYSIS

1. The policy has been updated to simplify language and formatted into the new policy template.
2. Regulation 2 has been updated to reflect current practices.
3. Regulation 3 was updated to add clarity to transactions prohibited on the Purchase Card.

E. METRICS AND ACCOUNTABILITY

1. Staff with approval authority will monitor the use of these cards.
2. Review of monthly statements and periodic audits by the Finance department and/or internal/external auditors.
3. The policy will be reviewed every five years.

F. STAFF RECOMMENDATION

1. Staff recommends that the proposed Credit and Purchase Cards Policy provided in Appendix A (tracked) and Appendix B (clean), be approved.

POLICY SECTION: ~~Administration~~ **Finance**

SUB-SECTION:

POLICY NAME: **Credit and Purchase Cards**

POLICY NO: **A.24**

APPENDIX A

Date Approved: 28/03/2007	Date of Next Review: October 2026 2030	Dates of Amendments: October 19, 2021 February 2025
Cross References:		
Responsible Department: Finance Appendix:		

Policy:

This policy will govern the use of Board issued credit and/or ~~purchasing~~ **purchase** cards.

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

~~Purpose:~~

~~This policy will govern the use of Board issued credit and/or purchasing cards.~~

Scope and Responsibility:

~~The Director of Education or designate is responsible for this policy.~~

This policy applies to any employee or Trustee who uses a Board issued corporate credit and/or purchase card.

~~Alignment with MYSP:~~

~~Living Our Catholic Values Enhancing~~

~~Public Confidence~~

~~Fostering Student Achievement and Well-Being Achieving~~

~~Excellence in Governance~~

~~Providing Stewardship of Resources~~

~~Inspiring and Motivating Employees~~

Regulations:

1. Board approved budget funds may be accessed by Board authorized corporate credit or purchase cards for low value purchases and approved expenses.
2. The card holder responsible for the card must ~~sign a card holder's agreement and shall~~ comply with the Board's purchasing policies and procedures and any other related policies concerning expenditures.
3. **The use of corporate credit and/or purchase card for the following purchases are prohibited:**
 - a. ~~No eCash advances shall be allowed on any credit card (purchasing or corporate) and~~ **or withdrawal of cash, or** items purchased ~~may not be~~ **and** returned for cash;
 - b. **Private and/or personal expenses;**
 - c. **Computer hardware or software, unless prior approved by TCDSB IT Department;**
 - d. **Splitting the total cost purchases into multiple transactions to avoid the requirement of the Purchase Policy or any TCDSB policy.**
4. Corporate credit cards may be issued to members of Directors Council and to Trustees upon request with the approval of the Director of Education or designate.
5. Corporate credit card expenditures incurred shall be within the Board approved budget assigned to the cardholder.
6. Approvals of corporate credit card expenses under this policy will be as follows:

- a. in the case of a Trustee or the Chair of the Board, the Director of Education or designate;
 - b. in the case of the Director of Education, the Chair of the Board;
 - c. in the case of Director's Council, the Director of Education.
7. All expenditures must be detailed on a monthly expense report form indicating the date and purpose of the expenditure and must be supported by original itemized receipts and other appropriate documentation.
8. Purchase cards shall be issued to schools and departments according to established procedures and expenditures shall be within the established block budget and funds reservations for the school or department.
9. A ~~limited-use~~ purchase card (P-Card) may be used for purchases of items/services normally purchased by low value purchase orders in lieu of issuing a purchase order.
10. Use of the purchase card is limited to particular Merchant Category Codes (MCC) must comply with the Board's purchasing policy and procedures.
11. A purchase card shall be held by the ~~Materials Management~~ **Procurement Services** Department without MCC restrictions for special circumstance purchases and shall be under the care and control of the Senior Coordinator, Finance **and/or Head of Procurement Services**.
12. Exceptions to this policy and resolution of any dispute arising shall be at the discretion of the Director for staff and the Board in the case of Trustees.

Definitions:

Corporate credit card is a credit card issued to a member of Directors Council or a Trustee.

Purchase card (P-Card) is a credit card issued to a school or department.

Evaluation and Metrics:

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

1. Monitoring of transactions by the respective approval authority. ; and
2. Review of monthly statements and periodic audits by the Finance department and/or internal/external auditors.
3. **The policy will be reviewed every five years.**

APPENDIX B



POLICY NAME:	CREDIT AND PURCHASE CARDS
POLICY SECTION:	FINANCE
DATE APPROVED:	March 28, 2007
DATE OF NEXT REVIEW:	2030
DATES OF AMENDMENTS:	October 19, 2021, February 2025
RESPONSIBLE DEPARTMENT:	Finance

Policy:

This policy will govern the use of Board issued credit and/or purchase cards.

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

Scope and Responsibility:

This policy applies to any employee or Trustee who uses a Board issued corporate credit and/or purchase card.

Regulations:

1. Board approved budget funds may be accessed by Board authorized corporate credit or purchase cards for low value purchases and approved expenses.
2. The card holder responsible for the card must comply with the Board's purchasing policies and procedures and any other related policies concerning expenditures.
3. The use of corporate credit and/or purchase card for the following purchases are prohibited:
 - a. Cash advances or withdrawal of cash, or items purchased and returned for cash;
 - b. Private and/or personal expenses;
 - c. Computer hardware or software, unless prior approved by TCDSB IT Department;
 - d. Splitting the total cost purchases into multiple transactions to avoid the requirement of the Purchase Policy or any TCDSB policy.

4. Corporate credit cards may be issued to members of Directors Council and to Trustees upon request with the approval of the Director of Education or designate.
5. Corporate credit card expenditures incurred shall be within the Board approved budget assigned to the cardholder.
6. Approvals of corporate credit card expenses under this policy will be as follows:
 - a. in the case of a Trustee or the Chair of the Board, the Director of Education or designate;
 - b. in the case of the Director of Education, the Chair of the Board;
 - c. in the case of Director's Council, the Director of Education.
7. All expenditures must be detailed on a monthly expense report form indicating the date and purpose of the expenditure and must be supported by original itemized receipts and other appropriate documentation.
8. Purchase cards shall be issued to schools and departments according to established procedures and expenditures shall be within the established block budget and funds reservations for the school or department.
9. A purchase card (P-Card) may be used for purchases of items/services normally purchased by low value purchase orders in lieu of issuing a purchase order.
10. Use of the purchase card is limited to particular Merchant Category Codes (MCC) must comply with the Board's purchasing policy and procedures.
11. A purchase card shall be held by the Procurement Services Department without MCC restrictions for special circumstance purchases and shall be under the care and control of the Senior Coordinator, Finance and/or Head of Procurement Services.
12. Exceptions to this policy and resolution of any dispute arising shall be at the discretion of the Director for staff and the Board in the case of Trustees.

Cross References:

Legislation

- Bill S-211, Fighting Against Forced Labour and Child Labour in Supply Chains Act
- Broader Public Sector Accountability Act, 2010, S.O. 2010, c. 25 - Bill 122
- Accessibility for Ontarians with Disabilities Act, 2005 (AODA)

TCDSB Policy/Procedure

- Acceptance of Hospitality or Gifts
- Conflict of Interest: Trustees
- Conflict of Interest: Employees
- Credit and Purchase Cards
- Sweatshop-Free Purchasing Policy

Other

- Broader Public Sector Procurement Directive (2024)
- Building Ontario Businesses Initiative Act (BOBiA – Schedule 2 of Bill 84)
- Canadian Free Trade Agreement (CFTA)
- Canadian-European Union Comprehensive Economic and Trade Agreement (CETA)
- International Labour Organization (ILO) – Labour Standards
- The Ontario-Quebec Trade and Cooperation Agreement (OQTCA)
- World Trade Organization Government Procurement Agreement (WTO-GPA)

Definitions:

Corporate credit card is a credit card issued to a member of Directors Council or a Trustee.

Purchase card (P-Card) is a credit card issued to a school or department.

Evaluation and Metrics:

1. Monitoring of transactions by the respective approval authority.
2. Review of monthly statements and periodic audits by the Finance department and/or internal/external auditors.
3. The policy will be reviewed every five years.



REPORT TO

GOVERNANCE AND POLICY
COMMITTEE

PURCHASING POLICY

I am going to bring it recovery and healing; I will heal them and reveal to them abundance of prosperity and security. Jeremiah 33:6

Drafted

November 19, 2024

Meeting Date

February 4, 2025

Jacqueline Charles, Head of Procurement Services & Risk Management

Derek Luk, Senior Policy Advisor

Vince Artuso, Senior Manager Facilities Procurement

Margaret Lesley, Senior Manager System Procurement

Ryan Putnam, Chief Financial Officer and Treasurer

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



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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

To provide the Governance and Policy Committee (GAP) with a proposed updated Purchasing Policy, (Appendix A - Tracked and Appendix B – Clean).

The cumulative staff time required to prepare this report was 11 hours

B. PURPOSE

The proposed updated policy addresses GAP's direction to review Financial policies.

C. BACKGROUND

1. On October 1, 2024, GAP approved the review of the Purchasing Policy in the 2024-2025 school year.
2. The Purchasing Policy was last reviewed in June 2019.
3. At Corporate Services on April 18, 2024, the Board approved an increase in the procurement approval limit to \$150,000.00 for goods and services and \$250,000.00 for capital renewal effective immediately. The increase is updated in the Policy under "Scope and Responsibility" section.

D. EVIDENCE/RESEARCH/ANALYSIS

1. The policy has been updated to simplify language, add new legislations and formatted into the new policy template.
2. Regulations 1 was moved to "Scope and Responsibility" of the Policy.
3. Regulation 15 was updated to reflect current practice of the Board approving contracts identified by staff as being longer than 5(five) years.
4. Regulation 22 was updated to reflect industry best practice.
5. Regulations 23 to 26 were added to align with recent legislative changes.

E. METRICS AND ACCOUNTABILITY

1. The policy will be reviewed every five years.
2. 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.

F. STAFF RECOMMENDATION

1. Staff recommends that the proposed Purchasing Policy provided in Appendix A (tracked) and Appendix B (clean), be approved.



POLICY SECTION: Finance

SUB-SECTION:

POLICY NAME: Purchasing Policy

POLICY NO: F.P. 01

Date Approved:
November 5, 2014

Date of Next Review:
~~2030~~ June 2024

Dates of Amendments:
June 2019, October 2022
February 2025

Cross References:

- ~~F.P. 04~~ Sweatshop-Free Purchasing Policy
- ~~T.01~~ Conflict of Interest: Trustees
- ~~H.M. 31~~ Conflict of Interest: Employees
- ~~H.M. 33~~ Acceptance of Hospitality or Gifts
- ~~A.24~~ Credit and Purchase Cards
- Broader Public Sector Procurement Directive (2011-24)
- Canadian Free Trade Agreement (CFTA)
- Canadian-European Union Comprehensive Economic and Trade Agreement (CETA)
- International Labour Organization (ILO) – Labour Standards
- The Ontario-Quebec Trade and Cooperation Agreement (OQTCA)
- World Trade Organization Government Procurement Agreement (WTO-GPA)
- Broader Public Sector Accountability Act, 2010, S.O. 2010, c. 25 - Bill 122
- Building Ontario Businesses Initiative Act (BOBiA – Schedule 2 of Bill 84)
- Bill S-211, Fighting Against Forced Labour and Child Labour in Supply Chains Act
- Accessibility for Ontarians with Disabilities Act, 2005 (AODA)

Responsible Department: Finance

Appendix

Purchasing Procedures Manual

Purpose:
Policy:

The Board is committed to ensuring all goods and services are to be acquired through an open, transparent, fair and competitive process whenever possible in order to obtain maximum value from the expenditure of public funds.

~~Alignment with MYSP:~~

~~Fostering Student Achievement and Well Being~~

~~Achieving Excellence in Governance~~

~~Providing Stewardship of Resources~~

~~Strengthening Public Confidence~~

~~Inspiring and Motivating Employees~~

The Board shall purchase goods and services through a process consistent with the Mission and Vision statements of the Board and with the following objectives:

- (i) to provide a high level of service to all areas of the Board;
- (ii) to provide fair, competitive and transparent business practices for vendors and ensure equal treatment without preference;
- (iii) to obtain all goods and services at the lowest total end-user cost considering price, quality, function and delivery in an efficient, effective manner while maintaining the controls necessary for the expenditure of public funds;

- (iv) to encourage the acquisition of environmentally friendly products and the reduction of the impact of the Board's activities upon the environment.

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

Scope and Responsibility:

This policy and these regulations and procedures apply to any employee or ~~elected official~~ **Trustee** who is involved in the acquisition of goods and /or services on behalf of the Board

The Board of Trustees delegates to the Director of Education or designate the authority to approve the award of all contracts and expenditures up to \$150,000 for Goods and Services and \$250,000 for Capital/Renewal expenditure. All other contracts and expenditures greater than \$150,000 for Goods and Services and \$250,000 for Capital/Renewal expenditure must be approved by the Board of Trustees before any money is spent.

Regulations:

- ~~1. This policy and these regulations and procedures shall apply to any employee or elected official who is involved in the acquisition of goods and /or services on behalf of the Board.~~
2. All supervisory personnel shall be responsible for ensuring their immediate staff are properly informed of and comply with this policy, its regulations and procedures.
- ~~3. All purchasing activities will be carried out in accordance with all applicable Board policies and procedures and any other statutory acts or regulations.~~
4. Use of Board funds for personal purchases on behalf of an employee, ~~elected official~~ **Trustee** or family member is not permitted.
5. Purchases made without an authorized purchase order/purchase card are not permitted and will be considered an obligation of the person making the purchase and not an obligation of the Board.

6. Employees and ~~elected officials~~ **Trustees** shall not use their authority, influence or office for personal gain or to advance the interest of any particular party and shall seek to uphold and enhance the integrity of all Board business operations
7. In accordance with the Education Act, no teacher, supervisory officer or other employee of the Board may promote or sell goods or services for compensation to any board, provincial school or teachers' college, or pupil enrolled therein except as permitted by the Act.
8. All goods and services are to be acquired through a publicly advertised competitive bidding process whenever possible in order to obtain maximum value from the expenditure of public funds.
9. Any arrangements which might prevent fair competition shall be avoided, in order to ensure open competition among qualified bidders.
10. Lobbying during a competitive procurement call is prohibited. ~~Any~~ Communication with anyone other than the official point of contact from the time of issuance, up to and including the time of award, is strictly prohibited.
11. A vendor/proponent who violates the lobbying prohibition will be subject to disqualification from the current, and may be disqualified from ~~or~~ future procurements for a period of up to 5 years, at the Board's discretion
12. Awards will be given to the lowest bidder except where the best interests of the Board are served by accepting other than the lowest price.
13. Where an emergency situation exists, the approval requirements of the Purchasing Policy shall not apply, and administration shall take immediate necessary remedial action.
14. Where feasible, the Board may participate in cooperative purchasing with other school boards and public agencies.
15. Contracts for all goods and services will be limited up to a maximum term of five years, **unless otherwise identified by staff and approved by the Board of Trustees**, and renewals will be subject to a public competitive bidding process whenever possible.

16. Contracts or purchases shall not be divided to avoid the requirements of this policy, its regulations or procedures and the annual or total project cost shall be considered.
17. Use of a sole or single source for an expenditure greater than \$10,000.00 will require completion of a **Limited Tendering Justification** (Sole Source Declaration Form).
18. The Director of Education shall be responsible for the approval of all procurement awards except as noted in this policy and will provide trustees with a list of procurement awards on a regular basis.
19. ~~The Materials Management~~ **Procurement Services** Department shall be responsible for operating a centralized purchasing system for tenders, contracts and purchases and have general oversight of the procurement process and procedures.
20. In accordance with the Broader Public Sector (BPS) Procurement Directives, employees and ~~elected officials~~ **Trustees** involved in the procurement process are subject to a Supply Chain Code of Ethics which requires:
 - Personal Integrity and Professionalism;
 - Accountability and Transparency and;
 - Compliance and Continuous Improvement.
21. Consulting services which are intended to provide expert or strategic advice for purposes of consideration and decision making, must be acquired through a competitive process regardless of dollar value.
22. **The Senior Manager - Purchasing and/or Head of Procurement Services,** ~~Purchasing/Materials Evaluation and Approval Committee,~~ or as otherwise delegated by the Director of Education, will review tenders, proposals and quotations before issue.
23. **Consistent with its Catholic Values and fundamental commitment to social justice and human rights, the Board shall take all reasonable measures to ensure that goods are acquired from suppliers who produce under just, safe and fair working conditions in accordance with the Labour Standards of the International Labour Organization (ILO).**

- a) Where a supplier is deemed to be non-compliant with the requirements and expectations of the ILO Labour Standards, the Board reserves the right to terminate the contractual relationship, without notice or penalty, at its sole and absolute discretion.
24. Where feasible and in compliance with Building Ontario Businesses Initiative Act (BOBiA) Broader Public Sector (BPS) entities must source goods and services from Ontario businesses that fall below domestic trade agreement thresholds. When exceeding these domestic thresholds but remaining below international levels, Canadian businesses should be the primary suppliers.
25. TCDSB must include accessibility criteria where possible, in their processes for buying and acquiring goods, services and facilities. This means considering accessibility, along with other criteria like the quality and cost of the items as well as incorporating accessible design and features where possible.

Definitions:

Acquisition means the process for obtaining goods and services.

Approval means authorization to proceed with an award for acquisition of goods and/or services.

Award means the notification to a proponent of acceptance of a proposal, quotation or tender that brings a contract into existence

Contract means a binding agreement between two or more parties.

Conflict of Interest means a situation in which financial or other personal considerations have the potential to compromise or bias professional judgment and objectivity.

Consultant means a person or entity that under an agreement, other than an employment agreement, provides expert or strategic advice and related services for consideration and decision making.

Continuous Improvement means an ongoing process for individuals involved in supply chain policies and practices to improve their supply chain knowledge and skill levels, and to share leading practices.

Cooperative Purchasing means the participation of two or more public agencies, in a request for quotation, tender or proposal.

Delegation means the assignment of specific responsibilities along with the necessary authority in order to discharge the responsibility properly.

Emergency Situation may include but is not limited to situations where a risk to health and / or safety of students, staff, parents, volunteers or in a situation where a risk exists of imminent damage to any of the TCDSB properties or facilities.

Lobbying means an attempt to influence staff or elected officials with respect to decision or outcome related to a procurement activity.

Procedure means a set of instructions for carrying out a specific activity and

the specific sequence of action.

Procurement means the combined functions of purchasing, contract administration and disposal of surplus equipment and supplies.

~~**Significant Strategic Initiative** is defined as a departure from traditional procurement activities, which has yet to receive Board approval and may commit the Board to long term expenditures based on new evidence or theory requiring a different strategy. This may include first time partners or a new category of contract.~~

Single Source means the selection of a vendor to provide goods or services without utilizing a competitive process where there is more than one vendor capable of supplying the goods or services.

Sole Source means a vendor who due to patent, copyright or proprietary rights limits availability of a good or service.

Supervisory Personnel means one who is in charge of a particular department, school or unit and responsible for directing staff behavior.

Supply Chain Code of Ethics sets out the basic principles of conduct and defines acceptable behaviours for individuals involved with Supply Chain Activities.

~~**Vendor** means one who can reasonably be expected to provide satisfactory performance on the proposed contract based on reputation, references, performance on previous contracts, and sufficiency of financial and other resources.~~

Evaluation and Metrics:

- ~~1. Streamlined Approval Process~~
- ~~2. Streamlined Board Agendas~~

- 1. The policy will be reviewed every five years**
- 2. 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.**

APPENDIX B



POLICY NAME:	PURCHASING POLICY
POLICY SECTION:	FINANCE
DATE APPROVED:	November 5, 2014
DATE OF NEXT REVIEW:	2030
DATES OF AMENDMENTS:	June 2019, October 2022, February 2025
RESPONSIBLE DEPARTMENT:	Finance

Policy:

The Board is committed to ensuring all goods and services are to be acquired through an open, transparent, fair and competitive process whenever possible in order to obtain maximum value from the expenditure of public funds

The Board shall purchase goods and services through a process consistent with the Mission and Vision statements of the Board and with the following objectives:

- (i) to provide a high level of service to all areas of the Board;
- (ii) to provide fair, competitive and transparent business practices for vendors and ensure equal treatment without preference;
- (iii) to obtain all goods and services at the lowest total end-user cost considering price, quality, function and delivery in an efficient, effective manner while maintaining the controls necessary for the expenditure of public funds;
- (iv) to encourage the acquisition of environmentally friendly products and the reduction of the impact of the Board's activities upon the environment.

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

Scope and Responsibility:

This policy and these regulations and procedures apply to any employee or Trustee who is involved in the acquisition of goods and/or services on behalf of the Board.

The Board of Trustees delegates to the Director of Education or designate the authority to approve the award of all contracts and expenditures up to \$150,000 for Goods and Services

and \$250,000 for Capital/Renewal expenditure. All other contracts and expenditures greater than \$150,000 for Goods and Services and \$250,000 for Capital/Renewal expenditure must be approved by the Board of Trustees before any money is spent.

Regulations:

1. All supervisory personnel shall be responsible for ensuring their immediate staff are properly informed of and comply with this policy, its regulations and procedures.
2. Use of Board funds for personal purchases on behalf of an employee, Trustee or family member is not permitted.
3. Purchases made without an authorized purchase order/purchase card are not permitted and will be considered an obligation of the person making the purchase and not an obligation of the Board.
4. Employees and Trustees shall not use their authority, influence or office for personal gain or to advance the interest of any particular party and shall seek to uphold and enhance the integrity of all Board business operations.
5. In accordance with the Education Act, no teacher, supervisory officer or other employee of the Board may promote or sell goods or services for compensation to any board, provincial school or teachers' college, or pupil enrolled therein except as permitted by the Act.
6. All goods and services are to be acquired through a publicly advertised competitive bidding process whenever possible in order to obtain maximum value from the expenditure of public funds.
7. Any arrangements which might prevent fair competition shall be avoided, in order to ensure open competition among qualified bidders.
8. Lobbying during a competitive procurement call is prohibited. Communication with anyone other than the official point of contact from the time of issuance, up to and including the time of award, is strictly prohibited.
9. A vendor/proponent who violates the lobbying prohibition will be subject to disqualification from the current, and may be disqualified from ~~or~~ future procurements for a period of up to 5 years, at the Board's discretion

10. Awards will be given to the lowest bidder except where the best interests of the Board are served by accepting other than the lowest price.
11. Where an emergency situation exists, the approval requirements of the Purchasing Policy shall not apply, and administration shall take immediate necessary remedial action.
12. Where feasible, the Board may participate in cooperative purchasing with other school boards and public agencies.
13. Contracts for all goods and services will be limited up to a maximum term of five years, unless otherwise identified by staff and approved by the Board of Trustees, and renewals will be subject to a public competitive bidding process whenever possible.
14. Contracts or purchases shall not be divided to avoid the requirements of this policy, its regulations or procedures and the annual or total project costs shall be considered.
15. Use of a sole or single source for an expenditure greater than \$10,000.00 will require completion of a Limited Tendering Justification (Sole Source Declaration Form).
16. The Director of Education shall be responsible for the approval of all procurement awards except as noted in this policy and will provide trustees with a list of procurement awards on a regular basis.
17. Procurement Services Department shall be responsible for operating a centralized purchasing system for tenders, contracts and purchases and have general oversight of the procurement process and procedures.
18. In accordance with the Broader Public Sector (BPS) Procurement Directives, employees and Trustees involved in the procurement process are subject to a Supply Chain Code of Ethics which requires:
 - Personal Integrity and Professionalism;
 - Accountability and Transparency and;
 - Compliance and Continuous Improvement.
19. Consulting services which are intended to provide expert or strategic advice for purposes of consideration and decision making, must be acquired through a competitive process regardless of dollar value.

20. The Senior Manager - Purchasing and/or Head of Procurement Services, or as otherwise delegated by the Director of Education, will review tenders, proposals and quotations before issue.
21. Consistent with its Catholic Values and fundamental commitment to social justice and human rights, the Board shall take all reasonable measures to ensure that goods are acquired from suppliers who produce under just, safe and fair working conditions in accordance with the Labour Standards of the International Labour Organization (ILO).
 - a) Where a supplier is deemed to be non-compliant with the requirements and expectations of the ILO Labour Standards, the Board reserves the right to terminate the contractual relationship, without notice or penalty, at its sole and absolute discretion.
22. Where feasible and in compliance with Building Ontario Businesses Initiative Act (BOBiA Broader Public Sector (BPS) entities must source goods and services from Ontario businesses that fall below domestic trade agreement thresholds. When exceeding these domestic thresholds but remaining below international levels, Canadian businesses should be the primary suppliers.
23. TCDSB must include accessibility criteria where possible, in their processes for buying and acquiring goods, services and facilities. This means considering accessibility, along with other criteria like the quality and cost of the items as well as incorporating accessible design and features where possible.

Cross References:

Legislation

- Accessibility for Ontarians with Disabilities Act, 2005 (AODA)
- Bill S-211, Fighting Against Forced Labour and Child Labour in Supply Chains Act
- Broader Public Sector Accountability Act, 2010, S.O. 2010, c. 25 - Bill 122
- Building Ontario Businesses Initiative Act (BOBiA – Schedule 2 of Bill 84

TCDSB Policy/Procedure

- Acceptance of Hospitality or Gifts
- Conflict of Interest: Trustees
- Conflict of Interest: Employees
- Credit and Purchase Cards

- Sweatshop-Free Purchasing Policy

Other

- Broader Public Sector Procurement Directive (2024)
- Canadian Free Trade Agreement (CFTA)
- Canadian-European Union Comprehensive Economic and Trade Agreement (CETA)
- International Labour Organization (ILO) – Labour Standards
- The Ontario-Quebec Trade and Cooperation Agreement (OQTCA)
- World Trade Organization Government Procurement Agreement (WTO-GPA)

Definitions:

Continuous Improvement means an ongoing process for individuals involved in supply chain policies and practices to improve their supply chain knowledge and skill levels, and to share leading practices.

Cooperative Purchasing means the participation of two or more public agencies, in a request for quotation, tender or proposal.

Emergency Situation may include but is not limited to situations where a risk to health and / or safety of students, staff, parents, volunteers or in a situation where a risk exists of imminent damage to any of the TCDSB properties or facilities.

Procurement means the combined functions of purchasing, contract administration and disposal of surplus equipment and supplies.

Single Source means the selection of a vendor to provide goods or services without utilizing a competitive process where there is more than one vendor capable of supplying the goods or services.

Sole Source means a vendor who due to patent, copyright or proprietary rights limits availability of a good or service.

Supervisory Personnel means one who is in charge of a particular department, school or unit and responsible for directing staff behavior.

Supply Chain Code of Ethics sets out the basic principles of conduct and defines acceptable behaviours for individuals involved with Supply Chain Activities.

Evaluation and Metrics:

1. The policy will be reviewed every five years
2. 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.

GOVERNANCE AND POLICY COMMITTEE

PENDING LIST TO FEBRUARY 4, 2025

#	Date Requested & Committee/Board	Report Due Date	Destination of Report Committee/Board	Subject	Delegated To
1.	Jan-2019 Governance and Policy	2025	Governance and Policy	<p>That all existing and new policies be reviewed to reflect the Ontario Human Rights Commission (OHRC) Accessible Education for Students with Disabilities Policy Document and that once completed, that they be brought back to GAP Committee; and</p> <p>That staff develop a policy reflective of the OHRC Accessible Education for Students with Disabilities Policy Document (SEAC Minutes, 2018-09-19, Item 9g) Ontario Human Rights Commission (OHRC) Policy Document Article on Special Education Inclusion)</p>	Superintendent Fernandes/EGC Ceddia
2.	August 2020 Regular Board	Under review at By Law Review Ad Hoc Committee	Governance and Policy	That the draft documents in Appendix A and Appendix B of the report be referred to the Governance Committee and Policy Committee and the By Law Review Ad Hoc Committee for their consideration (Revision of Toronto Catholic District School Board (TCDSB) By Law #175 to Include the Authority of the Integrity Commissioner in the Governance Model)	EGC Ceddia
3.	June 2021 Corporate Services	February 2025	Governance and Policy	<p>WHEREAS: Notices of motions/motions and amendments are used to bring proposals for consideration by Trustees;</p> <p>WHEREAS: Notices of motions/motions and</p>	EGC Ceddia

			<p>amendments are submitted in writing;</p> <p>WHEREAS: Preamble clauses are whereas explanatory notes that precede the be it resolved clauses;</p> <p>WHEREAS: Using a preamble or whereas explanatory notes gives the mover to list the reasons for the resolution;</p> <p>WHEREAS: Preamble clauses (whereas) should support the resolved statement(s);</p> <p>WHEREAS: Comments made in the preamble should be factual and verifiable;</p> <p>WHEREAS: Preambles must be as specific as possible about the issue and demonstrate the relevance of the resolution;</p> <p>WHEREAS: Commentary in the whereas paragraphs exemplify why action should be taken;</p> <p>WHEREAS: The TCDSB recently adopted a revised Trustee Code of Conduct that states in part:</p> <p>Trustees have a duty to treat members of the public, one another and staff appropriately and without abuse, bullying or intimidation;</p> <p>WHEREAS: Trustees should be committed to performing their functions with integrity,</p>	
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			<p>impartiality and transparency;</p> <p>WHEREAS: Trustees shall be respectful of the role of staff to advise based on political neutrality and objectivity and without undue influence from any individual Trustee or faction of the Board;</p> <p>WHEREAS: Trustees as leaders of the community, are held to a higher standard of behaviour and conduct;</p> <p>WHEREAS: Trustees shall not maliciously or falsely impugn or injure the professional or ethical reputation or the prospects or practice of staff, and all Trustees shall show respect for the professional capacities of the staff of the Board;</p> <p>WHEREAS: Trustees share a common basis and understanding for acceptable conduct of Trustees, in concert with and beyond the minimum standards of behaviour set out in the existing legislative framework;</p> <p>WHEREAS: Negative preambles should be avoided;</p> <p>WHEREAS: Members are not endorsing whereas comments when voting for a resolution; and</p> <p>WHEREAS: Negative motions or resolutions should not be considered.</p>	
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4.				<p>THEREFORE BE IT RESOLVED THAT: Trustees in presenting notices of motions, motions and amendments adopt the following principles effective immediately:</p> <p>a) preambles will be factual and verifiable;</p> <p>b) preambles will be as issue specific as possible;</p> <p>c) negative preambles to notices of motions, amendments and resolutions will be avoided;</p> <p>d) resolutions and preambles to notices of motions/motions or amendments will not maliciously or falsely impugn the professional or ethical reputation of staff or trustees; and</p> <p>e) resolutions and preambles to notices of motions/motions or amendments will respect the professional Board staff and trustees</p> <p>FURTHER BE IT RESOLVED THAT: The aforementioned be referred to the Governance and Policy Committee and to staff for necessary amendments to the present policies. (Consideration of Motion from Trustee Rizzo regarding Notice of Motions)</p>	
	June 2021 Regular Board	Connected to 5 & 7 – April 2025	Governance and Policy	<p>That the revised Terms of Reference for the 2SLGBTQ+ Advisory Committee (Appendix A of the report) be approved.</p> <p>Staff was directed to refer the matter of having consistency with respect of determining Terms of</p>	ECG Ceddia

5.				Reference before approval of Committee membership and meetings to the Governance and Policy Committee (Approval of 2SLGBTQ+ Advisory Committee Terms of Reference)	
	December 2021 Governance and Policy	Connected to 4 & 7 – April 2025	Governance and Policy	That the Update to Operational Procedures on Selection Process for Community and Parent/Guardian Membership on Advisory/Ad Hoc Committees be referred back to staff to incorporate all the amendments and to provide a comprehensive policy on recruitment processes for all types of Board Committees involving community members including Advisory, Ad hoc and Statutory Committees (Update to Operational Procedures on Selection Process for Community and Parent/Guardian Membership on Advisory / Ad Hoc Committees)	EGC Ceddia
	October 2022 Governance and Policy	2025	Governance and Policy	That this Item be referred to the Sweatshop Free Committee for any input by February 2023. (Sweatshop Free Purchasing Policy F.P. 04 (Rescind)).	Superintendent Putnam
7.	February 2024 Regular Board	Connected to 4 & 5 – April 2025	Governance and Policy	Whereas: The Race Relations Committee was the earliest advisory Committee created more than two decades ago at the Toronto Catholic District School Board (TCDSB); Whereas: The Race Relations Committee was the foundation upon which all the TCDSB Advisory Committees have been built; Whereas: The Race Relations Committee is like the trunk of the tree from which all the Advisory Committees have grown and developed over time	EGC Ceddia

			<p>like branches on a tree;</p> <p>Whereas: TCDSB can be proud of the work each of the Advisory Committees perform;</p> <p>Whereas: In the context of our Catholic values, racism violates the fundamental dignity of the human person who is made in the image and likeness of God;</p> <p>Whereas: TCDSB has a Department devoted to Indigenous Education and Equity; adopted an Equity Plan and has several Advisory Committee representing Indigenous, African Canadian, 2SLGBTQ+, Filipino, Ukrainian and Spanish;</p> <p>Whereas: The Equity Action Plan (2023-2026) focuses on Indigenous Education, Anti-Black Racism and Support for LGBTQ+ community;</p> <p>Whereas: Duplication and limited resources should be averted;</p> <p>Whereas: The structure of the Advisory Committee engages members to share their lived experiences in order to inform system wide documents and strategies;</p> <p>Whereas: Black History Month is celebrated February 1st to 29th and honours the legacy of Black people in Canada and in our school communities; and</p>	
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			<p>Whereas: TCDSB has made significant strides in improving racial injustice it has not resulted in the eradication of either individual, or systemic racism. Some progress is not absolute progress.</p> <ol style="list-style-type: none"> 1. Be It Resolved That: The TCDSB continue to adopt a Zero-Tolerance Attitude Towards Racism and ensure everyone learns the Catholic language of inclusion; 2. Be It Further Resolved That: The Governance and Policy Committee review all Advisory Committees to address issues identified in this motion; 3. Be It Resolved That: The existing Advisory Committees should independently and regularly report to the Board so that trustees can develop policies needed to address all forms of systemic equity issues; 4. Be It Further Resolved That: The Special Board Advisory Committee on Race Relations be discontinued at this time in this form; 5. Further Be It Resolved That: The members of the Special Board Advisory Committee on Race Relations be thanked for their contribution and service to the TCDSB; and 6. Further Be It Resolved That: Special thanks be extended to the Trustees, community members and Staff of the Special Board Advisory 	
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8.				Committee on Race Relations for their passion and leadership on this file (Special Board Advisory Committee on Race Relations)	
	November 2024 Governance and Policy	2025	Governance and Policy	That the Eligible Complainant Protocol be referred to Staff for review in order to determine a process that will allow the Board to deal with it (Trustee Code of Conduct and Trustee Honorarium)	CCO Vlahos
9.	December 2024 Regular Board Meeting	March 2025	Governance and Policy	<p>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;</p> <p>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;</p> <p>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);</p> <p>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;</p> <p>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</p>	CCO Vlahos

			<p>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;</p> <p>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. (That this item be referred to the Governance and Policy Committee for consideration)</p>	
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The Toronto Catholic District School Board: Governance and Policy Priority List 2024-25

GAP Date	Policy or Procedure	Workplan	New/Revised Policy
September 3, 2024	Catholicity and School Support		✓
	Chaplaincy Program Policy		
	Good Neighbour		✓
	Guidelines For Trustees, Parents and Staff in Addressing School Related Concerns		✓
	Proposed School Events Policy Blessing and Official Opening of Schools School Events Communications and Invitee Protocols Year-End Celebrations for Kindergarten Children		✓
	Proposed Respectful Workplace policy Harassment and Discrimination Conflict Resolution Complaint Against a Staff Member Workplace Violence Occupational Health and Safety	✓	

GAP Date	Policy or Procedure	Workplan	New/Revised Policy	Considerations
October 1, 2024	Chaplaincy Program Policy		✓	
	Student/School Related Concerns (Guidelines For Trustees, Parents and Staff in Addressing School Related Concerns)		✓	
	Combined (Split) Grade Classes for Elementary Schools Concussion Policy Cursive Writing Elementary French Programming School Excursions Student and Program Assessment Physical Activities Within the Physical and Health Education Programs	✓		
November 6, 2024	Trustees Code of Conduct Appendix A - TCDSB Code of Conduct Complaint Protocol Appendix B - Commentary on Trustee Code of Conduct Appendix C - Guide to Trustee Code of Conduct: Procedure for Complaints Trustee Honorarium		✓	
	COVID-19 Immunization Disclosure			
December 3, 2024				
January 7, 2025	Concussion Policy		✓	
	School Excursions		✓	

GAP Date	Policy or Procedure	Workplan	New/Revised Policy	Considerations
	Occupational Health and Safety		✓	
	Workplace Violence		✓	
	Proposed Respectful Workplace policy Harassment and Discrimination Conflict Resolution Complaint Against a Staff Member		✓	
February 4, 2025	Disposal of Surplus or Obsolete Furniture Fixtures and Equipment Food and Beverage Sold in Schools Cafeterias - Secondary Schools Credit and Purchase Cards Purchasing Policy		✓	
	Attendance Support Program Policy	✓		
	Notice of Motion			
March 4, 2025	Guide Dogs/Service Dogs, and Service Animals for Students Mental Health and Well Being Prevalent Medical Conditions Special Education Programs and Services	✓		
	Delegations and Public Participation Elementary School Attendance Boundary Review Policy			
	Performance Appraisal: Director of Education		✓	

GAP Date	Policy or Procedure	Workplan	New/Revised Policy	Considerations
April 5, 2025	Cursive Writing		✓	
	Combined (Split) Grade Classes for Elementary Schools		✓	
	Elementary French Programming		✓	
	Physical Activities Within the Physical and Health Education Programs		✓	
	Student and Program Assessment		✓	
	Advisory Committees			
May 6, 2025	Electronic Participation in Meetings of the Board, Committees of the Board, and the Committee of the Whole Board		✓	
	Acceptance of Hospitality or Gifts Awards, Funds and Scholarships Employee Expenses Effective Financial Management and Control of Operations Sweatshop-Free Purchasing Policy Credit Union			
June 3, 2025	Guide Dogs/Service Dogs, and Service Animals for Students		✓	
	Mental Health and Well Being		✓	

GAP Date	Policy or Procedure	Workplan	New/Revised Policy	Considerations
	Prevalent Medical Conditions		✓	
	Special Education Programs and Services		✓	
	Attendance Support Program Policy		✓	
September 2025	Access to Students in Schools Dress Code for Pupils Fresh Start Victim's Rights Duty to Report, Duty to Support Opening and Closing Exercises Student Councils Suspension and Expulsion Policy	✓		
October 2025	Program Transportation Transportation Driver Education Programs Placement of Pupils	✓		
November 2025	Prayer in Schools Religious Accommodation Catholic Equity and Inclusive Education Policy Charter of Rights of the Family Student Pregnancy	✓		
December 2025				

GAP Date	Policy or Procedure	Workplan	New/Revised Policy	Considerations
January 2026				
February 2026				
March 2026				
April 2026				
May 2026				
June 2026				