

# TORONTO CATHOLIC DISTRICT SCHOOL BOARD REGULAR MEETING

## PUBLIC SESSION

### AGENDA

AUGUST 25, 2016

**Angela Kennedy, Chair**  
Trustee Ward 11

**Frank D'Amico, Vice Chair**  
Trustee Ward 6

**Ann Andrachuk**  
Trustee Ward 2

**Patricia Bottoni**  
Trustee Ward 4

**Nancy Crawford**  
Trustee Ward 12

**Jo-Ann Davis**  
Trustee Ward 9

**Rhea Carlisle**  
Student Trustee

**Michael Del Grande**  
Trustee Ward 7

**Joseph Martino**  
Trustee Ward 1

**Sal Piccininni**  
Trustee Ward 3

**Barbara Poplawski**  
Trustee Ward 10

**Maria Rizzo**  
Trustee Ward 5

**Garry Tanuan**  
Trustee Ward 8

**Karina Dubrovskaya**  
Student Trustee



### **MISSION**

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

### **VISION**

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

Recording Secretary: Lalita Fernandes 416-222-8282 Extension 2293  
Asst. Recording Secretary: Sophia Harris 416-222-8282 Extension 2298

**Angela Gauthier**  
Director of Education

**Angela Kennedy**  
Chair of the Board



### **OUR MISSION**

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

### **OUR VISION**

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



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

**Angela Kennedy, Chair**

**Frank D'Amico, Vice-Chair**

Thursday, August 25, 2016

7:00 P.M.

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Pages

1. Call to Order
2. Memorials and Opening Prayer
3. Singing of O Canada A Capella
4. Roll Call & Apologies
5. Oath of Office - Student Trustee, Rhea Carlisle
6. Approval of the Agenda
7. Reports from Private Session
8. Notices of Motions
9. Declarations of Interest
10. Approval and Signing of Minutes of the Previous Meetings 1 - 45
  - 10.a Special Board - May 26, 2016
  - 10.b Special Board - June 2, 2016 (Student Achievement)
  - 10.c Special Board - June 6, 2016 (Corporate Services)

10.d	Regular Board June 9, 2016	
10.e	Special Board June 27, 2016	
11.	Presentations	
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13.	Consideration of Motions for which previous notice has been given	
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15.	Matters recommended by Statutory Committees of the Board	
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17.	Reports of Officials for the Information of the Board of Trustees	
17.a	Report regarding Expansion of HPV Vaccination Program	49 - 64
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18.	Reports of Officials Requiring Action of the Board of Trustees	
18.a	Report Of the Governance and Policy Committee On Update To Fresh Start Policy (S.S.12)	105 - 117
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18.c	Report of the Governance and Policy Committee on Update to Delegations Policy (T.14)	130 - 141
18.d	Report of the Governance and Policy Committee on Update to Harassment and Discrimination Policy (H.M.14) and Respectful Workplace Program	142 - 182
18.e	Report regarding EDC Borrowing By-Law #188	183 - 187
18.f	Verbal Report regarding the Director's Performance	
19.	Listing of Communications	
20.	Inquiries and Miscellaneous	
21.	Updating of Pending Items List	188 - 197
22.	Closing Prayer	
23.	Adjournment	

**MINUTES OF THE SPECIAL BOARD MEETING**  
**OF THE**  
**TORONTO CATHOLIC DISTRICT SCHOOL BOARD**  
**HELD MAY 26, 2016**  
**PUBLIC SESSION**

**PRESENT:**

Trustees F. D’Amico, Chair  
A. Kennedy  
A. Andrachuk  
P. Bottoni - teleconference  
N. Crawford  
J.A. Davis  
S. Piccininni  
B. Poplawski  
M. Rizzo

A. Gauthier  
G. Poole  
A. Sangiorgio  
C. Jackson  
P. Matthews  
R. McGuckin  
P. De Cock  
G. Grant  
J. Shain  
C. Fernandes  
L. DiMarco  
K. Malcolm  
N. D’Avella

D. Yack

G. Iuliano Marrello  
 M. Puccetti  
 M. Silva  
 V. Burzotta  
 D. Koenig  
 A. Della-Mora  
 J. Yan

A. Robertson, Parliamentarian  
 S. Harris, Assistant Recording Secretary

Apologies were received from Trustees Michael Del Grande, Joseph Martino and Gary Tanuan, and Student Trustees Allison Gacad and Karina Dubrovskaya who were unable to attend the meeting.

MOVED by Trustee Andrachuck, seconded by Trustee Piccinni, that the agenda be reopened to include delegation from Orest Sklierenko, representative of the Ukrainian Canadian Congress, Toronto, regarding the history of Eastern Rite Schools and the impact of the proposed transportation budget cuts.

On the vote being taken, as follows:

**In favour**

**Opposed**

Trustees	D'Amico Andrachuk Bottoni Crawford Davis Piccininni Poplawski Rizzo
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The motion was declared

**CARRIED**

MOVED by Trustee Crawford, seconded by Trustee Davis, that the Agenda, as amended, be approved.

On the vote being taken, as follows:

**In favour**

**Opposed**

Trustees     D'Amico  
                  Andrachuk  
                  Bottoni  
                  Crawford  
                  Davis  
                  Piccinnini  
                  Poplawski  
                  Rizzo

The Agenda, as Amended, was declared

CARRIED

Trustee Kennedy declared an interest in items 8a) and 10a) as her family members are employees of this Board. Trustee Kennedy indicated that she would neither vote nor participate in the discussion of the items.

MOVED by Trustee Andrachuck, seconded by Trustee Piccinni, that item 8a) be adopted as follows:

- 8a)            Presentation by Orest Skilierento, representative of the Ukrainian Canadian Congress, Toronto, regarding the History of Eastern Rite Schools and the Impact of the Proposed Transportation Budget Cuts - received and referred to staff.**

On the vote being taken, as follows:

**In favour****Opposed**

Trustees     D'Amico  
                  Andrachuk  
                  Bottoni  
                  Crawford  
                  Davis  
                  Piccininni  
                  Poplawski  
                  Rizzo

The Motion was declared

CARRIED

MOVED by Trustee Kennedy, seconded by Trustee Davis, that the meeting be extended by 15 minutes to complete the Agenda item.

On the vote being taken, as follows:

**In favour****Opposed**

Trustees     D'Amico  
                  Andrachuk  
                  Bottoni  
                  Crawford  
                  Davis  
                  Poplawski  
                  Rizzo

Trustee Piccininni

The Motion was declared

CARRIED

MOVED by Trustee Davis, seconded by Trustee Kennedy, that the meeting be extended by a further 15 minutes to complete the Agenda item.

On the vote being **taken, as follows:**

**In favour**

Trustees     D'Amico  
                  Andrachuk  
                  Bottoni  
                  Crawford  
                  Davis  
                  Poplawski  
                  Rizzo

**Opposed**

Trustee Piccininni

The Motion was declared

CARRIED

MOVED by Trustee Poplawski, seconded by Trustee Davis, that By-Law No. 12.6.1 be suspended for the purpose of this meeting.

On the vote being taken, as follows:

**In favour**

Trustees     D'Amico  
                  Andrachuk  
                  Bottoni  
                  Crawford  
                  Davis  
                  Poplawski  
                  Rizzo

**Opposed**

Trustee Piccininni

The Motion was declared

CARRIED

The Chair declared a 10-minute recess.

The meeting continued with Trustee D'Amico in the Chair.

MOVED by Trustee Kennedy, seconded by Trustee Davis, that the meeting be extended for a further 15 minutes to complete the Agenda item.

On the vote being taken, as follows:

**In favour**

Trustees     D'Amico  
                  Andrachuk  
                  Bottoni  
                  Crawford  
                  Davis  
                  Poplawski  
                  Rizzo

**Opposed**

Trustee Piccininni

The Motion was declared

CARRIED

MOVED by Trustee Davis, seconded by Trustee Kennedy, that the meeting be extended by a further 15 minutes to complete the Agenda item.

On the vote being taken, as follows:

**In favour**

Trustees     D'Amico  
                  Andrachuk  
                  Bottoni  
                  Crawford  
                  Davis  
                  Poplawski  
                  Rizzo

**Opposed**

Trustee. Piccininni

The Motion was declared

CARRIED

MOVED by Trustee Davis, seconded by Trustee Kennedy, that the meeting be extended by a further 15 minutes to complete the Agenda item.

On the vote being taken, as follows:



**In favour**

Trustees     D'Amico  
                  Andrachuk  
                  Bottoni  
                  Crawford  
                  Davis  
                  Poplawski  
                  Rizzo

**Opposed**

Trustee Piccininni

The Motion was declared

CARRIED

MOVED by Trustee Crawford, seconded by Trustee Poplawski, that the meeting be extended by a further 15 minutes to complete the Agenda item.

On the vote being taken, as follows:

**In favour**

Trustees     D'Amico  
                  Andrachuk  
                  Bottoni  
                  Crawford  
                  Davis  
                  Poplawski  
                  Rizzo

**Opposed**

Trustee Piccininni

The Motion was declared

CARRIED

MOVED by Trustee Kennedy, seconded by Trustee Davis, that the meeting be extended by a further 15 minutes to complete the Agenda item.

On the vote being taken, as follows:

**In favour**

Trustees     D’Amico  
                  Andrachuk  
                  Bottoni - teleconference  
                  Crawford  
                  Davis  
                  Poplawski  
                  Rizzo

**Opposed**

Trustee Piccininni

The Motion was declared

CARRIED

MOVED by Trustee Rizzo, seconded by Trustee Andrachuk that item 10a) be adopted as follows:

**10a) 2016-2017 Budget Estimates – received**

MOVED IN AMENDMENT by Trustee Andrachuk, seconded by Trustee Davis, that item 10a) be adopted as follows:

THAT the reductions to Eastern Rite Realignment & Transportation for a total amount of \$403,664 be removed. Since the implementation of the boundary realignment for the Eastern Rite Schools, there has been a reduction of two buses and a savings of approximately \$200,000. Discussions will take place with the community in order to expedite and accelerate the realignment of students within the newly-created boundaries which will realize savings in the budget of \$201,832.

The Chair declared a 10-minute recess.

The meeting continued with Trustee D’Amico in the Chair.

MOVED by Trustee Crawford, seconded by Trustee Andrachuk, that the meeting be extended by a further 15 minutes to complete the Agenda item.

On the vote being taken, as follows:

**In favour**

Trustees     F. D’Amico  
                   A. Andrachuk  
                   N. Crawford  
                   P. Bottoni

**Opposed**

S. Piccininni  
 J. Davis  
 B. Poplawski  
 M.Rizzo

The Motion was declared

LOST

The Motion by Trustee Rizzo, seconded by Trustee Andrachuk regarding item 10a) will be placed on the Order Paper of the appropriate Committee.

MOVED by Trustee Andrachuk, seconded by Trustee Piccinni, that the meeting adjourn.

CARRIED

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SECRETARY

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CHAIR

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

**HELD THURSDAY, JUNE 2, 2016**

**STUDENT ACHIEVEMENT**

**PRESENT:**

F. D'Amico, Acting Chair  
J.A. Davis  
A. Andrachuk  
P. Bottoni  
N. Crawford  
J. Martino  
M. Rizzo  
G. Tanuan

A. Gauthier  
G. Poole  
A. Sangiorgio  
P. Matthews  
R. McGuckin  
J. Yan

A. Robertson, Parliamentarian  
L. Fernandes, Recording Secretary  
S. Harris, Assistant Recording Secretary

The items dealt with at the Student Achievement and Well Being, Catholic Education and Human Resources Committee Meeting in PUBLIC SESSION were deemed presented.

MOVED by Trustee Crawford, seconded by Trustee D'Amico, that the matters dealt with in PUBLIC SESSION be approved.

On the vote being taken, as follows:

**In favour**

**Opposed**

Trustees Andrachuk  
 Rizzo  
 Crawford  
 Davis  
 Tanuan  
 Bottoni  
 Rizzo

The Motion was declared

CARRIED

**MATTERS AS CAPTURED IN THE ABOVE MOTION**

**Minutes of the Regular Meeting held May 5, 2016 for PUBLIC SESSION - approved.**

**Video presentation on the Mini Olympics - approved.**

**Year-end report from OAPCE - received.**

**Presentation by Vance Cassie (St Demetrius School, CSPC Chair) regarding proposed bus cuts to Eastern Rite schools - received.**

**Presentation by Lesia Waschuk (JCS School) regarding proposed bus cuts to Eastern Rite schools - received.**

**Presentation by Kateryna Yason (St Josaphat School) regarding proposed bus cuts to Eastern Rite schools - received.**

**Presentation by Rev. Oleg Kachur (St Nicholas Church) regarding proposed bus cuts to Eastern Rite schools - received.**

**Presentation by Anna DiCredico-Moya, current Chair of Madonna High School Parent Council, regarding the need for a 2<sup>nd</sup> Vice Principal at the school** - received and referred to staff

1. To look into the policy around allocating a second Vice Principal across the system and the criteria
2. To look at those schools who currently have a 2<sup>nd</sup> Vice Principal and the enrolment in those schools.

**Presentation by Sera Rossi, representing Missionaries of the Poor**, regarding pre-recorded presentation of Father Brian and Father Ho Lung be received and referred to staff to explore deepening of the relationship with the Missionaries of the Poor.

**Presentation by the Teacher and Students of Mary Ward Catholic Secondary School regarding the use of Apple Ipad for Math at the school** - received.

**Presentation by Linda Ward, representing Parish, St. Brigid's and Special Olympics Ontario, regarding About: It's Cool to Have an Accent** - received and referred to staff.

**Minutes of the Regular Meeting held May 5, 2016 for Public Session** - approved.

**2016-2017 Budget Estimates that the following Classroom Expenditure Reductions be approved as amended for a total of \$8,839,000:**

1.	5 <sup>th</sup> Block Program Teachers	21	\$2,100,000
2.	Secondary Schools Student	10	\$ 219,000
3.	Child Youth Workers	5	\$ 300,000
4.	Special Education- EAs	56	\$2,800,000
5.	Increased Efficiency In Special Education	13	\$1,300,000
6.	Increased Efficiency in Plann.&Evaluation Time in Elementary Schools	2	\$ 200,000
7.	Elementary Vice Principals	6	\$ 600,000
8.	Budget for Contracted Support Workers		\$ 200,000
9.	Consolidation (SSC& St. Luke)	5.5	\$ 520,000
		Total	\$ 8,239,000

**Part 2 Recommendation #1 of Revenue Generating Opportunities that After Hours Community Parking Initiative for a total of \$1,100,000 - approved.**

**Part 3 Recommendation #1 Revenue Generating Opportunities that Permit Revenues be increased by \$500,000 - approved.**

**Recommendation #1 Revenue Generating Opportunities for a total of \$1,600,000**

**Administration and Non-Classroom Expenditure Reductions in Recommendation #3**

**Item 5 for Transportation efficiencies,**

1. that we reduce Transportation efficiencies by \$400,000 and cancel the proposed cutting of Transportation to Eastern Rite schools for a total savings of \$2,450,000
2. That staff come back to Corporate Services meeting on Monday, June 6, 2016 with a communication plan around cuts to Transportation.
3. That the following Administration and Non-Classroom Expenditure Reductions be approved:

Item #1 Increased Board Administration Efficiencies	\$200,000
Item #2 Central Office efficiencies	\$650,000
Item #3 Energy Management efficiencies	\$300,000
Item #4 School Cleaning efficiencies	\$450,000
Item #6 School Maintenance efficiencies	\$550,000

That legal fees be capped at \$600,000 and cost of transcript fees be increased to \$25 and \$10 for photocopying of transcripts

That an additional \$2 million be achieved through in-year efficiencies not to impact students in the classroom

That, as the Board of Trustees needs comprehensive information and in depth analysis in order to decide on important budget reduction strategies for the 2017-2018 and the 2018-2019 budget years, the following studies are requested:

1. Transportation:
  - a) the potential impact on enrolment of increasing the kilometer distance criteria from 1.5 to 1.6 (to be the same as the Toronto District School Board's). Suggested report due date: January 2017 Corporate Services.
  - b) the possibility of eliminating busing for all students for ten days of the school year. Suggested report due date: January 2017 Corporate Services.
  - c) That staff investigate the feasibility for arranging for parents to purchase transportation directly from a third party.
2. Review Educational Assistant efficiencies Board wide in both elementary and secondary. Suggested report due date: February 2017 Student Achievement.
3. Review the Curriculum and Human Resources department for possible efficiencies that includes an understanding of the major work of, and the impact to students if cuts were to be made. Suggested report due date: April 2017.
4. The results of the data being tracked and monitored since September 2016, which informs us of the system and student impacts on those areas where Trustees have approved cuts for 2016 - 2017. Suggested report due date: March 2017.

Staff were directed to:

1. Provide a report to further reduce replacement and overtime costs and report back to Board prior to the budget 2016-2017



2. Provide a report on the costs for materials and how it can be reduced by department in the future and that this report be provided in advance of setting the budget for future years
3. Provide a report to investigate ways to decrease costs for consultants and architectural firms. (The cost is included in capital or renewal projects and funded by the Ministry. Costs saved will be used to offset costs of air conditioning, green roofs, gyms etc.
4. That the cost of furniture and equipment be listed as a line item in the budget in future years. Furthermore, the budget should be separated for school versus non school furniture.

Staff were also directed to look at food and beverages as part of in-year efficiencies

MOVED by Trustee Crawford, seconded by Trustee Davis, that the items dealt with in PRIVATE SESSION regarding Extension of Associate Director's contract and the Memorandum of Settlement be approved.

**(Private Minutes Distributed  
Under Separate Cover)**

MOVED by Trustee Davis, seconded by Trustee Andrachuk, that the meeting adjourn.

CARRIED

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SECRETARY

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CHAIR

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

**HELD THURSDAY, JUNE 6, 2016**

**Corporate Affairs**

**PRESENT:**

F. D'Amico, Acting Chair  
A. Andrachuk  
P. Bottoni  
N. Crawford  
M. Del Grande  
J.A. Davis  
A. Kennedy  
B. Poplawski – by teleconference  
M. Rizzo  
G. Tanuan – by teleconference

A. Gauthier  
A. Sangiorgio  
G. Poole  
C. Jackson  
P. Matthews  
R. McGuckin  
D. Yack  
P. DeCock  
M. Puccetti  
J. Yan  
M. Silva

A. Robertson, Parliamentarian  
L. Fernandes, Recording Secretary  
S. Harris, Assistant Recording Secretary

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

MOVED by Trustee Bottoni, seconded by Trustee Rizzo, that the items dealt with in PRIVATE SESSION regarding the Acquisition of a Property and an issue regarding Collective Bargaining be approved.

CARRIED

**(Private Session minutes  
Distributed Under separate cover)**

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

CARRIED

MOVED by Trustee Davis, seconded by Trustee Crawford, that all items dealt with in PUBLIC SESSION be approved.

CARRIED

**MATTERS AS CAPTURED IN THE ABOVE MOTION**

**Minutes of the Regular Meeting held May 12, 2016 for Public Session** – approved with an amendment to Page 10, 2<sup>nd</sup> paragraph, to indicate Trustee Del Grande as the seconder to the Amendment to the Amendment.

**St. Simon Catholic School Construction Award (Ward 3)** – referred to the June 9, 2016 Regular Meeting of the Board.

**Initiation of Pupil Accommodation Review (Ward 1)** - referred to the June 9, 2016 Regular Meeting of the Board.

### The Holy Trinity CS Construction Award (Ward 2)

1. That subject to the receipt of the building permit, that the construction contract for The Holy Trinity Catholic School be awarded to Bondfield Construction Ltd. in the amount of \$10,657,800 plus net HST for a total of \$230,208 for a total cost of \$10,888,008, utilizing the CCDC2 (2008) standard construction contract and the project funded as follows:

	<b>Ministry of Education Funds</b>	<b>EDC – 100%</b>	<b>Total</b>
<b>Full Day Kindergarten</b>	<b>\$ 959,851</b>		<b>\$ 959,851</b>
<b>Capital Priorities</b>	<b>\$ 9,292,477</b>		<b>\$ 9,292,477</b>
<b>Capital Land Priorities</b>	<b>\$ 517,846</b>		<b>\$ 517,846</b>
<b>EDC Eligible costs</b>		<b>\$2,317,005</b>	<b>\$ 2,317,005</b>
<b>Total</b>	<b>\$10,770,174</b>	<b>\$2,317,005</b>	<b>\$13,087,179</b>

2. That the revised capital project budget of \$13,087,179 as detailed in Appendix A be approved.

**New School Name for Consolidated St Luke Catholic School and Senhor Santo Cristo Catholic School** that *Pope Francis* be approved as the name for the newly consolidated school for Senhor Santo Cristo and St Luke communities at the St Luke school site.

### Capital Priorities Criteria Update (Wards All)

1. That the following matrix be utilized in identification of capital projects to be submitted to the Ministry of Education by July 15, 2016:

	<b>Criteria</b>	<b>Points</b>
<b>1</b>	<b>Internal Rate of Return/Net Present Value</b>	<b>Tbd**</b>
<b>2</b>	<b>Portable Capacity as a percentage of total capacity</b>	<b>10</b>
<b>3</b>	<b>Portable Capacity as a percentage of total Capacity</b>	<b>20</b>
<b>4</b>	<b>2019-2020 Utilization Rate</b>	<b>8</b>
<b>5</b>	<b>Facility Condition Index</b>	<b>10</b>
<b>6</b>	<b>Lack of Nearby Capacity (For oversubscribed schools, lack of capacity within 2 KM)</b>	<b>10</b>
<b>7</b>	<b>Previous Board Resolution to include project</b>	<b>15</b>
<b>8</b>	<b>Site Size</b>	<b>2</b>

\*\* Awaiting Ministry of Education clarification

2. A further report be submitted to the Board of Trustees at the Board meeting of June 9, 2016 recommending individual capital projects to be submitted to the Ministry of Education by July 15, 2016 for funding consideration.

**2016-2018 School Renewal Program (Wards All)** – that the 2016-2018 School Renewal Program, for a total budget of \$67.3 Million as detailed in Appendix A, B1 and B2 be approved and that all projects on the school renewal plan be incorporated as part of any renovation or new construction.

### **Initiation of Pupil Accommodation Reviews (Wards 7, 11)**

1. That the following school accommodation review be initiated in accordance with Pupil Accommodation Review Policy (S.09):
  - Holy Redeemer, Our Lady of Guadalupe and St. Matthias
2. That St. Timothy be removed from the Holy Redeemer, St. Matthias and Our Lady of Guadalupe group of schools and considered in a future school accommodation review which will be addressed in the next Long Term Accommodation Plan.

## **7Leasing Unit Rates**

1. that the Board approve the leasing rate for 2016 of \$10.50 per square foot for the three outside agencies identified in TCDSB Policy B.R.01, Rental of Surplus School Space, as the Catholic Church, Non-Profit Child Care and Non-Profit Charitable Organizations and that staff be permitted to increase the leasing rate to cover board costs as required on a go forward basis.
2. that the report coming back to Board include a comparison of the new leasing rate model versus the old model.

## **Passive Cooling for Schools Without Air Conditioning (All Wards)**

1. that we consider the strategies outlined in the report and include the following items:
  - a) Increase insulation on all west and south facing walls in our buildings
  - b) Operable windows should have upper operable windows beyond the 100 mm (10 cm) openings
  - c) Install white roofs with solar panels initially to reduce Hydro usage or to run air conditioning
  - d) Investigate green roofs to include native plants or succulents that do not require frequent watering (desert types)
2. that staff begin collection of day-to-day temperature data in order to prioritize the implementation of passive cooling measures in our schools. Priority for data collection and monitoring to be for those schools without air conditioning, air displacement ventilation and a mechanical ventilation system.

**Report regarding School Capacity & Utilization 2016-2016 (Trustees All) - received.**

**Communication Plan to Implement Transportation Service Reductions** that Trustees approve the Action/Communications Plan.

MOVED by Trustee Crawford, seconded by Trustee Andrachuk, that the meeting resolve back into PRIVATE SESSION.

CARRIED

The meeting continued in FULL BOARD with Trustee D'Amico in the Chair.

MOVED by Trustee Rizzo, seconded by Trustee Bottoni, that the item dealt with in PRIVATE SESSION regarding the appointment of the Associate Director of Academic Affairs be approved.

MOVED by Trustee Andrachuk, seconded by Trustee Crawford, that the meeting adjourn.

CARRIED

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S E C R E T A R Y

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C H A I R

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

**HELD JUNE 9, 2016**

**PUBLIC SESSION**

**PRESENT:**

Trustees A. Kennedy, Chair  
F. D'Amico, Vice Chair  
A. Andrachuk  
N. Crawford  
J.A. Davis  
M. Del Grande  
J. Martino  
S. Piccininni  
B. Poplawski  
G. Tanuan  
A. Gacad, Student Trustee  
K. Dubrovskaya, Student Trustee  
  
A. Gauthier  
G. Poole  
A. Sangiorgio  
C. Jackson  
R. McGuckin  
P. De Cock  
D. Koen  
C. Fernandes  
L. DiMarco  
K. Malcolm  
N. D'Avella  
M. Puccetti  
M. Silva  
V. Burzotta



J. Shanahan  
J. Shain  
G. Grant  
J. Yan

A. Robertson, Parliamentarian  
L. Fernandes, Recording Secretary  
S. Harris, Assistant Recording Secretary

An apology was received from Trustee Bottoni who was unable to attend the meeting.

MOVED by Trustee Davis, seconded by Trustee Tanuan, that the agenda, as amended, be approved.

On the vote being taken, as follows:

**In favour**

**Opposed**

Trustees Crawford  
Poplawski  
Davis  
Tanuan  
Del Grande  
Kennedy  
D'Amico  
Piccininni  
Andrachuk  
Martino

The Agenda, as Amended, was declared

CARRIED

Trustee Piccininni declared an interest in item 15a) Report regarding St. Simon CS Construction Award (Ward 3) as his property backs on to the school. Trustee

Piccininni indicated that he would neither vote nor participate in the discussion of the item.

MOVED by Trustee Crawford, seconded by Trustee Davis, that the following Minutes of the Meetings be approved:

**9a) Special Board (Student Achievement and Well Being ) – May 5, 2016**

**9b) Special Board (Corporate Services) – May 12, 2016**

**9c) Regular Board – May 19, 2016**

On the vote being taken, as follows:

**In favour**

**Opposed**

Trustees Andrachuk

Rizzo

D'Amico

Kennedy

Del Grande

Tanuan

Davis

Crawford

Poplawski

Martino

Piccininni

The Motion was declared

CARRIED

MOVED by Trustee Andrachuk, seconded by Trustee Davis, that items 10a) and 10b) be adopted as follows:

**10a) Monthly Report from the Chair of the Board – received.**

&

**10b) Monthly Report from the Director of Education– received.**

On the vote being taken, as follows:

**In favour**

**Opposed**

Trustees Andrachuk  
 Bottoni  
 Rizzo  
 D'Amico  
 Kennedy  
 Del Grande  
 Tanuan  
 Davis  
 Crawford  
 Poplawski  
 Martino  
 Piccininni

The Motion was declared

CARRIED

MOVED by Trustee Crawford, seconded by Trustee Poplawski, that item 10c) be adopted as follows:

**10c) Monthly Report from Student Trustee(s) – received.**

On the vote being taken, as follows:

**In favour**

**Opposed**

Trustees Andrachuk  
 Rizzo  
 D'Amico  
 Kennedy  
 Del Grande  
 Tanuan  
 Davis  
 Crawford

Poplawski  
Martino  
Piccininni

The Motion was declared

CARRIED

MOVED by Trustee Crawford, seconded by Trustee Davis, that the agenda be reopened and that the presentation by Vince Burzotta, Superintendent of Education, regarding Student Alternative Learning follow the CPIC presentation to be then followed by the Verbal Presentation regarding OCSTA.

CARRIED

On the vote being taken, the Agenda, as Amended, was declared

CARRIED

Geoff Feldman, representing CPIC, made a presentation to the Board regarding CPIC Updates.

MOVED by Trustee Tanuan, seconded by Trustee Martino, that the presentation by Geoff Feldman, representing CPIC, regarding CPIC Updates be received and

1. that the following two CPIC recommendations be referred to staff:
  - a) CPIC visibility motion
  - b) CPIC email to be fully implemented in all schools
2. that staff follow-up to see if there is any affiliation with OAPCE and report back.

On the vote being taken, as follows:

**In favour**

**Opposed**

Trustees Andrachuk  
 Rizzo  
 D'Amico  
 Kennedy  
 Del Grande  
 Tanuan  
 Davis  
 Crawford  
 Poplawski  
 Martino  
 Piccininni

The Motion was declared

**CARRIED**

Vince Burzotta, Superintendent of Education, made a presentation to the Board regarding Student Alternative Learning

MOVED by Trustee Davis, seconded by Trustee Tanuan, that the presentation by Vince Burzotta, Superintendent of Education regarding Student Alternative Learning be received and referred to staff to come back with a business case model for expanding the SAL program.

On the vote being taken, as follows:

**In favour**

**Opposed**

Trustees Andrachuk	Trustee Piccininni
Rizzo	
D'Amico	
Kennedy	
Del Grande	
Tanuan	
Davis	
Crawford	
Poplawski	
Martino	

The Motion was declared

CARRIED

MOVED by Trustee Crawford, seconded by Trustee Andrachuk, that the meeting resolve into PRIVATE SESSION.

CARRIED

The meeting continued in PUBLIC SESSION with Trustee Kennedy in the Chair.

Trustee Piccininni left the meeting.

MOVED by Trustee Del Grande, seconded by Trustee Andrachuk, that item 15a) be adopted as follows:

**15a) St Simon CS Construction Award (Ward 3)**

1. Subject to the approval of the Ministry of Education for additional funding for unique site costs and Toronto Green Standards and the receipt of the building permit, that the construction contract for the replacement school of St. Simon Catholic School be awarded to Everstrong Constructions Limited for the amount of \$10,221,100 plus net HST of \$220,775.76 for a total cost of \$10,441,875.76 and the project funded as follows:

	<b>Revised Funding</b>	<b>Ministry of Education Funds</b>	<b>EDC 43.6%</b>	<b>Total</b>
Full Day				
Kindergarten	\$	479,025		\$ 479,025
Capital Priorities	\$10,009,735			\$10,009,735
Capital Land				
Priorities	\$	317,420		\$ 317,420
Approved Unique				
Site & TGS	\$	627,214		\$ 627,214
Requested Unique				
Site & TGS	\$	286,305		\$ 286,305
EDC Eligible				
costs (43.6%)			\$728,938	\$ 728,938
Total	\$11,719,699		\$728,938	\$12,448,637

2. That the revised capital project budget of \$12,448,637 as detailed in Appendix A be approved.

On the vote being taken, as follows:

**In favour**

**Opposed**

Trustees Andrachuk  
 Rizzo  
 D'Amico  
 Kennedy  
 Del Grande  
 Tanuan  
 Davis  
 Crawford  
 Poplawski  
 Martino

The Motion was declared

CARRIED

Trustee Piccininni returned to the meeting.

The Chair reviewed the Order Paper Items.

The following items were questioned.

Item 16b)	Trustee Davis
Item 17a)	Trustee Poplawski
Item 17c)	Trustee Crawford

MOVED by Trustee Davis, seconded by Trustee Del Grande that all matters not questioned be approved.



On the vote being taken, as follows:

**In favour**

**Opposed**

Trustees Andrachuk  
 Rizzo  
 D'Amico  
 Kennedy  
 Del Grande  
 Tanuan  
 Davis  
 Crawford  
 Poplawski  
 Martino  
 Piccininni

The Motion was declared

CARRIED

**MATTERS AS CAPTURED IN THE ABOVE MOTIONS**

**Motion From Trustee Davis, regarding Gaps in Bill 181 Municipal Elections Modernization Act** that the Chair write the Minister of Municipal Affairs & Housing, copying all Toronto MPPs and TCDSB Trustees, stating our support for the OCSTA position on this matter and indicating that we agree with the following recommended changes to Bill 181 in order to further advance the principles of fairness and good government being pursued by the government through this Bill:

- Amending Section 21 of the Municipal Elections Act to include provisions that direct the clerk to ensure MPAC delivers the most accurate voters' list possible
- Modifying the amendment to enable the Minister to direct MPAC to focus on enumeration issues impacting Catholic school supporters. This may include directives to MPAC to ensure an accurate assessment data base
- Amending Section 11 of the Assessment Act to direct MPAC to revise its information forms for property owners to ensure they indicate support for the

school board of their choosing. School support should automatically follow a person when they move from one property to another

- Leave the scheduling of a PA day on municipal election day to the discretion of the local school board
- Amend Section 12.1 to include direction to the clerk to develop a plan to ensure polling stations have sufficient resource and trained staff to support Catholic voters in respect of school trustees.
- Amend Section 12.1 to direct the clerk of a municipality to develop and implement alternative methods of casting ballots in the next municipal election. These methods should include email, telephone and mail as well as other secure on-line technologies

**Draft Minutes of the Regular Meeting of the Special Education Advisory Committee for June 1, 2016 – received.**

**Initiation of Pupil Accommodation Review (Ward 1)** that Don Bosco Catholic Secondary School be approved for a modified pupil accommodation review, in accordance with the newly approved Pupil Accommodation Review Policy (S.09)

**Financial Status Report as of April 30, 2016 – received.**

**Request to Expand the Boundary Review for St. Anselm and St. Monica (Wards 5 & 11)** that an expanded boundary review be approved and initiated for the following group of schools, in accordance with the Elementary School Attendance Boundary Review Policy (S.A.03) for St. Anselm, St. Monica, Holy Cross, Canadian Martyrs and St. John XXIII.

**Appointment of External Auditors – Five Years Beginning 2015/2016** that the Board of Trustees approve the Audit Committee's recommendation to appoint Deloitte LLP as the Board's external auditor for a five year period commencing with fiscal 2015-2016.

MOVED by Trustee Davis, seconded by Trustee Andrachuk, that item 16b) be adopted as follows:

- 16b) Extract of Auditor General's Report** – received and referred to staff for a report on recommended actions and/or communication as a result of the Auditor's General findings.

On the vote being taken, as follows:

**In favour**

**Opposed**

Trustees Crawford  
Davis  
Tanuan  
Poplawski  
Kennedy  
D'Amico  
Piccininni  
Andrachuk  
Martino

Trustee Del Grande

The Motion was declared

CARRIED

MOVED by Trustee Poplawski, seconded by Trustee Davis, that item 17a) be adopted as follows:

**17a) 2016 Capital Priorities Submission to Ministry of Education**

That business cases for the following eight Capital Priorities be submitted to the Ministry of Education for funding consideration by July 15, 2016

Rank	Project	Description
1	St. Michael Choir	Replacement school
2	Bishop Allen	Replacement School/Childcare
3	St. Antoine Daniel	Replacement School/Childcare
4	Holy Angels	Replacement School/Childcare
5	Loretto Abbey	Addition/Retrofit/Childcare
6	St. Raphael	Replacement School/Childcare
7	St. Marcellus	Replacement School/Childcare
8	Notre Dame	Replacement School/Childcare

On the vote being taken, as follows:

**In favour**

**Opposed**

Trustees Andrachuk

Rizzo

D'Amico

Kennedy

Del Grande

Tanuan

Davis

Crawford

Poplawski

Martino

Piccininni

The Motion was declared

CARRIED

MOVED by Trustee Crawford, seconded by Trustee Davis, that item 17c) be adopted as follows:

- 17c) Entry/Exit Surveys** that the Board of Trustees approve, in principle, the entry and exit surveys for implementation in September of 2016, subject to consultation with the Unions.

On the vote being taken, as follows:

**In favour**

**Opposed**

Trustees Andrachuk

Rizzo

D'Amico

Kennedy

Del Grande

Tanuan

Davis

Crawford  
 Poplawski  
 Martino  
 Piccininni

The Motion was declared

CARRIED

MOVED by Trustee Tanuan, seconded by Trustee D'Amico, that item 17d) be adopted as follows:

**17d) Catholic Parent Involvement Committee**

1. CPIC to meet with the Board of Trustees at Board meetings throughout the year to keep them abreast of CPIC meetings, events, communication strategies and initiatives, to make suggestions on parent engagement practices and barriers.
2. Each Trustee to work with their respective CPIC Representatives in their Ward so Committee members can collaborate with their CSPC to share effective practices to engage parents, identify and reduce barriers, and help ensure the schools create a welcoming environment.
3. CPIC will continue to collect email addresses at the events it holds and on all emails sent to interested parties they can easily unsubscribe if they are no longer interested or update their email address if it changes. CPIC does not need the email addresses of all the parents and guardians throughout the TCDSB.

MOVED in AMENDMENT by Trustee Crawford, seconded by Trustee D'Amico, that in part 1 of the Motion, to replace the words "to meet with" with "make a presentation to".

The Chair ruled the Amendment and Motion out of order

MOVED by Trustee Andrachuk, seconded by Trustee Davis, that item 17d) be adopted as follows:

- 17d) Catholic Parent Involvement Committee** that Trustees approve the recommendations outlined in items 4a, 4b, 4c and 4d that CPIC and the Board of Trustees could work collaboratively together in the best interest of students and wards by:
- a) CPIC Annual Report, including the Financial Report, be presented to the Board each year, in the Fall, for the previous school year
  - b) CPIC to meet with the Board of Trustees and to speak to initiatives they have formulated to effectively communicate with parents
  - c) CPIC to speak to the Board of Trustees at each Board meeting and keep them abreast of CPIC meetings
  - d) Bring staff, Board of Trustees and CPIC together to a focus meeting to discuss the role and mandate of CPIC in order to determine a common understanding
  - e) That we keep an open dialogue with CPIC and encourage them to make monthly presentations to the Board

MOVED IN AMENDMENT by Trustee Davis, seconded by Trustee D'Amico, to part 'b' to replace the words "meet with" "present to" and in part 'c' replace the words "to speak to" with "to address"

On the vote being taken on the Amendment, as follows:

**In favour**

**Opposed**

Trustees Crawford  
 Poplawski  
 Davis  
 Tanuan  
 Del Grande  
 Kennedy

D'Amico  
Piccininni  
Andrachuk  
Martino

The Amendment was declared

CARRIED

On the vote being taken on the Motion, as Amended, as follows:

**In favour**

**Opposed**

Trustees Crawford  
Poplawski  
Davis  
Tanuan  
Del Grande  
Kennedy  
D'Amico  
Piccininni  
Andrachuk  
Martino

The Motion, as Amended was declared

CARRIED

The Board reviewed the Master Pending List and staff were directed to review the Pending List and come back with the Matrix in terms of data that we would be tracking to ensure that we are meeting our MYSP annual goals.

MOVED by Trustee D'Amico, seconded by Trustee Davis, that items dealt with in PRIVATE SESSION regarding the Verbal Report from the Director of Education

regarding the May 4<sup>th</sup> meeting with the Ministry, the Solar Fit Program, Staffing and Senhor Santo Christo Community hub be approved.

CARRIED

**(Private Session minutes  
Distributed Under separate cover)**

MOVED by Trustee Andrachuk, seconded by Trustee Davis, that the meeting adjourn.

CARRIED

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S E C R E T A R Y

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C H A I R



**MINUTES OF THE SPECIAL MEETING**  
**OF THE**  
**TORONTO CATHOLIC DISTRICT SCHOOL BOARD**  
**HELD JUNE 27, 2016**  
**PUBLIC SESSION**

**PRESENT:**

Trustees A. Kennedy, Chair  
F. D'Amico, Vice Chair  
P. Bottoni  
N. Crawford  
J.A. Davis - by teleconference  
M. Del Grande  
J. Martino  
S. Piccininni  
B. Poplawski  
M. Rizzo - by teleconference  
G. Tanuan

A. Gauthier  
G. Poole  
A. Sangiorgio  
C. Jackson  
P. Matthews  
R. McGuckin  
P. De Cock  
D. Koenig  
D. Yack  
C. Fernandes

L. DiMarco  
 J. Shain  
 K. Malcolm  
 N. D'Avella  
 G. Iuliano Marrello  
 M. Silva  
 J. Yan  
 A. Robertson, Parliamentarian  
 L. Fernandes, Recording Secretary  
 S. Harris, Assistant Recording Secretary

Apologies were received from Trustee A. Andrachuk and Student Trustees Gacad and Dubrovskaya.

MOVED by Trustee Poplawski, seconded by Trustee Bottoni, that the Agenda, as amended, be approved.

On the vote being taken, as follows:

**In favour**

**Opposed**

Trustees Kennedy  
 D'Amico  
 Bottoni  
 Crawford  
 Davis  
 Del Grande  
 Martino  
 Piccininni  
 Poplawski  
 Rizzo  
 Tanuan

On the vote being taken, the Agenda, as amended, was declared

CARRIED

Trustees Del Grande and Kennedy declared an interest in item 10b) Draft Motion of Budget passed on June 2, 2016 as their family members are employees of this Board. Trustees Del Grande and Kennedy indicated that they would neither vote nor participate in the discussions of the item.

Trustee Piccininni declared an interest in item 10a) being an employee of the Toronto Transit Commission and indicated that he would neither vote nor participate in the discussions of the item.

MOVED by Trustee Martino, seconded by Trustee Piccininni that item 10a) be adopted as follows:

- 10a) **Reconsideration of Board Motion of June 2, 2016 regarding the Transportation Budget** – that the Board reconsider the portion of the budget dealing with Transportation passed on June 2, 2016.

On the vote being taken, as follows:

**In favour**

**Opposed**

Trustees Kennedy  
D'Amico  
Bottoni  
Crawford  
Davis  
Del Grande  
Martino  
Piccininni  
Poplawski  
Rizzo  
Tanuan

The Motion was declared

CARRIED

MOVED by Trustee Del Grande, seconded by Trustee Poplawski that the Board rescind the Motion passed on June 2, 2016 regarding the reduction of \$2.45 million in transportation.

On the vote being taken, as follows:

**In favour**

**Opposed**

Trustees Kennedy  
D'Amico  
Bottoni  
Crawford  
Davis  
Del Grande  
Martino  
Piccininni  
Poplawski  
Rizzo  
Tanuan

The Motion was declared

CARRIED

Trustee Piccininni left the meeting.

MOVED in AMENDMENT by Trustee Tanuan, seconded by Trustee Bottoni, that staff find the funds with in-year efficiencies and savings for the 2016-2017 school year by exploring all budget areas and categories and report back in September 2016.

On the vote being taken on the AMENDMENT as follows:

**In favour**

**Opposed**

Trustees D'Amico  
Bottoni

Crawford  
 Davis  
 Martino  
 Poplawski  
 Rizzo  
 Tanuan

The AMENDMENT was declared

CARRIED

MOVED in AMENDMENT by Trustee Crawford, seconded by Trustee Davis, that staff identify specifics in terms of which budget areas could be explored but not limited to general efficiencies, any surpluses in the school block budget and any changes in parking regulations.

On the vote being taken on the AMENDMENT as follows:

**In favour**

**Opposed**

Trustees D'Amico  
 Crawford  
 Bottoni  
 Davis  
 Martino  
 Poplawski  
 Rizzo  
 Tanuan

The AMENDMENT was declared

CARRIED

On the vote being taken, on the Motion, as amended, as follows:

**In favour****Opposed**

Trustees D'Amico  
 Crawford  
 Bottoni  
 Davis  
 Martino  
 Poplawski  
 Rizzo  
 Tanuan

The Motion, as amended, was declared

CARRIED

Trustee Piccininni returned to the meeting.

MOVED by Trustee Davis, seconded by Trustee Crawford, that item dealt with in PRIVATE SESSION regarding Legal Opinion on Provincial Transportation Funding Model Inequities 2016 Update be approved.

CARRIED

**(Private Session minutes  
 Distributed Under separate cover)**

MOVED by Trustee Martino, seconded by Trustee Piccininni, that the meeting adjourn.

CARRIED

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SECRETARY

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CHAIR



## **CHAIR'S MONTHLY REPORT**

### **JULY and AUGUST 2016**

Following are highlights for the period of July and August 2016.

#### **Thursday, July 7**

- Met with the Director of Education and Executive Office staff regarding the Strategic Planning Retreat and other matters

#### **Thursday, July 14**

- Along with the Director of Education, Trustee Del Grande and Trustee Andrachuk met with the President and Executive Director of the Ontario Catholic School Trustees' Association at the CEC
- Met with a representative of Campaign Life
- Attended the Toronto Rotary Club Scholarship Dinner



## **DIRECTOR'S MONTHLY REPORT JULY and AUGUST 2016**

Following are highlights for the period of July 4, 2016 to August 25, 2016.

### **Monday, July 4**

- Delivered a welcome message to Religion Course participants at the CEC

### **Tuesday, July 5**

- Had the pleasure of meeting with Fr. Ho Lung and representatives of the "Missionaries of the Poor" to discuss last year's event and new possibilities
- Along with the Associate Director of Planning and Facilities, met with parents of St. Margaret Catholic School to update them regarding the status of Baycrest Public School

### **Wednesday, July 6**

- Visited St. Martin de Porres School to listen to the new Minister of Education speak about the Ministry's plans for renewal funding
- Along with the Associate Director of Planning and Facilities, met with the Deputy City Manager regarding Block 31 and Early Years Services

### **Thursday, July 7**

- Held a short meeting with MP Julie Dzerowicz regarding support of our Catholic school system

### **Thursday, July 14**

- Met with the President and Executive Director of the Ontario Catholic School Trustees' Association along with the Chair of the Board, Trustees Del Grande and Andrachuk
- Held a brief meeting with the Facilitator regarding the upcoming Strategic Planning Retreat

### **Friday, July 15**

- Attended a meeting with Ministry staff and TDSB staff to discuss St. Margaret School

### **Friday, August 12**

- Participated in the Robotics program graduation held at Don Bosco Secondary School



**Monday, August 15**

- Participated in a wonderful wrap-up session of our Focus on Youth program held at Brebeuf College

**Wednesday, August 17**

- Had a telephone conversation with a representative of Big Brothers Big Sisters regarding development of a partnership agreement

**Thursday, August 18 and Friday, August 19**

- Attended the ECCODE/CODE Summer Meetings with Directors of Education from across Ontario which is held in Toronto

**Wednesday, August 24**

- Welcomed attendees at the Head Start Summer Institute held at Brebeuf College



REPORT TO

REGULAR BOARD

## EXPANSION OF HPV VACCINATION PROGRAM

*"Beloved, I pray that in all respects you may prosper and be in good health, just as your soul prospers."*  
3 John 1:2

Created, Draft	First Tabling	Review
August 22, 2016	August 25, 2016	<a href="#">Click here to enter a date.</a>
D. Koenig, Superintendent of Curriculum and Accountability		
<b>INFORMATION REPORT</b>		

### Vision:

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

### Mission:

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



G. Poole

Associate Director of Academic Affairs

A. Sangiorgio

Associate Director of Planning and Facilities

C. Jackson

Executive Superintendent of Business Services and Chief Financial Officer

Angela Gauthier

Director of Education

## **A. EXECUTIVE SUMMARY**

The Ontario Government has expanded the human papillomavirus (HPV) immunization program to include all students in grade 7. To support the transition of the program to all Grade 7 students, girls who are starting in Grade 8 in September 2016 are also eligible to receive human papillomavirus vaccine through the school based clinics. A new letter from the Assembly of Catholic Bishops of Ontario has been sent to all Directors of Education of Catholic Boards to be sent home with the information package that parents receive concerning the program (Appendix A).

## **B. PURPOSE**

1. This information report is intended to inform the Board of Trustees regarding the expansion of the HPV vaccine to all grade 7 students commencing in September 2016.

## **C. BACKGROUND**

1. Since 2007, the Ministry of Health and Long Term Care has offered the free HPV vaccine to girls in Grade 8 through school-based clinics.
2. Staff were directed by Trustees to send out the letter from the Assembly of Catholic Bishops of Ontario regarding the HPV vaccination and additional information regarding websites that parents could access for information regarding the HPV vaccination (Appendix B).
3. All elementary schools include the letter from the Assembly of Catholic Bishops of Ontario and the additional information regarding the HPV vaccine with the Toronto Public Health information package sent home by the school.
4. To support the transition of the program to Grade 7, girls who are starting Grade 8 in September 2016 are also eligible to receive the human papillomavirus vaccine through school based clinics.
5. The information sent by Toronto Public Health through the schools include a Vaccine Fact Sheets (Appendix C), Dear Parent letter (Appendix D), Dear Principal Letter (Appendix E) and a Grade 7 Teacher's Package (Appendix F).

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

1. HPV infection is very common. Some of the over 100 strains of infection can lead to cancer of the cervix and other cancers of the genitals or head and neck.
2. The infection is spread by intimate skin to skin contact. It can also spread from an infected mother to her baby during birth.
3. The vaccine is highly effective in preventing against infection caused by strains 6, 11, 16 and 18 of the HPV.
4. The Gardisal vaccine has been licensed by Health Canada since 2006. In 2015, a two-dose schedule was approved for youth 9 to 13 years of age. The vaccine is most effective in this age group.
5. The vaccine is safe, effective and well tolerated. Reactions are usually mild and go away within a few days. Public health nurses observe students for 15 minutes following vaccination to monitor for any reactions.

## **E. CONCLUDING STATEMENT**

This report is for the consideration of the Board.



June 2016

**A message to Directors of Education of Catholic School Boards  
and to the Catholic educational community**

In August 2007, the Government of Ontario announced the introduction of the Human Papilloma Virus (HPV) vaccine into the publicly funded immunization program. This meant that female students in all grade 8 classrooms in our school system would be offered the vaccine. Effective September 2016, an expanded program will offer the HPV vaccine to both girls and boys in grade 7 classrooms. As in 2007, this is a voluntary program.

The Bishops affirm that parents have the right and responsibility to decide whether their children should be vaccinated. We encourage parents to keep in mind the following important consideration:

Infection with HPV or other sexually transmitted diseases can occur only through sexual activity, which carries with it profound risks to a young person's spiritual, emotional, moral, and physical health. The Bishops note that, at best, a vaccine can only be potentially effective against one of these risks, that to physical health, and may have other unintended and unwanted consequences. Sexuality is a great and powerful gift. Sexual activity is appropriate only within marriage. Outside of marriage, abstinence is not only clearly the choice that leads to spiritual and moral wellbeing, but it is obviously the best protection against risks of disease.

Parents and educators want to prepare children well for their future in all aspects of their lives. A proper education in chastity helps young people to embrace their sexuality with confidence and joy.

We ask that Catholic school boards include this message in the information package that parents receive concerning the program.

Sincerely yours in Christ,  
The Catholic Bishops of Ontario



Dear Parents/Legal Guardians,

You will find included in this package from Toronto Public Health, information related to the Human Papillomavirus (HPV) Vaccination Program that will occur at your child's school in the near future. The Board of Trustees for the Toronto Catholic District School Board are encouraging parents to educate themselves about the vaccine and make an informed decision as to whether or not their daughter in grade eight should receive the vaccine.

Along with the letter regarding the HPV vaccine from the Catholic Bishops of Ontario, the Trustees have suggested that parents consult with their family doctor regarding the vaccine. The Trustees have also requested that the following websites be included in this information package in order for parents to further educate themselves about the HPV Vaccination:

- The Mayo Clinic website located at: [www.mayoclinic.org](http://www.mayoclinic.org)
- The Vaccine Adverse Effect Reporting System website located at: <http://vaers.hhs.gov>

Information regarding additional immunization clinics offered at various locations and times from Toronto Public Health can be found online at:

<http://www.torontocentralhealthline.ca/displayService.aspx?id=153851>

All information available from Toronto Public Health regarding the immunization program is available in many different languages and can be accessed through the following website:

<http://www.torontocentralhealthline.ca/displayService.aspx?id=166339>

We hope this additional information will prove beneficial and allow you to make an informed decision in the best interest of your child.

## Meningococcal Vaccine - Menactra<sup>®</sup>

Under the *Immunization of School Pupils Act*, all students must be vaccinated against meningococcal disease or have a valid exemption. Students who are not up-to-date may be suspended from school.

### Meningococcal Infection

Meningococcal disease is caused by the bacteria *Neisseria meningitidis*. The disease spreads through saliva by close person to person contact, usually by kissing or sharing food, drink, musical instruments, water bottles, or other things that have been in the mouth of a person with the disease. Meningococcal disease is very rare, however, when it strikes, the disease can progress rapidly.

The bacteria can cause an infection in the lining of the brain and spinal cord called *meningococcal meningitis* leading to strokes, hearing loss and seizures. It can also infect the lungs, joints, bone, heart or skin. A blood infection called *meningococemia* can lead to organ failure, shock and amputations. One in 10 severe cases can lead to death.

### Vaccine Benefits

There are five main strains of the *Neisseria meningitidis* bacteria that cause illness (A, B, C, Y and W-135). The meningococcal vaccine, Menactra<sup>®</sup> is given in grade 7. It protects against four strains (A, C, Y, and W-135) and is 80% to 85% effective for teenagers.

The vaccine can be given on the same day as other vaccines. Only one dose is required for teens. Students who received the Menactra<sup>®</sup> vaccine as an infant/child can still get a free dose in Grade 7.

This vaccine is different from the meningococcal-C vaccine given at one year of age, which protects against only one strain of the bacteria (C).

### Vaccine Side Effects and Risks

The vaccine is safe, effective and well tolerated. Reactions are usually mild and go away within a few days. Common side effects include pain and redness where the vaccine was given, headache, and feeling tired or unwell for a short time after receiving the vaccine.

In some rare cases, serious reactions such as trouble breathing, rash, swelling in the throat and face may occur and can be treated. These rare occurrences are usually

temporary. Public health nurses observe students for 15 minutes following vaccination to monitor for any reactions.

### **People Who Should Not Get the Vaccine**

The vaccine is not recommended if your child has had a serious reaction to diphtheria toxoid protein. If your child has had a severe allergic reaction to any vaccine in the past, Toronto Public Health can arrange to have the vaccine delivered to your child's health care provider. As a precaution, if your child has a fever, delay getting the vaccine until your child is feeling better.

If your child has received the meningococcal-ACYW vaccine (Menactra<sup>®</sup>/ Menveo<sup>™</sup>/ Nimenrix<sup>®</sup>) from your health care provider, please update your child's vaccinations on the consent form and return it to the school. If it has been more than five years since your child was vaccinated, a booster dose is recommended.



## Human Papillomavirus Vaccine

This new expanded vaccination program will protect more youth from human papillomavirus infection and related cancers. The human papillomavirus vaccine is now available to all students in Grade 7.

### Human Papillomavirus Infection

Human papillomavirus infection is very common. There are over 100 different types of human papillomavirus (HPV). Some strains of infection can lead to cancer of the cervix and other cancers of the genitals or head and neck; other strains can cause genital warts. The infection is spread by intimate skin to skin contact. It can also spread from an infected mother to her baby during birth.

Three out of four Canadians will have an infection in their lifetime. Most people will not have symptoms and may clear the infection on their own. However, every year in Ontario, 1,090 new cases of cancer and 14,666 new cases of genital warts are attributable to human papillomavirus infection.

### Vaccine Benefits

The Gardasil<sup>®</sup> vaccine is highly effective in preventing against infection caused by strains 6, 11, 16 and 18 of the human papillomavirus.

Gardasil<sup>®</sup> has been licensed by Health Canada since 2006. In 2015, a two-dose schedule was approved for youth 9 to 13 years of age. The vaccine is most effective in this age group. Two doses for this age group, given at least 6 months apart, provide the same protection as a three-dose series. This vaccine can be given on the same day as other vaccines.

Three doses are still needed for individuals who receive their first dose on or after their 14<sup>th</sup> birthday and for persons with a weakened immune system.

### Vaccine Side Effects and Risks

The vaccine is safe, effective and well tolerated. Reactions are usually mild and go away within a few days. Common side effects include pain and redness where the vaccine was given, headache, fever, dizziness, nausea or feeling faint shortly after receiving the vaccine.

In rare cases, serious reactions such as trouble breathing, rash, swelling in the throat and face may occur and can be treated. These rare occurrences are usually temporary. Public health nurses observe students for 15 minutes following vaccination to monitor for any reactions.

**People Who Should Not Get the Vaccine**

The vaccine is not recommended if your child has had a serious reaction to any of the contents in the vaccine: alum or yeast protein. If your child has had a severe allergic reaction to any vaccine in the past, Toronto Public Health can arrange to have the vaccine delivered to your child's health care provider. As a precaution, if your child has a fever, delay getting the vaccine until your child is feeling better.

If your child has already received the full series of Gardasil® or Cervarix® vaccine, there is no need to get the vaccine again. Fill in your child's previous vaccination dates on the consent form and return it to the school.

## Hepatitis B Vaccine

This vaccine is recommended before travel, for some career choices and for cancer prevention. Hepatitis B vaccine is given as a two-dose series to Grade 7 students at the school clinics.

### Hepatitis B Infection

Hepatitis B is a highly infectious liver disease caused by the hepatitis B virus. It can spread through contact with infected blood and body fluids. The virus can also survive on dry surfaces for up to 7 days. It can be spread by:

- a needle stick injury, with a contaminated needle
- being splashed in the mouth, nose or eyes with infected blood
- being bitten by an infected person
- sharing infected personal items such as a toothbrush, nail clipper, razor or needles
- getting a tattoo or piercing with unsterilized equipment
- sexual contact with an infected person
- an infected mother to her child during pregnancy or childbirth

Hepatitis B can cause serious complications including permanent liver damage like cirrhosis, liver cancer or death. The infection can take up to nine months to appear. Symptoms include yellowing of skin and eyes (jaundice), loss of appetite, stomach pain, nausea, tiredness, fever, and joint pain. Some people, especially young children, will not have symptoms. Some people will carry the virus in their body for the rest of their lives.

### Vaccine Benefits (Recombivax HB® or Engerix®-B)

The vaccine is 95 to 100% effective in preventing hepatitis B infection. This vaccine is recommended before travel, for some career choices and for cancer prevention.

Hepatitis B vaccine can be given on the same day as other vaccines. Two doses are needed for youth ages 11 to 15 years of age and are given at least six months apart. This vaccine can be given on the same day as other vaccines.

### Vaccine Side Effects and Risks

The vaccine is safe, effective and well tolerated. Reactions are usually mild and go away within a few days. Common side effects include pain and redness where the vaccine was given, headache, fever, dizziness, nausea or feeling faint shortly after receiving the vaccine.

In rare cases, serious reactions such as trouble breathing, rash, swelling in the throat and face may occur and can be treated. These rare occurrences are usually temporary.

Public health nurses observe students for 15 minutes following vaccination to monitor for any reactions.

### **People Who Should Not get the Vaccine**

The vaccine is not recommended if your child has had a serious reaction to any of the contents in the vaccine: alum, yeast protein and (latex in Recombivax<sup>®</sup> vaccine). If your child has had a severe allergic reaction to any vaccine in the past, Toronto Public Health can arrange to have the vaccine delivered to your child's health care provider. As a precaution, if your child has a fever, delay getting the vaccine until your child is feeling better.

If your child has already received the full series of hepatitis B vaccine or combination vaccine, there is no need to get vaccinated again. Example of combination vaccines include Twinrix<sup>®</sup> / Twinrix<sup>®</sup> Jr., INFANRIX hexa<sup>®</sup>. Fill out your child's vaccination dates on the consent form and return it to the school.

### Multiple Injections

At the school clinic, you child may receive up to three needles in one day.

- it is safe to give all at once
- children tolerate multiple injections well
- best protection is ensured at the earliest age possible
- it is more convenient than making additional medical appointments for missed doses
- the vaccines are only free at the school clinic; you may have to pay when filling the prescription for the vaccines at the doctor's office

### For More Information

- talk to your health care provider
- call our Immunization Information Line at 416-392-1250

### Resources

1. Canadian Immunization Guide, Evergreen Edition. Part 4 Active Vaccines: Ottawa: Public Health Agency of Canada. <http://www.phac-aspc.gc.ca/publicat/cig-gci/p04-eng.php>
2. Canadian Paediatric Society. Caring for Kids. Vaccination and your child. [http://www.caringforkids.cps.ca/handouts/vaccination\\_and\\_your\\_child](http://www.caringforkids.cps.ca/handouts/vaccination_and_your_child)
3. Immunize Canada. Information for parents. <http://immunize.ca/en/parents.aspx>

**Dr. David McKeown**  
Medical Officer of Health

**Public Health**  
277 Victoria Street  
5<sup>th</sup> Floor  
Toronto, Ontario M5B 1W2

**Reply:** Immunization Information Centre  
Open Mon to Fri; 8:30 – 4:30 p.m.  
Tel: 416-392-1250  
Fax: 416-338-2487  
[www.toronto.ca/health](http://www.toronto.ca/health)

2016/2017 School Year

Dear Parent or Legal Guardian:

**Re: School Immunization for Grade 7 students**

Beginning this school year, Ontario has expanded the human papillomavirus immunization program to include boys. Three vaccines will be offered for all grade 7 students, including:

- meningococcal ACYW-135, 1 dose (*mandatory for school attendance*)
- human papillomavirus, 2 doses - 6 months apart
- hepatitis B, 2 doses - 6 months apart

What you need to do:



Read the vaccine fact sheets included in this booklet.



Complete and sign the attached consent form.



Return the consent form to your child's homeroom teacher by **September 16<sup>th</sup>**



If your child has already been vaccinated, please list the names and dates of the vaccines on the consent form.

For more information:



Visit [www.toronto.ca/health](http://www.toronto.ca/health)



Call the Immunization Information Line at 416-392-1250

Sincerely,

Dr. Christine Navarro, MD, MSc, CCFP, FRCPC  
Associate Medical Officer of Health  
Toronto Public Health

**Public Health**  
277 Victoria Street  
5<sup>th</sup> Floor  
Toronto, Ontario M5B 1W2

**Dr. Barbara Yaffe**, Director  
Communicable Disease Control and  
Associate Medical Officer of Health

**Reply:**  
Clinic Scheduling Line  
**Tel:** 416-338-1331  
**Email:** [vpdschoolscheduling@toronto.ca](mailto:vpdschoolscheduling@toronto.ca)

**Public Health**  
**Dr. David McKeown**,  
Medical Officer of Health

«School»  
«Address»  
Toronto, ON «Postal\_Code»

June 2016

Dear Principal,

**Re: Immunization Clinic for Students in Grades 7 and 8**

Your first immunization clinic is scheduled on «Clinic\_1\_Date» «AM\_PM\_ALL».

The Ontario government has expanded the human papillomavirus immunization program to include all students in Grade 7. To support the transition of the program to Grade 7, girls who are starting Grade 8 in September 2016 are also eligible to receive human papillomavirus vaccine through school-based clinics.

We are asking your school to accommodate the clinic schedule provided. If changes are necessary, please contact us directly at 416-338-1331 or by email at [vpdschoolscheduling@toronto.ca](mailto:vpdschoolscheduling@toronto.ca) before **June 29, 2016**.

Beginning September, a Public Health nurse will visit your school to discuss procedures to ensure a safe and efficient clinic.

Thank you for your ongoing support to keep all students healthy.

Sincerely,

VPD School Scheduling Coordinator  
Toronto Public Health

# Grade 7 Teacher's Package

September 2016

## Teachers play a vital role in keeping their students healthy

Toronto Public Health will visit your school two times this school year to provide free vaccination to Grade 7 students:



1. Meningococcal Vaccine
2. Hepatitis B Vaccine
3. Human Papillomavirus Vaccine (New)

Your school clinic dates may change based on school events. Please confirm clinic dates with your school administrative staff. Write down the clinic dates for your class planning:

**Your first school clinic dates is:** \_\_\_\_\_



## Teacher's Checklist for consent forms

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | <b>Distribute</b> consent package to all Grade 7 students            |
| <input type="checkbox"/> | <b>Remind</b> students to return signed consent forms                |
| <input type="checkbox"/> | <b>Collect</b> completed consent forms and keep in envelope provided |
| <input type="checkbox"/> | <b>Keep</b> all the completed consent forms together by class        |
| <input type="checkbox"/> | <b>Attach</b> a Class List with the consent package                  |
| <input type="checkbox"/> | <b>Class List</b> should have student names and their date of birth  |
| <input type="checkbox"/> | <b>Bring the envelope</b> to the immunization clinic with you        |

## Teacher's Role on the day of the clinic

- Accompany your class to the clinic location
- Bring all the consent forms to the clinic with you
- Keep the students calm to ensure a safe clinic environment
- Stay with your class, the nurses need to observe the students to ensure there are no allergic reactions
- Ask students to take the immunization record home to their parent or guardian





## Disease and Vaccine Facts

**Meningococcal disease** is very rare, but when it strikes, the disease can progress rapidly and with serious consequences. Complications include organ failure, shock, amputations or death. The vaccine Toronto Public Health offers protects against four bacterial strains. Vaccination against meningococcal disease is mandatory for school attendance.

**Hepatitis B virus** can survive on dry surfaces for up to 7 days. It spreads through contact with infected blood and body fluids. Complications from this infection include liver damage or cancer. Only 2-doses are needed for youth 11 to 15 years of age, given at least six months apart.

**Human Papillomavirus (HPV) infection** is very common. There are over 100 different strains of HPV. Infections may lead to genital warts, cancer of the cervix, genitals or head and neck. Only 2-doses are needed for youth 9 to 13 years of age, given at least six months apart.

**Keep students healthy and prevent them from cancer.**



**REPORT TO**

**REGULAR BOARD**

## FINANCIAL UPDATE REPORT AS AT JUNE 30, 2016

*1 Corinthians 16:13*

*Be on your guard; stand firm in the faith; be men of courage; be strong.*

Created, Draft	First Tabling	Review
August 16, 2016	August 25, 2016	
D. Bilenduke, Senior Coordinator, Finance P. De Cock, Comptroller for Business Services & Finance		
<b>INFORMATION REPORT</b>		

### **Vision:**

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

### **Mission:**

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



**G. Poole**

Associate Director of Academic Affairs

**A. Sangiorgio**

Associate Director of Planning and Facilities

**C. Jackson**

Executive Superintendent of Business Services and Chief Financial Officer

**Angela Gauthier**

Director of Education

## **A. EXECUTIVE SUMMARY**

This Budget Status Report as at June 30<sup>th</sup>, 2016 provides a final year-to-date look at both revenues and expenditures before the audited financial statements are prepared. After netting the increased revenues and expenses the Board is on track to finish the year on budget or slightly better than budget.

Expenditures are under considerable pressure due to cost increases on the Occasional Teacher line of approximately \$10 million over budget. The Board has experienced some efficiencies in other expenditures to help mitigate the Occasional Teacher pressure. Total expenditures are tracking approximately \$2.2 million over budget.

Preliminary elementary enrolment numbers for the March count date indicate an increase of 116 pupils of the board, as well as increased English as a Second Language (ESL) and French as a Second Language (FSL) enrolments. Secondary enrolment is not fully reported at this time but is not expected to change significantly. These enrolment increases are projected to generate an additional \$2.759M in-year for 2015-16. All other revenues are trending close to budget.

## **B. PURPOSE**

The Budget Status report reviews expenditures, revenues, enrolment and staffing. The report tracks expenditures and revenues by category and compares YTD results to current budget and prior year actuals. Inconsistencies are investigated and analysed to detect, correct and report any unfavourable trends and events.

## **C. BACKGROUND**

1. As part of the regular reporting cycle and consistent with best practices as outlined by both the Ministry of Education and District School Board Reporting Workgroup, a monthly Financial Report is prepared detailing any in-year expenditure variances and savings identified by analysing the 2015-16 year-to-date actual expenditures compared to the Revised Budget Estimates.

2. All June YTD revenues and expenses have been adjusted for known Ministry of Education Public Sector Accounting Board (PSAB) requirements.
3. Attached as Appendix B1 & B2 is the June Year-to-date expenditure and revenue forecast which has been established as our method of reporting interim financial results. A high level summary is presented in the following table:

(000's)	Rev. Budget	Forecast	Variance
Expenditure	1,185,796	1,187,976	(2,180)
Revenue	1,186,344	1,189,103	2,759
Surplus/(Deficit)	548	1,127	579

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

1. Business Services closely monitors the 2015-16 budget performance to identify areas of potential savings as well as any areas of potential cost pressures to the Board. There were variances across most expenditure categories based on the 10 months performance at June 30<sup>th</sup>, 2016 as outlined in Appendix B1 (attached). Most classroom expenditures are incurred over a 10 month period while administrative and facilities expenditures are more likely to follow a 12 month model. There are many other factors that determine monthly expenditures but as a rule and as a simple starting point, you would expect the classroom expenditures to be 100% spent (10/10) and the administration and facilities to be 83% spent (10/12).
2. Enrolment remains the key driver for generating Grants for Student Needs (GSNs). The GSNs are calculated using a weighted average of enrolment projections for two count dates, actual enrolment on October 31<sup>st</sup> 2015 and actual enrolment for March 31<sup>st</sup> 2016. The Revised Estimates' enrolment retention for the period of October 2015 through March 2016 for elementary has been projected at 100% retention and secondary has been projected at

98.11% based on historical trends. The resulting Average Daily Enrolment is the key variable generating the grant revenues.

The Board has an estimated overall increase in enrolment of 630 ADE in the Revised Estimates compared to the original 2015-16 Budget Estimates. Enrolment in the elementary panel was projected to increase by 291 and secondary enrolment was projected to increase by 339 ADE. Any increase in overall enrolment increases revenue and also requires additional staff to meet class size requirements. These enrolment increases and corresponding staff requirements have been included in the revised estimates used in this report.

The following chart illustrates the 2015-16 preliminary actual enrolment against the two enrolment projections used for budget preparations for 2015-16.

	<b>ADE</b>	<b>ADE</b>	<b>ADE</b>
<b>Average Daily Enrolment (ADE) Pupils of the Board</b>	<b>2015-16 Actual</b>	<b>2015-16 Budget Estimates</b>	<b>2015-16 Revised Estimates</b>
ELEMENTARY	60,434	60,027	60,318
SECONDARY	29,827	29,488	29,827
<b>TOTAL</b>	<b>90,261</b>	<b>89,515</b>	<b>90,145</b>

## **E. METRICS AND ACCOUNTABILITY**

The following are trends and issues that have been identified:

### **1. Benefits**

Benefit expenses are trending similar to last year in most categories. It is known that last year's benefits finished the year significantly under budget and this also appears to be the trend this year. At this point there is a positive variance

### **2. Salaries**

Classroom salaries have a mix of 10 and 12 month employees but is more heavily skewed to the 10 month side. It is expected that the classroom

salaries would be close to 100% spent at this time if using teaching days as the key benchmark. The actual percentage spent for Classroom Teachers is 96%. The anticipated 1% lump sum salary pay-out, which was negotiated as part of the central labour negotiations, will negate most of this favourable variance.

Occasional Teacher Salaries has consumed 160% of the annual budget and will finish the year \$10 million over budget.

A risk for non-classroom salary types is the possibility of an unusually high vacation accrual at the end of the year. Human Resources is tracking vacations to ensure that employees are taking vacation in the year in which the vacation entitlement is earned and are not being carried forward.

A risk for all categories of salary expenses is the recently ratified labour agreements. Board staff are working diligently to get clarification on issues, apply interpretations in a consistent manner, and look for unanticipated costs stemming from these agreements.

3. Expenses – Other

Other expenses are budget checked and an expenditure cannot be incurred in excess of approved budget allocations. School Block budgets that are not spent in the current year are carried forward to the next fiscal year. The Information Technology and Maintenance & Operations budgets will experience considerable pressure this year. IT has lost the advantage of leasing classroom computers due to changes in Ministry reporting which greatly reduces their purchasing power. Maintenance and Operations is experiencing pressure from increased facility leasing costs and increased repair demands on a shrinking budget base.

Toronto Catholic District School Board's financial results are currently trending to finish the year on track.

## **F. CONCLUDING STATEMENT**

This report is for the consideration of the Board.

**Toronto Catholic DSB**  
**Interim Financial Report**  
**For the Month Ending June 30, 2016**  
(\$ thousands)

(\$ thousands)				Budget Assessment			
				b		c = b - a	
				d = c/a			
				2015-16			
				Revised Estimates	Forecast	Change	
						\$ Increase (Decrease)	% Increase (Decrease)

**Toronto Catholic DSB**  
**Interim Financial Report**  
**For the Month Ending June 30, 2016**  
(\$ thousands)

	2014-15			2015-16			
	Budget (Rev Estimates)	Financial Statements (August 2015)	Variance	Revised Estimates	Forecast	Change	
						\$ Increase (Decrease)	% Increase (Decrease)
School Office							
Salary	18,017	16,591	(7.9%)	17,798	17,086	(712)	(4.0%)
Benefits	5,063	4,850	(4.2%)	5,184	5,028	(156)	(3.0%)
Other	1,748	1,431	(18.1%)	1,747	1,573	(175)	(10.0%)
Co-ordinators and Consultants							
Salary	7,127	7,572	6.2%	4,322	4,700	378	8.8%
Benefits	1,147	1,149	0.2%	1,108	1,069	(39)	(3.5%)
Other	165	12	(93.0%)	70	30	(40)	(57.1%)
Continuing Education							
Salary	19,126	18,799	(1.7%)	17,931	17,931	-	0.0%
Benefits	3,098	3,080	(0.6%)	3,040	3,040	-	0.0%
Other	1,908	2,112	10.7%	1,998	1,998	-	0.0%
Amortization and Write-downs	1,528	4,326	183.1%	4,920	4,920	-	0.0%
Total Instruction	871,560	869,035	-0.3%	882,129	885,813	3,684	0.4%
Administration							
Trustees							
Salary	250	241	(3.6%)	257	257	-	0.0%
Benefits	11	9	(18.2%)	11	11	-	0.0%
Other	596	343	(42.3%)	589	589	-	0.0%
Director/Supervisory Officers							
Salary	3,048	3,191	4.7%	2,833	2,975	142	5.0%
Benefits	899	814	(9.5%)	907	875	(32)	(3.5%)
Other	53	53	0.3%	82	55	(27)	(33.3%)
Board Administration							
Salary	11,973	12,033	0.5%	12,472	12,472	-	0.0%
Benefits	3,364	3,187	(5.3%)	3,584	3,405	(179)	(5.0%)
Other	2,713	2,436	(10.2%)	3,530	2,824	(706)	(20.0%)
Amortization and Write-downs	1,476	1,297	(12.1%)	1,476	1,476	-	0.0%
Total Administration	24,383	23,603	-3.2%	25,740	24,938	(803)	(3.1%)



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**Toronto Catholic DSB**  
**Interim Financial Report**  
**For the Month Ending June 30, 2016**  
(\$ thousands)

For the Month Ending June 30, 2016 (\$ thousands)	10/12 83.3%		10/10 100.0%		
	Risk Assessment				
	i	e	k	f	g = f - e
	Actual Spending 2015-16	Actual toJune 30/16	Actual Spending 2014-15	Actual toJune 30/15	Year-to year Increase (Decrease)
	toJune 30/16	% of Revised Estimates	toJune 30/15	% of Actual Spent	
OPERATING					
Classroom Instruction					
Teachers					
Salary	492,413	96.18%	505,051	100.27%	(4.1%)
Benefits	66,513	94.52%	66,597	100.20%	(5.7%)
Other	1,059	173.55%	1,179	220.11%	(46.6%)
Occasional Teachers					
Salary	26,999	159.50%	18,194	92.34%	67.2%
Benefits	2,434	67.88%	1,553	89.69%	(21.8%)
Other	17	0.00%	-	0.00%	0.0%
Educational Assistants and ECEs					
Salary	56,646	96.55%	58,190	98.07%	(1.5%)
Benefits	17,002	89.20%	16,912	98.05%	(8.8%)
Other	31	0.00%	24	0.00%	0.0%
Classroom Computers	3,008	34.99%	3,674	123.02%	(88.0%)
Textbooks and Supplies	17,877	84.69%	20,067	87.69%	(3.0%)
Professionals and Paraprofessionals					
Salary	34,000	97.06%	34,422	97.05%	0.0%
Benefits	8,327	91.09%	8,218	92.27%	(1.2%)
Other	2,663	49.86%	3,924	92.16%	(42.3%)
Library and Guidance					
Salary	15,785	109.13%	19,191	99.92%	9.2%
Benefits	2,063	102.59%	2,464	99.89%	2.7%
Other	1	0.00%	1	84.44%	(84.4%)
Staff Development					
Salary	2,247	131.83%	1,309	133.91%	(2.1%)
Benefits	277	67.03%	329	100.00%	(33.0%)
Other	189	21.95%	335	59.08%	(37.1%)
Department Heads					
Salary	1,125	46.26%	1,142	84.75%	(38.5%)
Benefits	1	0.00%	0	76.92%	(76.9%)
Other	0	0.00%	-	0.00%	0.0%
Principal and Vice-Principals					
Salary	37,328	101.67%	36,370	100.00%	1.7%
Benefits	4,693	96.10%	4,446	96.33%	(0.2%)
Other	10	7.47%	12	43.69%	(36.2%)

**Toronto Catholic DSB**  
**Interim Financial Report**  
**For the Month Ending June 30, 2016**  
(\$ thousands)

For the Month Ending June 30, 2016 (\$ thousands)		10/12 83.3%		10/10 100.0%		
		Risk Assessment				
		i	e	k	f	g = f - e
		Actual Spending 2015-16	Actual toJune 30/16	Actual Spending 2014-15	Actual toJune 30/15	Year-to year Increase (Decrease)
		toJune 30/16	% of Revised Estimates	toJune 30/15	% of Actual Spent	
School Office						
Salary		15,416	86.61%	15,244	91.88%	(5.3%)
Benefits		4,637	89.45%	4,535	93.50%	(4.1%)
Other		920	52.66%	1,048	73.21%	(20.5%)
Co-ordinators and Consultants						
Salary		4,629	107.11%	7,590	100.24%	6.9%
Benefits		801	72.29%	1,079	93.88%	(21.6%)
Other		16	23.29%	10	82.60%	(59.3%)
Continuing Education						
Salary		11,957	66.68%	12,796	68.06%	(1.4%)
Benefits		2,604	85.65%	2,694	87.44%	(1.8%)
Other		1,830	91.59%	1,762	83.43%	8.2%
Amortization and Write-downs		-	0.00%	-	0.00%	0.0%
Total Instruction		835,515	94.72%	850,363	97.85%	(3.1%)
Administration						
Trustees						
Salary		206	80.16%	200	83.00%	(2.8%)
Benefits		8	70.90%	7	82.97%	(12.1%)
Other		323	54.83%	335	97.56%	(42.7%)
Director/Supervisory Officers						
Salary		2,488	87.81%	2,640	82.74%	5.1%
Benefits		685	75.59%	690	84.76%	(9.2%)
Other		39	47.00%	40	75.34%	(28.3%)
Board Administration						
Salary		10,163	81.48%	9,944	82.64%	(1.2%)
Benefits		2,741	76.46%	2,672	83.85%	(7.4%)
Other		2,336	66.17%	2,019	82.85%	(16.7%)
Amortization and Write-downs		-	0.00%	-	0.00%	0.0%
Total Administration		18,987	73.76%	18,547	78.58%	(4.8%)

**Toronto Catholic DSB**  
**Interim Financial Report**  
**For the Month Ending June 30, 2016**  
(\$ thousands)

For the Month Ending June 30, 2016 (\$ thousands)	10/12 83.3%		10/10 100.0%		
	Risk Assessment				
	i	e	k	f	g = f - e
	Actual Spending 2015-16	Actual toJune 30/16	Actual Spending 2014-15	Actual toJune 30/15	
					Year-to year Increase (Decrease)
	toJune 30/16	% of Revised Estimates	toJune 30/15	% of Actual Spent	
Transportation					
Salary	753	81.26%	737	79.75%	1.5%
Benefits	189	77.86%	180	79.46%	(1.6%)
Other	23,658	85.53%	24,311	89.73%	(4.2%)
Total Transportation	24,601	85.32%	25,227	89.32%	(4.0%)
Pupil Accommodation					
School Operations and Maintenance					
Salary	38,414	84.05%	38,052	88.06%	(4.0%)
Benefits	11,275	78.32%	10,931	86.36%	(8.0%)
Other	24,874	75.30%	24,798	79.10%	(3.8%)
School Renewal	5,009	185.42%	4,068	167.19%	18.2%
Other Pupil Accommodation	11,119	56.27%	13,536	72.57%	(16.3%)
Amortization and Write-downs	39,916	95.08%	38,044	91.79%	3.3%
Total Pupil Accommodation	130,607	82.88%	129,429	86.43%	(3.5%)
Other					
School Generated Funds -Expenditures		0.00%		0.00%	0.0%
Salary	6,989	81.35%	8,043	89.77%	(8.4%)
Benefits	764	28.80%	737	100.79%	(72.0%)
Other	9,450	0.00%	9,467	77.09%	(77.1%)
Amortizations		0.00%		0.00%	0.0%
Loss on disposal of assets		0.00%		0.00%	0.0%
Other		0.00%		0.00%	0.0%
Total Other Expenditures	17,204	18.80%	18,247	35.85%	(17.1%)
TOTAL EXPENDITURES	1,026,913	86.6%	1,041,813	92.89%	(6.3%)
Total Revenue					

**Toronto Catholic DSB**  
**Interim Financial Report**  
**For the Month Ending June 31, 2016**  
(\$ thousands)

(\$ thousands)	Revenue Budget Assessment					Revenue Risk Assessment				
	a	b		c = b - a	d = c/a	i	e	k	f	g = e - f
	2015-16	2015-16				Actual Revenue 2015-16	Actual to June 30/16	Actual Revenue 2014-15	Actual to June 30/15	Year-to year Increase (Decrease)
Estimates	Revised Estimates	Forecast- Elementary March Pre-OnSIS & PreAudit	Change							
			\$ Increase (Decrease)	% Increase (Decrease)		to June 30/16	% of Revised Estimates	to June 30/15	% of Actual Received	
Grant Revenues (Section 1)										
Pupil Foundation	469,945	472,853	473,387	534	0.1%	410,690.93	86.85%	411,695.55	86.57%	0.3%
School Foundation	62,524	62,812	62,814	1	0.0%	54,555.07	86.85%	54,814.16	86.63%	0.2%
Special Education	121,345	121,563	121,687	124	0.1%	105,582.14	86.85%	107,991.63	86.86%	(0.0%)
Language	33,563	31,406	33,536	2,130	6.8%	27,277.22	86.85%	29,829.65	94.41%	(7.6%)
Outlying, Remote and Rural	-	-	-	-	0.0%	-	0.00%	-	0.00%	0.0%
Learning Opportunities	46,448	46,422	46,428	6	0.0%	40,319.66	86.85%	40,146.94	86.54%	0.3%
Continuing and Adult Education	14,785	14,892	14,892	-	0.0%	12,933.99	86.85%	13,530.00	81.75%	5.1%
Teacher Q&E	76,262	78,846	78,936	89	0.1%	68,481.10	86.85%	58,048.75	84.58%	2.3%
New Teacher Induction program	847	847	847	-	0.0%	735.31	86.85%	901.69	85.22%	1.6%
ECE Q&E Allocation	3,760	4,358	4,355	(3)	(0.1%)	3,784.74	86.85%	2,852.59	78.94%	7.9%
Restraint Savings	(402)	(402)	(402)	-	0.0%	(349.45)	86.85%	(348.65)	86.65%	0.2%
Transportation	24,324	23,818	23,818	-	0.0%	20,687.15	86.85%	20,713.62	88.87%	(2.0%)
Admin and Governance	22,085	22,203	22,231	28	0.1%	19,284.13	86.85%	19,483.36	85.17%	1.7%
School Operations	87,182	87,678	87,775	97	0.1%	76,151.75	86.85%	76,688.92	86.57%	0.3%
Community Use of Schools Grant	1,226	1,226	1,226	-	0.0%	1,064.93	86.85%	1,061.15	86.65%	0.2%
Declining Enrolment	2,804	1,420	1,169	(250)	(17.6%)	1,232.97	86.85%	2,926.64	106.42%	(19.6%)
First Nation, Metis and Inuit	3,044	3,472	3,472	0	0.0%	3,015.21	86.85%	2,497.61	85.48%	1.4%
Safe Schools Supplement	2,642	2,653	2,655	2	0.1%	2,303.90	86.85%	2,305.84	86.59%	0.3%
Permanent Financing - NPF	3,765	3,765	3,765	-	0.0%	3,269.67	86.85%	3,262.17	86.65%	0.2%
Adjustment to Entitlement - Minor Capital	(24,404)	(24,496)	(24,496)	-	0.0%	(21,275.51)	86.85%	(21,210.04)	86.69%	0.2%
Other	3,525	3,525	3,525	-	0.0%	3,061.17	86.85%	1,948.71	0.00%	86.9%
	955,269	958,858	961,617	2,759	0.3%	832,806.08	86.85%	829,140.27	86.68%	0.2%
Grants for Capital Purposes										
Capital - non-Land	4,259	15,788	15,788	-	0.0%	1,612.38	10.21%	1,952.27	7.99%	2.2%
Capital - Land	-	-	-	-	0.0%	-	0.00%	-	0.00%	0.0%
Minor Tangible Capital Assets	24,404	24,496	24,496	-	0.0%	21,245.99	86.73%	21,210.04	86.69%	0.0%
School Renewal	15,422	15,488	15,488	-	0.0%	13,433.56	86.73%	13,645.11	86.60%	0.1%
School Condition Improvement	-	-	-	-	0.0%	-	0.00%	9,153.60	86.65%	(86.7%)
Temporary Accommodations	-	-	-	-	0.0%	-	0.00%	-	0.00%	0.0%
Retrofitting	-	-	-	-	0.0%	-	0.00%	-	0.00%	0.0%
Short-term Interest	400	-	-	-	0.0%	-	0.00%	1,291.53	323.59%	(323.6%)
Debt Funding for Capital	17,067	15,989	15,989	-	0.0%	22,510.10	140.78%	21,855.37	136.14%	4.6%
	61,552	71,761	71,761	-	0.0%	58,802.03	81.94%	69,107.91	75.12%	6.8%
TOTAL ALLOCATIONS (Section 1)	1,016,821	1,030,620	1,033,379	2,759	0.3%	891,608.12	86.51%	898,248.19	85.66%	0.8%

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**Interim Financial Report**  
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(\$ thousands)

	Revenue Budget Assessment					Revenue Risk Assessment				
	a	b		c = b - a	d = c/a	i	e	k	f	g = e - f
	2015-16	2015-16				Actual Revenue 2015-16	Actual to June 30/16	Actual Revenue 2014-15	Actual to June 30/15	Year-to year Increase (Decrease)
Estimates	Revised Estimates	Forecast- Elementary March Pre-OnSIS & PreAudit	Change			to June 30/16	% of Revised Estimates	to June 30/15	% of Actual Received	
			\$ Increase (Decrease)	% Increase (Decrease)						
<b>Adjustments: (Sec 1A)</b>										
Amounts flowed to DCC	(4,259)	(15,788)	(15,788)	-	0.0%	(13,803.82)	87.43%	(33,206.99)	136%	(48.5%)
Amounts flowed to Deferred Revenue	(188,656)	(187,529)	(187,529)	-	0.0%	(165,528.67)	88.3%	(142,487.09)	73%	14.9%
Tax Revenues	(396,127)	(404,321)	(404,321)	-	0.0%	(336,934.34)	83.3%	(327,741.76)	83%	(0.2%)
<b>TOTAL LEGISLATIVE GRANTS</b>	<b>427,779</b>	<b>422,982</b>	<b>425,740</b>	<b>2,759</b>	<b>0.7%</b>	<b>375,341.28</b>	<b>88.74%</b>	<b>394,812.34</b>	<b>90.24%</b>	<b>(1.5%)</b>
<b>Other Revenues</b>										
School Generated Funds	27,355	29,472	29,472	-	0.0%	-	0.00%	-	0.00%	0.0%
Rentals	2,870	2,798	2,798	-	0.0%	2,535.94	90.63%	2,582.46	92.29%	(1.7%)
Continuing Education Fees	66	53	53	-	0.0%	39.24	73.90%	41.39	78.07%	(4.2%)
Other Grants	13,485	26,439	26,439	-	0.0%	11,551.41	43.69%	15,437.31	111.47%	(67.8%)
Staff on Loan	3,294	3,504	3,504	-	0.0%	1,885.19	53.80%	1,955.30	55.80%	(2.0%)
Tuition Fees	18,361	18,718	18,718	-	0.0%	18,717.52	100.00%	15,496.98	100.16%	(0.2%)
Miscellaneous Revenues	41,645	60,739	60,739	-	0.0%	28,258.69	46.52%	26,583.90	92.20%	(45.7%)
<b>Non Grant Revenue</b>	<b>107,077</b>	<b>141,723</b>	<b>141,723</b>	<b>-</b>	<b>0.0%</b>	<b>62,987.99</b>	<b>44.44%</b>	<b>62,097.33</b>	<b>66.07%</b>	<b>(21.6%)</b>
<b>Total Taxation</b>	<b>396,127</b>	<b>404,321</b>	<b>404,321</b>	<b>-</b>	<b>0.0%</b>	<b>336,934.34</b>	<b>83.33%</b>	<b>327,741.76</b>	<b>83.49%</b>	<b>(0.2%)</b>
<b>Deferred Revenues</b>										
Deferred Revenues - Legislative Grants	168,573	170,650	170,650	-	0.0%	149,497.89	87.61%	148,381.57	89.93%	(2.3%)
Amortization of DCC	44,107	46,668	46,668	-	0.0%	37,890.38	81.19%	36,151.07	83.08%	(1.9%)
DCC on disposal of assets	-	-	-	-	0.0%	-	0.00%	-	0.00%	0.0%
<b>Net Deferred Revenue / Capital Contribution</b>	<b>212,680</b>	<b>217,318</b>	<b>217,318</b>	<b>-</b>	<b>0.0%</b>	<b>187,388.27</b>	<b>86.23%</b>	<b>184,532.64</b>	<b>88.14%</b>	<b>(1.9%)</b>
<b>TOTAL REVENUES (Schedule 9)</b>	<b>1,143,663</b>	<b>1,186,344</b>	<b>1,189,102.54</b>	<b>2,759</b>	<b>0.7%</b>	<b>962,651.89</b>	<b>80.96%</b>	<b>969,184.07</b>	<b>85.51%</b>	<b>(4.6%)</b>



REPORT TO

REGULAR BOARD

## LIQUOR PERMIT REQUEST FROM SENATOR O'CONNOR STAFF

Ecclesiastes 9:7 (Go, eat your food with gladness, and drink your wine with a joyful heart, for GOD has already approved what you do.)

Created, Draft	First Tabling	Review
July 12, 2016	August 25, 2016	Click here to enter a date.
Angela Kennedy, Chair of the Board Ward 11		
<b>INFORMATION REPORT</b>		

### Vision:

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

### Mission:

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



G. Poole

Associate Director of Academic Affairs

A. Sangiorgio

Associate Director of Planning and Facilities

Angela Gauthier

Director of Education

**A. EXECUTIVE SUMMARY**

Request from Trustee Kennedy for permission to waive the liquor policy to serve alcohol at a Welcome Back Staff Social on September 15, 2016 at the O'Connor Estate House.

**B. PURPOSE**

A request was received from Tracey Parish, Principal at Senator O'Connor for permission to waive the liquor policy to serve alcohol at this event from 3:00 pm to 7:00 pm.

**C. BACKGROUND**

A permit is requested to waive the liquor policy at this event.

**D. CONCLUSION**

This report is presented for the information of the Board.



**REPORT TO****REGULAR BOARD****LIQUOR PERMIT REQUEST**

Ecclesiastes 9:7 (Go, eat your food with gladness, and drink your wine with a joyful heart, for GOD has already approved what you do.)

Created, Draft	First Tabling	Review
July 26, 2016	August 25, 2016	Click here to enter a date.

Sal Piccininni, Trustee Ward 3

**INFORMATION REPORT****Vision:**

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G. Poole

Associate Director of Academic Affairs

A. Sangiorgio

Associate Director of Planning and Facilities

Angela Gauthier

Director of Education

**A. EXECUTIVE SUMMARY**

Request for permission to waive the liquor policy to serve alcohol at a Parish event for the Festival of Our Lady of Light on Thursday September 1st, 2016 to Sunday September 4<sup>th</sup>, 2016 at the St. Matthew Catholic School.

**B. PURPOSE**

A request was received for permission to waive the liquor policy to serve alcohol from 8:00 am to 10:00 pm for the four days of the festival events.

**C. BACKGROUND**

A permit is requested to waive the liquor policy at this event.

**D. CONCLUSION**

This report is presented for the information of the Board.



REPORT TO

REGULAR BOARD

## PERMIT FEES NOT RECOVERED BY THE TCDSB

*"They urgently pleaded with us for the privilege of sharing in this service to the Lord's people."*  
2 Corinthians 8:4

Created, Draft	First Tabling	Review
August 15, 2016	August 25, 2016	Click here to enter a date.
M. Loberto, Senior Coordinator of Development Services M. Silva, Comptroller Planning & Development Services		
<b>RECEIVING REPORT</b>		

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R. McGuckin

Associate Director of Academic Affairs

A. Sangiorgio

Associate Director of Planning and Facilities

C. Jackson

Executive Superintendent of Business Services and Chief Financial Officer

Angela Gauthier

Director of Education

## **A. EXECUTIVE SUMMARY**

On October 15, 2015, the Toronto Catholic District School Board (TCDSB) approved a new per-hour permit fee structure and rate schedule to fully recover the costs associated with permitting Board facilities. In addition to the new permit rates, an additional \$500,000 in revenue from the permitting of TCDSB facilities is required to meet the financial targets of the Multi-Year Recovery Plan.

To meet these objectives, it is imperative that all permit holders be charged a fee to use Board facilities. Currently, permits which include the use of facilities for the celebration of the Eucharist, Catholic religious services or instruction, and education activities approved by the Director of Education, and various waived Not-for-Profit organizations use TCDSB facilities free of charge. This has posed a challenge in maintaining cost recovery budgetary targets, and in the 2014-15 fiscal year, the Board incurred a cost of approximately \$187,000 to run these permits.

## **B. BACKGROUND**

1. On October 15, 2015, the Corporate Affairs, Strategic Planning, and Property Committee approved a new per-hour permit fee structure and rate schedule in order to fully recover the costs associated with permitting Board facilities (*APPENDIX 'A'*). The new rates apply to all permits occurring after May 1, 2016.
2. These changes were required due to the combination of the increased number of permit bookings and the fixed Ministry funding amount resulted in grants depleting sooner, reducing the amount of funding available to address increasing operational and maintenance costs.
3. The Board resolution also required staff to submit a further report with respect to recovering costs associated with activities which are not charged permit fees. As outlined in Policy B.R.05, the Community Use of Schools Department does permit fees for the following Category A activities:
  - All school activities (ie CSPC Meetings, school plays, etc.)
  - Meetings/functions held by other TCDSB Departments
  - Catholic Masses

- Catechism Classes
  - City of Toronto Community Meetings
  - Staff Activities
4. The activities outlined above which are not subject to permit fees are also exempt from paying the permit supervision and cleaner costs which are charged to other permit holders. These fees cover the direct labour costs of permits, which includes the overtime and benefits paid to caretakers as a result of community use of school activities.
  5. Furthermore, as part of the 2016-2017 budget process, a \$500,000 increase in revenue for the permitting of Board facilities has been targeted to assist with the Board's Multi Year Deficit Recovery Plan.

### C. EVIDENCE/RESEARCH/ANALYSIS

1. The table below outlines the permit fees not recovered in the 2014-15 fiscal year.

<b>Category A - Permit Fees Not Recovered in 2014-15 Fiscal Year</b>			
<b>Category</b>	<b># of Permit Hours</b>	<b># of Participants</b>	<b>Deficit</b>
<b>School Board Activities</b>	60,975	910,394	(\$64,319.60)
<b>Catholic Masses</b>	890.5	10,647	(\$4,855.76)
<b>Catechism Classes</b>	467	28,276	(\$16,593.72)
<b>Parish Activities</b>	1,473.5	37,238	(\$36,303.75)
<b>Catholic Religious Activities</b>	295.5	7,830	(\$1,409.18)
<b>Not-for-Profit</b>	71,098.5	798,842	(\$63,546.72)
		<b>Total</b>	<b>(-187,028.73)</b>

During this time period, \$187,028.73 in permit fees were not recovered. The most significant fees are associated with School Board Activities permits (i.e. CSPC meetings and plays) at \$64,319.60, and Not-for-Profit groups who receive permit waivers at \$63,546.72. In addition, the TCDSB did not receive \$36,303.75 in permit fees for Parish activities in Board facilities.

2. Fees not recovered will be monitored during the 2016-17 fiscal year. If total permit revenues do not adequately offset the aforementioned costs, staff will

return to Board with a recommendation to add a surcharge to all other Category B and C permit holders to substitute for the funding shortfall.

## **F. CONCLUSION**

This report is for the consideration of the Board.

# **COMMUNITY USE OF SCHOOLS**

## **PERMIT RATES for PERMIT TYPE II**

**Rates for occasional or continuing use after 6pm, for the use of a facility are based on the following charges:**

- i. Facility usage fees;**
- ii. Supervision fees;**
- iii. Processing fees; and**
- iv. Recovery of Direct Costs.**

### **CATEGORIES**

Permits are divided into three categories. Category A permits will be provided at no charge. Category B permits will be provided at reduced charges. Category C permits will pay the full permit rates.

#### **CATEGORY A**

- (a) The use of facilities for the celebration of the Eucharist, Catholic religious services or instruction, and education activities approved by the Director of Education.

#### **CATEGORY B**

- (a) The use of facilities for registered charitable organizations.
- (b) B1- Not-For-Profit as funded by Community Use of School from Ministry Education.

#### **CATEGORY C**

- (a) All others including adult groups and organizations of Commercial Enterprise.

## ***Facility Usage Fees Applicable to Permit Type II:***

**Effective January 1, 2016**

(a) The following **HOURLY** user fees will apply:

All facility fees are subject to **H.S.T. No. 107-694-119 RT001**.

FACILITY	DAYS	CAT.A	CAT. B		CAT. C
			B1	B2	
Gymnasium-Single  -Double	Mon-Fri	N/C	\$7.50/hr*	\$15.00/hr	\$30/hr  \$60/hr
	Sat-Sun	N/C	\$7.50/hr*	\$15.00/hr	
	Mon-Fri	N/C	\$15/hr*	\$30/hr	
	Sat-Sun	N/C	\$15/hr*	\$30/hr	
Classrooms		N/C	\$2.50/hr*	\$5.00/hr	\$15.00/hr
Cafeteria	Mon-Fri	N/C	\$20/hr*	\$40/hr	\$80.00/hr
	Sat-Sun	N/C	\$20/hr*	\$40/hr	
Theatre/Auditorium	Mon-Fri	N/C	\$35.00/hr*	\$70.00/hr	\$250.00/hr \$150/hr/ additional performance Rehearsal rate \$100/hr
	Sat-Sun	N/C	\$35.00/hr*	\$70.00/hr Rehearsal rate \$50/hr	
Fields		N/C	\$10/hr*	\$12/hr	\$35/hr
High Performance Fields	Monday- Sunday	N/C	\$50.00/hr*	\$50.00/hr	\$65/hr (adults) \$100/hr (commercial)
Parking surcharge (Permit Holders)		N/C	\$0.25* per person per occurrence	\$0.25 per person per occurrence	\$0.50 per person per occurrence
Swimming Pools	Mon-Fri	N/C	\$90/hr*	\$90/hr	\$100/hr
	Sat-Sun	N/C	\$90/hr*	\$90/hr	

\* Scouts, Guides, and Air Cadet

N/C = no charge

Surcharge of \$100/annum/site will apply for High Performance Fields

**NOTE:** Permit Rates and Fees are subject to change without notice.

Requests for filming and special event permits are negotiated by the Community Use of Schools Department and are charged a minimum of \$2,500/day.

CUS staff reserves the right to levy additional charges for clean-up and other special circumstances.

Permits cancelled with less than ten (10) days' notice **WILL NOT BE REFUNDED**.

*Trustees will receive notice of any movie permits in their wards.*



- (b) Permits issued for polling stations shall be at the rates established by municipal, provincial, or federal election authorities (actual costs incurred by the school may be recovered upon request to the Community Use of Schools Department).
- (c) Costs for use of school equipment are to be arranged directly with the school principal and paid for directly to the school, in advance, using a secure method of payment upon confirmation of the permit. Where equipment used requires an A/V technician, this technician will be paid for by the permit holder as arranged through the school. Equipment is to be left in the condition in which it was received.
- (d) The estimated cost of the permit will be clearly shown on the confirmation sheet that the permit holder receives.

### ***Supervision and Cleaner Fees:***

CATEGORY	A	B	C	B & C
	SUPERVISION			CLEANER
Monday - Friday 7:30 a.m. - 11:30 p.m. or such other times when the facilities are normally staffed	N/C	\$18.70/hour	\$30.85/hour	\$33.60/hour
Saturday	N/C	\$18.70/hour	\$30.85/hour	\$33.60/hour
Sunday	N/C	\$23.25/hour	\$41.15/hour	\$44.80/hour
Statutory Holidays	As per Collective Agreement	As per Collective Agreement	As per Collective Agreement	As per Collective Agreement

All rates are subject to HST No. **107-694-119 RT001**.

- (1) The minimum charge is for 3 hours when a CUPE 1280 member has to be called in to cover the permit over and above the regular work week.
- (2) Groups larger than 200 persons must pay for an additional permit supervisor(s).
- (3) Permit supervision rates will not be charged for:
  - (a) The celebration of the Eucharist, Catholic religious services or instruction, and education activities approved by the Director of Education.
  - (b) In recognition of the efforts and support provided by the Catholic School Advisory Councils, facilities will be made available to each council free of charge, on application through the school principal, for two fund raising events during the school year.

***Processing Fees*** (NON REFUNDABLE) payable annually:

Category A	\$ 0.00
Category B	<b>\$20.00</b>
Category C	<b>\$85.00</b>
Permit Change/Revision Fee	\$25.00/change request
<b>N.S.F. cheque</b>	<b>\$40.00</b>
Monthly Financial Statement (mailed)	\$10.00

**(Category “B” and “C”)**

Cancellation of a permit which includes an auditorium/theatre for Categories “B” & “C” will be charged an additional \$100.

All rates noted above are subject to HST @ 13%.

**High Performance Fields**

St. John Paul II
Dante Alighieri
Don Bosco
Father Henry Carr
Msgr. Percy Johnson
Senator O’Connor
St. Basil the Great College



REPORT TO

REGULAR BOARD

## CITY OF TORONTO WARD BOUNDARY REVIEW -- UPDATE

*According to the grace of God given to me, like a skilled master builder I laid a foundation, and someone else is building on it. Each builder must choose with care how to build on it.*

*1 Corinthians 3:10*

Created, Draft	First Tabling	Review
August 17, 2016	August 25, 2016	
John Volek, Senior Coordinator of Planning, Accountability, and Admissions Mario Silva, Comptroller of Planning and Development Services		
<b>INFORMATION REPORT</b>		

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**C. Jackson**

Executive Superintendent of Business Services and Chief Financial Officer

**Angela Gauthier**

Director of Education

## A. EXECUTIVE SUMMARY

The City of Toronto has undertaken a formal review of its existing 44 ward boundaries in an effort to better understand the number of people who live in each boundary and how those numbers are expected to change in the future.

Due to population growth, some of Toronto's ward boundaries are 30% to 40% above the population of an average City ward. Therefore, not every Toronto citizen is being equally represented at City Council.

The population of Toronto's current 44 wards have already been challenged at the Ontario Municipal Board (OMB). This is the reason why the City has embarked upon a formal review of its boundaries. If Toronto does not review the current size and shape of its wards, a new ward structure could be imposed by the OMB without the public's involvement and without City Council approval.

Five (5) different City ward boundary options were developed by a City appointed Consultant team after extensive background research and consultation with various stakeholder groups.

The Consultant team has provided their final report to the City, which was considered at Executive Committee of May 24, 2016. The Consultant report recommends a City ward structure of 47 wards (Option 1) with an average population of 61,000 to ensure effective representation given population growth in Toronto over the last fifteen (15) years.

In response to the Consultant report, the Executive Committee has asked the Consultant to further review **Option 1 (47 wards)** with a focus on amendments to address wards with the highest population discrepancies and prepare refinements to **Option 2 (44 wards)** on the basis of input received to date. Furthermore, the Executive Committee has asked the Consultant to study impacts of alignment with the 25 Federal riding boundaries.

Each option will impact upon the current alignment of TCDSB Trustee ward boundaries—legal staff have also confirmed that there must be 100% alignment with City of Toronto ward boundaries.

## **B. PURPOSE**

To bring to the attention of the Board the resulting potential impacts to TCDSB ward boundaries due to possible changes to City of Toronto ward boundaries.

## **C. BACKGROUND**

1. The City of Toronto has undertaken a comprehensive review of its current 44 ward boundaries in an effort to better understand the number of people that live in each boundary and how those numbers are expected to change in the future. Natural population growth and decline, new housing development, and immigration are all influencing a growing population imbalance in Toronto's City wards.
2. The current City of Toronto ward boundaries have been in place since 2000 and are generally based on federal electoral districts (ridings) that cover Toronto. Each riding was split to create the current system of 44 wards.
3. A ward boundary review must ensure that boundaries are commonsensical and based on geographic communities of interest (e.g. specific ethno-cultural communities or business communities that reside in the same area), neighbourhoods, physical and natural boundaries (e.g. major roads, ravines, rail lines, etc.), the ward's history, and other relevant considerations.
4. "Effective representation" was, and is, the main goal of the City ward boundary review process. This is the fundamental principal that all votes should have equal weight, and therefore, the number of people living in each ward should be similar.
5. The City appointed a consultant team ("TWBR") to undertake the research and development of the original five ward boundary options under consideration (*refer to the City's website <http://www.drawthelines.ca> for all maps*), collect community feedback and listen to concerns, and provide a final report with recommendations to Executive Committee and City in the fall of 2016.
6. The Consultant team consists of members from the Canadian Urban Institute, Beate Bowron Etcetera, The Davidson Group, and Thomas Ostler. The team was selected in March 2014, following a competitive Request for Proposals (RFP) process.

7. The Consultant team provided their final report to the City, which was considered at Executive Committee of May 24, 2016. The Consultant report recommends a ward structure of 47 wards (Option 1) with an average population of 61,000 to ensure effective representation given population growth in Toronto over the last fifteen (15) years:

*“This report transmits the Consultant's final report, Toronto Ward Boundary Review, which recommends a ward structure of 47 wards with an average population of 61,000 to ensure effective representation given population growth in Toronto over the last fifteen (15) years. The Consultant's final report recommends a ward boundary structure that applies judicially recognized principles, considers leading electoral and public policy research and advice, and draws upon the input received through a two-step broad engagement and consultation strategy with the Toronto public, communities, key stakeholders and Members of City Council.”*

8. In response to the Consultant's final report, the Executive Committee has asked the Consultant for the following:
- a. *“review Option 1 (47 wards) with a focus on amendments to address wards with the highest population discrepancies (ie. Wards 20, 22, 23, 27, and 28), including the possibility of 46 wards, while ensuring the option would achieve effective representation;*
  - b. *prepare refinements for Option 2 (44 wards) on the basis of input received to date;*
  - c. *further consider Toronto ward boundaries for increased consistency with the 25 federal and provincial boundaries; and*
  - d. *undertake any required additional consultation with the public, stakeholders and Members of City Council, and prepare a revised report to be submitted to the October 26, 2016 meeting of Executive Committee”*

9. The Consultant team is now seeking comments from the public, stakeholders, and members of City Council on two specific items:
- A revised Option 2 (44 wards) that incorporates the refinements suggested during the Consultant team's public consultation process in August - November 2015.
  - A ward option that is consistent with the boundaries of the 25 federal and provincial ridings.
10. There are three (3) ways Trustees and members of the public can provide comments and feedback to the Consultant team:
- A. Fill in your answers directly through an **online feedback form** found at: <http://www.drawthelines.ca/additional-information-participate>
- B. **Printing a feedback form** found at the same web address as above, and mailing or e-mailing to:
- By mail: To: Toronto Ward Boundary Review; 30 St. Patrick Street, 5th Floor, Toronto, ON, M5T 3A3
  - By email: [info@drawthelines.ca](mailto:info@drawthelines.ca)
- C. **Attend a Public Meeting.** Four public meetings are being held across the City in September, from 7pm-9pm:
- Wednesday, September 14, 2016 – City Hall – Committee Room
  - Thursday, September 15, 2016 – Scarborough Civic Centre – Committee Room 2
  - Monday, September 19, 2016 – North York Civic Centre – Committee Room 1
  - Wednesday, September 21, 2016 – Etobicoke Civic Centre – Meeting Room 1

11. The City of Toronto Act provides a period for appeals to the Ontario Municipal Board (OMB) and appeals to Divisional Court are also possible. For any ward boundary changes to take effect by the 2018 election, any appeals must be concluded by December 31, 2017.

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

1. Background research was performed by the Consultant team to examine the legal context for ward boundary reviews, as well as the experience in other Ontario cities and other larger Canadian cities.
2. Major ward boundary reviews were undertaken in a number of large Ontario cities since 2005: Ottawa, Markham, Brampton, and Oakville.
3. Population projections were taken into consideration for future elections in 2018, 2022, 2026, and 2030.
4. Between July 2014 and July 2015, the Consultant team gathered input on current ward characteristics and boundaries. Based on public input, expected population growth and decline (depending on the area), and background research, a series of options for new ward boundaries were developed.
5. Five separate boundary options have been presented to the public that meet the fundamental principal of “effective representation”:
  - Option 1: “Minimal Change” – 47 proposed wards
  - Option 2: “44 Wards” – 44 proposed **realigned** wards
  - Option 3: “Small Wards” – 58 proposed wards
  - Option 4: “Large Wards” – 38 proposed wards
  - Option 5: “Natural/Physical Boundaries” – 41 proposed wards



6. The website: <http://www.drawthelines.ca> provides useful links to residents interested in specific details around the Consultants' information gathering process, as well as how the five options were ultimately developed.
7. In the October 15, 2015 report to Corporate Services, Strategic Planning and Property Committee staff carefully aggregated the proposed City ward boundaries into 12 Trustee ward boundaries with a common focus on trying to maintain, where possible, an equitable balance of schools and enrolment per Trustee ward and minimize significant boundary changes. The idea of the exercise was to help Trustees assess the potential impacts of City ward boundary changes.

Staff are open to suggestions by Trustees on how to best aggregate City ward boundaries into new Trustee ward boundaries—in an effort to align with proposed City ward boundaries.

8. The following is an updated and revised staff review of the latest City ward boundary proposals under serious consideration: Option 1 (47 wards) and Option 2 (44 wards).

Regarding looking at alignment with the 25 Federal ridings, the Consultant states: *“using federal riding boundaries as a basis for ward boundaries raises significant concerns for voter parity [effective representation]... To resolve this would require altering the boundaries of several federal ridings and crossing a major natural and historic current ward boundary. Such significant change contradicts the purpose of making federal riding boundaries and ward boundaries consistent.”*

As such, staff did not pursue any further analysis of the Federal riding option.

**Updated Staff Review of Option 1: “Minimal Change” (47 Wards)**

*(see Appendix ‘A’ for maps and additional data)*

Under City Option 1, staff carefully aggregated the proposed 47 City ward boundaries into 12 proposed Trustee wards. The following table compares the number of elementary and secondary schools per Trustee ward, before and after a possible alignment with the proposed 47 City ward boundaries.

<b>Trustee Ward</b>	<b>Number of Elementary Schools</b>		<b>Number of Secondary Schools</b>		<b>Total Schools</b>	
	<b>Before</b>	<b>After</b>	<b>Before</b>	<b>After</b>	<b>Before</b>	<b>After</b>
Ward 1	15	18	3	3	18	21
Ward 2	16	13	3	3	19	16
Ward 3	11	16	2	3	13	19
Ward 4	11	12	2	2	13	14
Ward 5	16	11	5	4	21	15
Ward 6	9	12	2	2	11	14
Ward 7	13	15	4	3	17	18
Ward 8	20	17	2	2	22	19
Ward 9	13	11	2	2	15	13
Ward 10	11	12	2	2	13	14
Ward 11	17	15	3	3	20	18
Ward 12	17	17	3	3	20	20

**Updated Staff Review of Option 2: “44 Wards” with City requested refinements**

*(see Appendix ‘B’ for maps and additional data)*

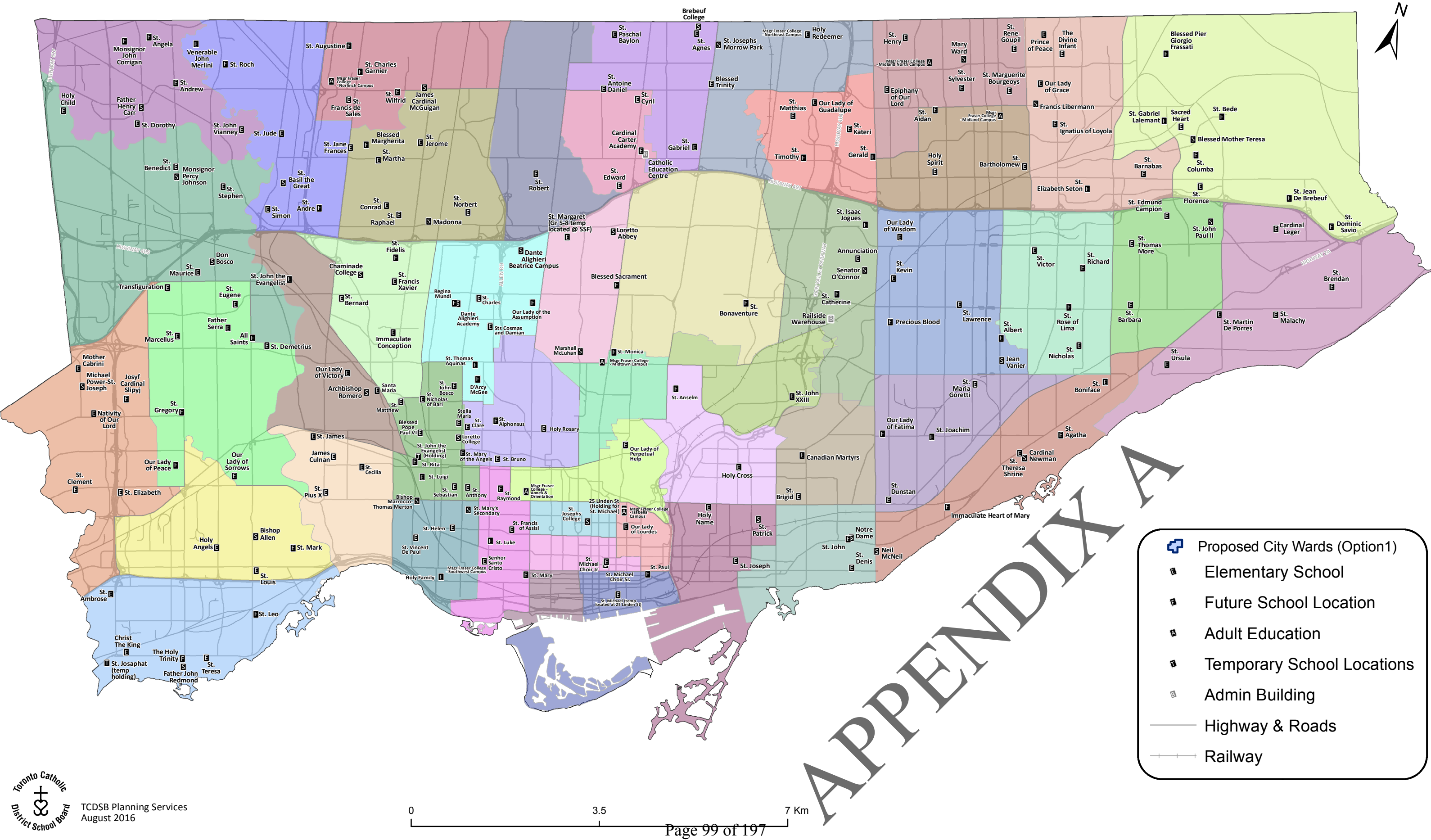
Under City Option 2, staff carefully aggregated the proposed realigned 44 City ward boundaries into 12 proposed Trustee wards. The following table compares the number of elementary and secondary schools per Trustee ward, before and after a possible alignment with the proposed 44 City ward boundaries.

Trustee Ward	Number of Elementary Schools		Number of Secondary Schools		Total Schools	
	Before	After	Before	After	Before	After
Ward 1	15	12	3	3	18	15
Ward 2	16	19	3	3	19	22
Ward 3	11	13	2	3	13	16
Ward 4	11	13	2	3	13	16
Ward 5	16	11	5	4	21	15
Ward 6	9	19	2	2	11	21
Ward 7	13	18	4	2	17	20
Ward 8	20	14	2	2	22	16
Ward 9	13	11	2	3	15	14
Ward 10	11	11	2	2	13	13
Ward 11	17	12	3	3	20	15
Ward 12	17	16	3	2	20	18

**E. STAFF RECOMMENDATION**

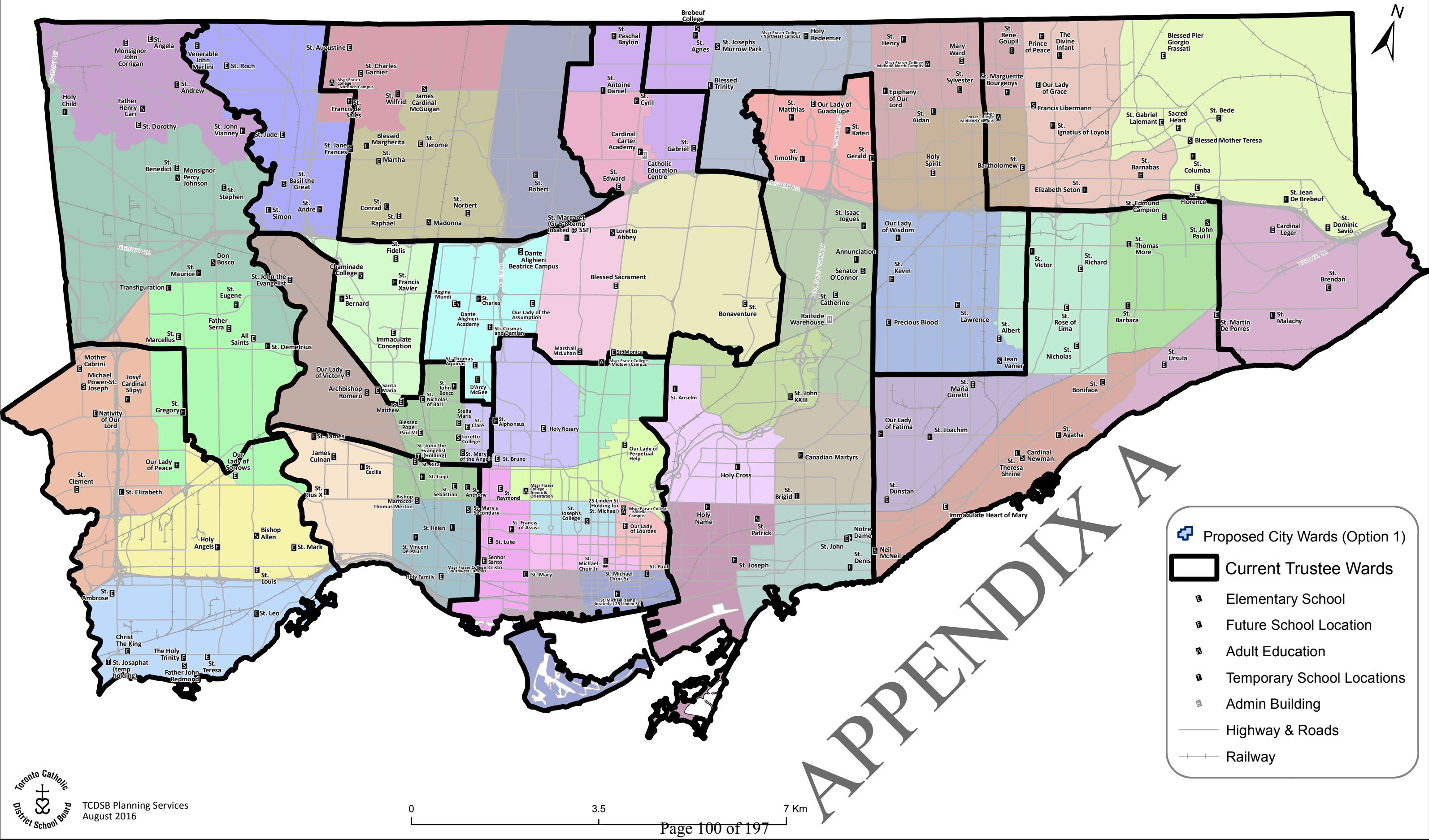
This report is presented for the information of the Board.

Proposed City Wards (Option 1 "Minimal Change" - 47 wards)

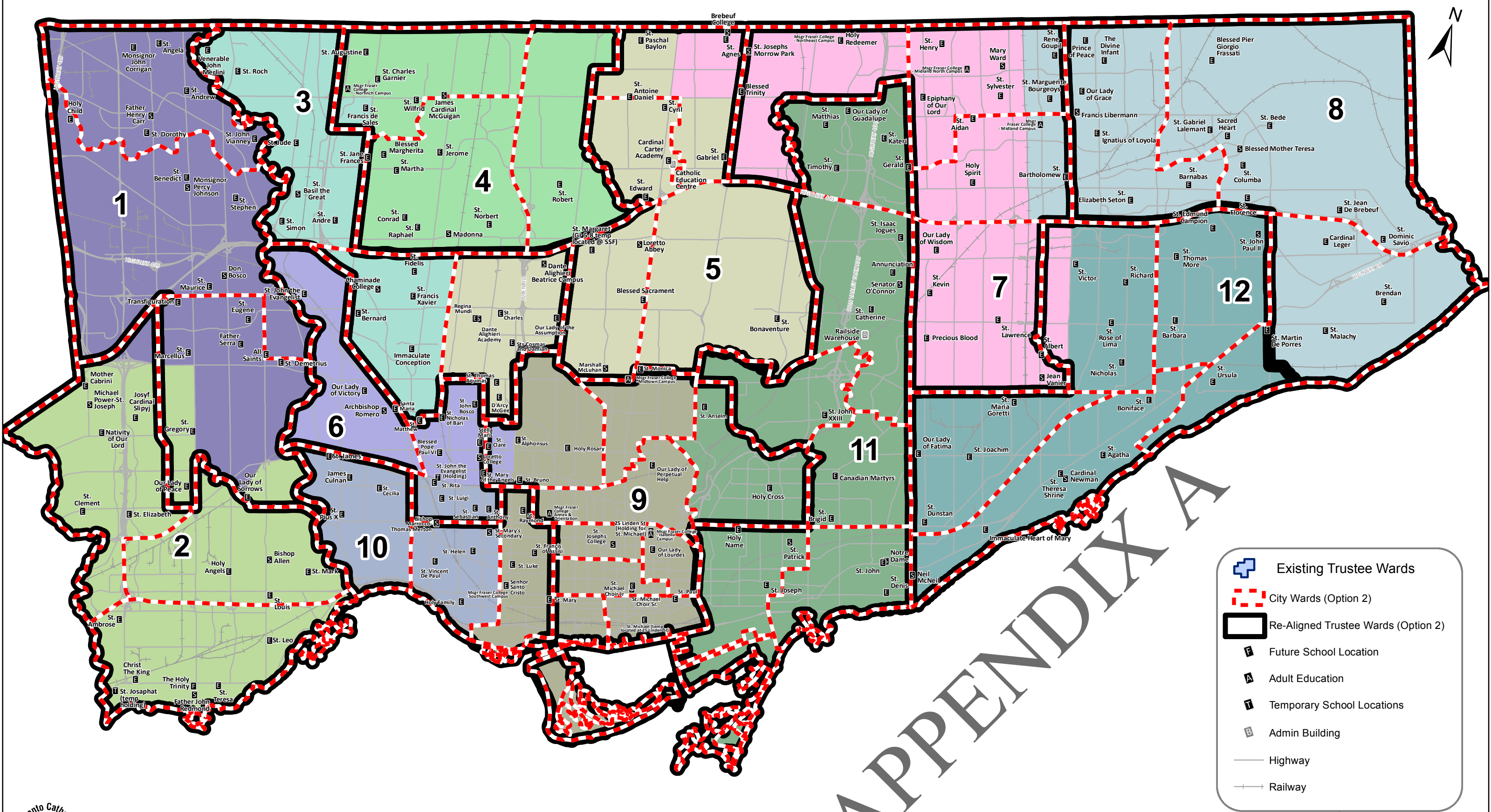




Existing Trustee Wards vs Proposed City Wards (Option 1 "Minimal Change" - 47 wards)

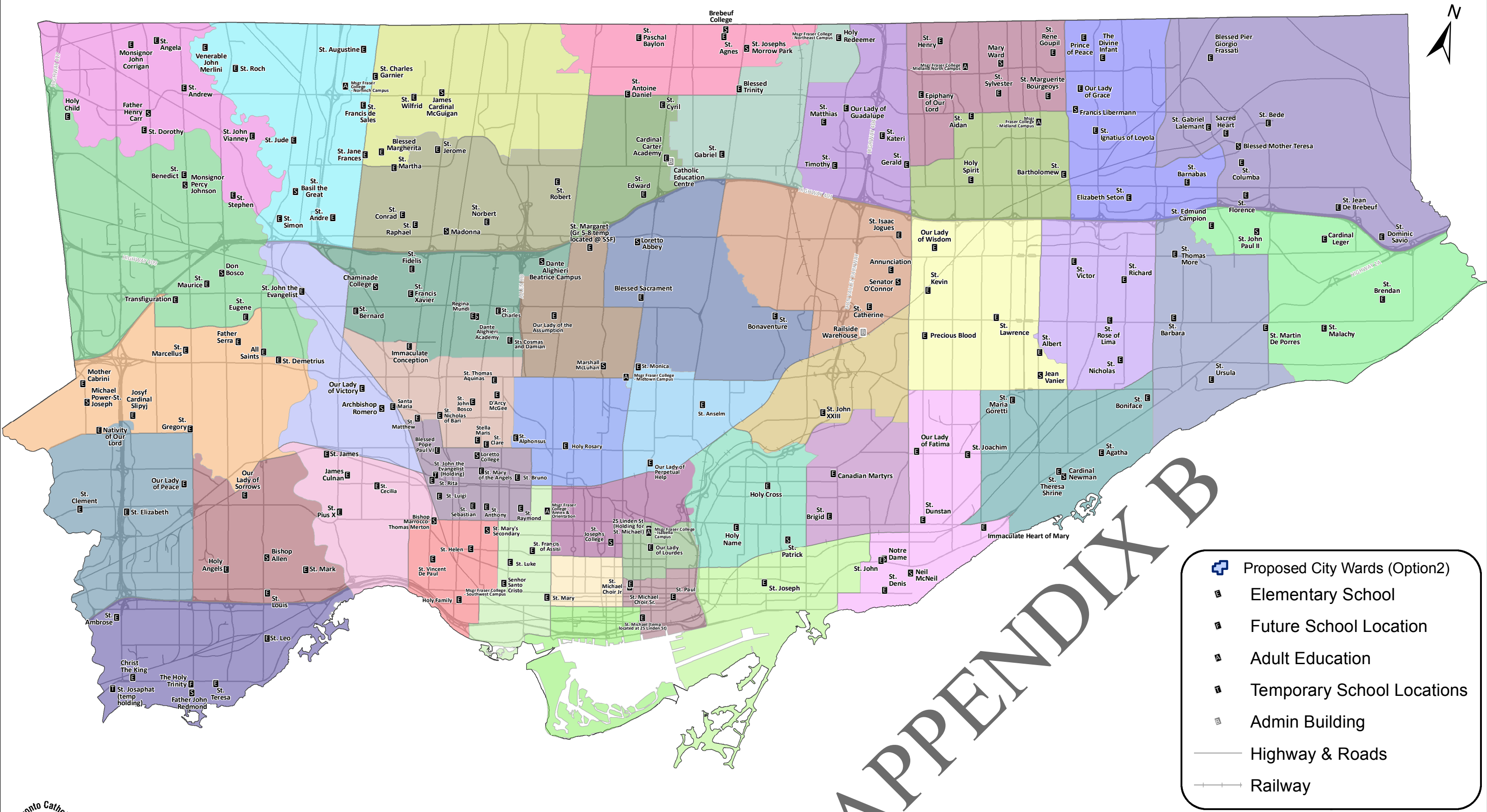


Re-Aligned Trustee Wards vs. Existing Trustee Wards (Option 1 "Minimal Change" - 47 wards)

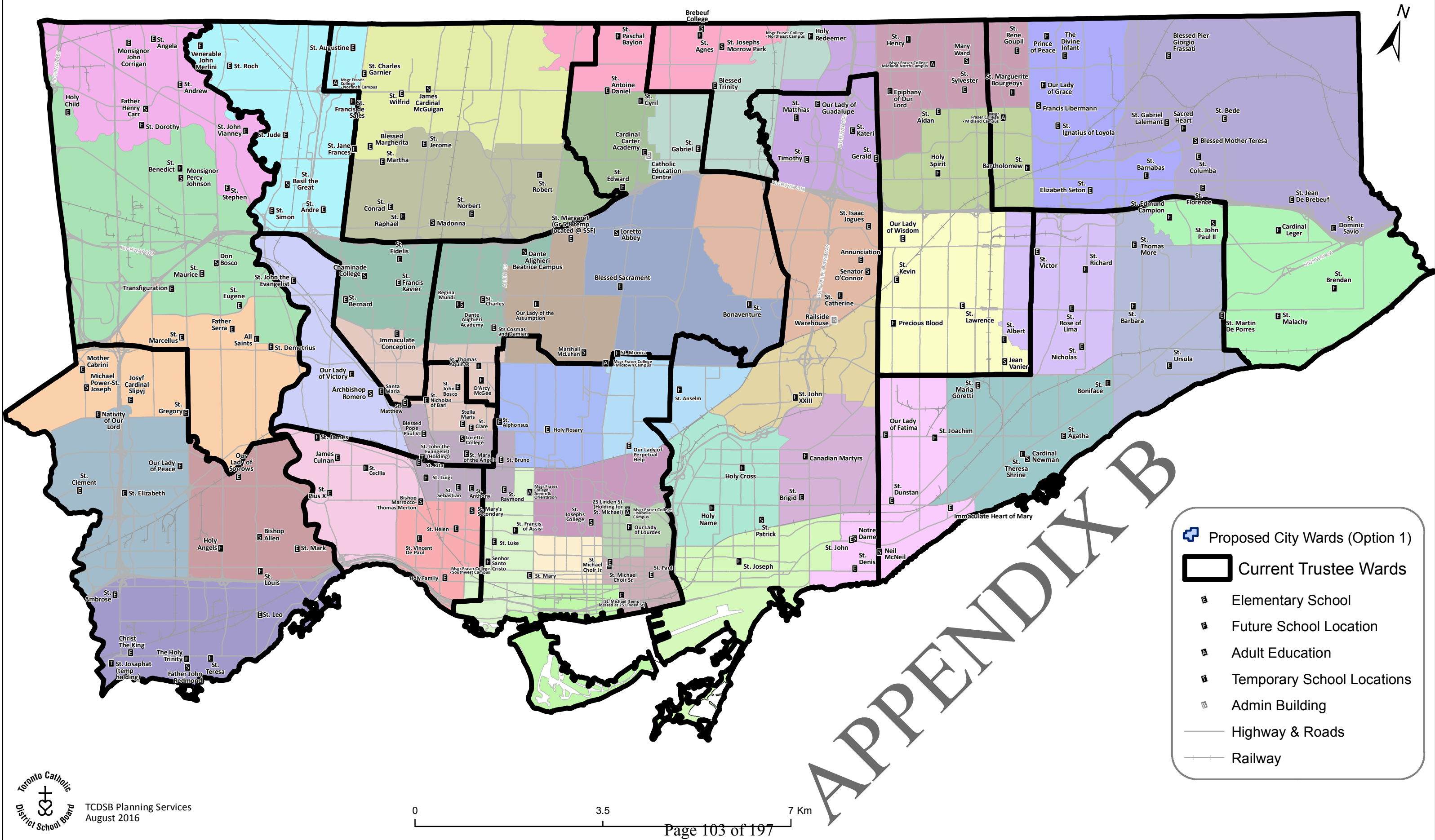




Proposed City Wards (Option 2 "44 Wards")

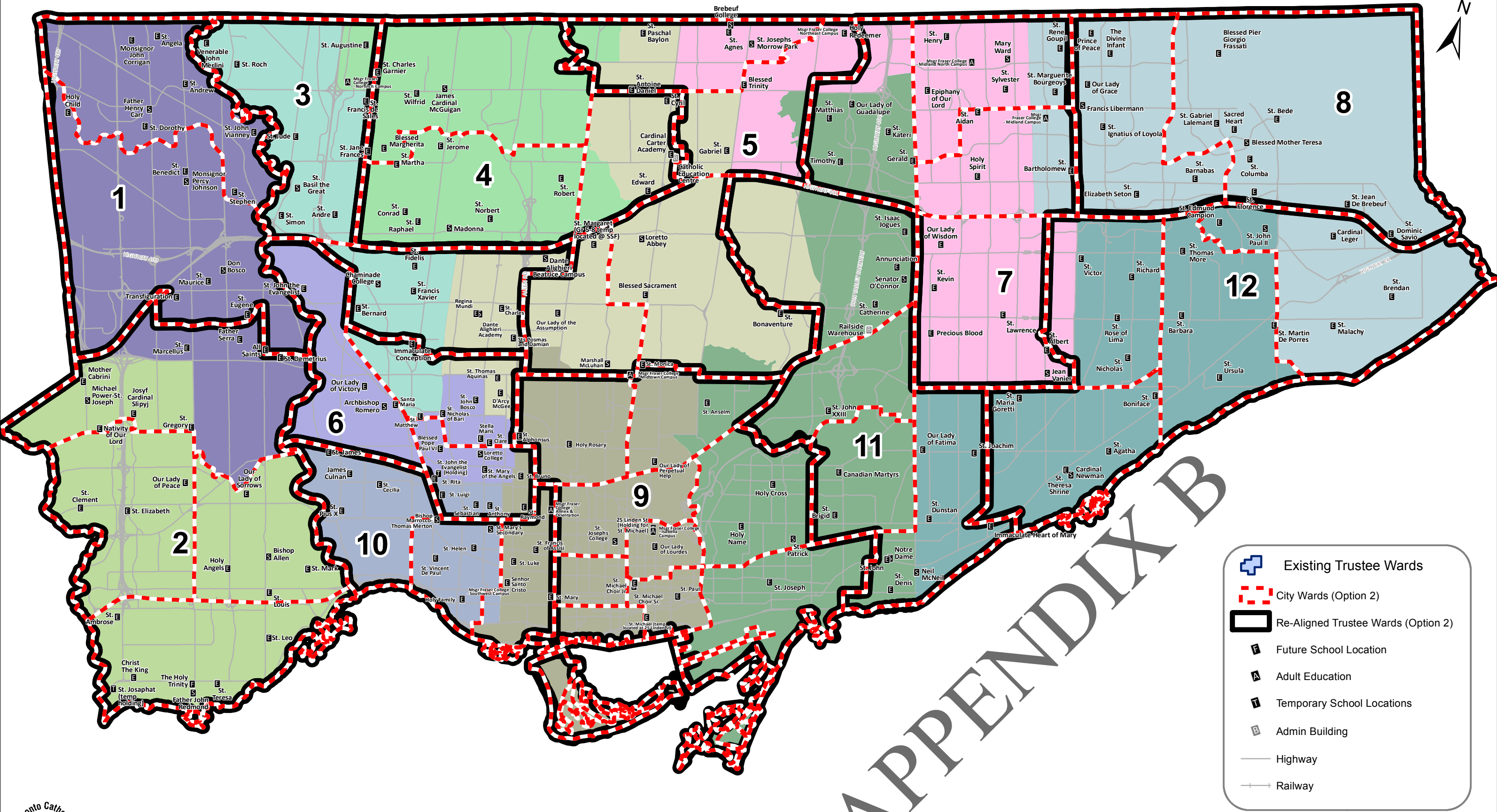


# Existing Trustee Wards vs Proposed City Wards (Option 2 "44 Wards")





Re-Aligned Trustee Wards vs. Existing Trustee Wards (Option 2 "44 Wards")





REPORT TO

REGULAR BOARD

## REPORT OF THE GOVERNANCE AND POLICY COMMITTEE ON UPDATE TO FRESH START POLICY (S.S.12)

*Of old you laid the foundation of the earth, and the heavens are the work of your hands.  
Psalm 102:25*

Created, Draft	First Tabling	Review
June 14, 2016	August 25, 2016	
Maria Rizzo, Chair, Governance and Policy Committee Caitlin Kavanagh, Sr. Manager, Employee Relations & Policy Development		
<b>RECOMMENDATION REPORT</b>		

### Vision:

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

### Mission:

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



### Members of the Committee:

Maria Rizzo, Chair  
 Nancy Crawford, Vice Chair  
 Jo-Ann Davis, Trustee Ward 9  
 Angela Kennedy, Ex-Officio  
 Frank D'Amico, Ex-Officio

## **A. EXECUTIVE SUMMARY**

This report recommends updates to the Fresh Start policy (S.S.12) to ensure it aligns with Ministry regulations and that it adheres to the recently approved Safe School Inquiry recommendations report.

## **B. PURPOSE**

This Recommendation Report is on the Order Paper of the Regular Board as it recommends a policy revision.

## **C. APPENDIX**

APPENDIX A: Fresh Start Policy (S.S.12) with proposed amendments

## **D. COMMITTEE RECOMMENDATION**

That the Board accept the recommendation of the Governance and Policy Committee and approve the Fresh Start Policy S.S. 12 as amended and proposed in Appendix A.



**POLICY SECTION:** SAFE SCHOOLS

**SUB-SECTION:**

**POLICY NAME:** FRESH START

**POLICY NO:** S.S. 12

<b>Date Approved:</b> March 26, 2008- Board	<b>Date of Next Review:</b> September 2020	<b>Dates of Amendments:</b> September 2016
<b>Cross References:</b> S.S. 01 Suspension and Expulsion Policy S.S. 04 Access to School Premises <i>Education Act</i> Part XIII, Behaviour, Discipline and Safety <i>Regulation 474/00, Education Act</i> Program/Policy Memorandum 145, <i>Progressive Discipline and Promoting Positive Student Behaviour</i> “A Guide to Ontario Legislation Covering the Release of Students’ Personal Information” (Privacy Commissioner) <i>Occupational Health and Safety Act</i>		
<b>Appendix:</b> Fresh Start Checklists (Secondary & Elementary)		

### **Purpose**

This Policy affirms the need for students to feel safe at school and to provide successful transitions for those students subject to a Fresh Start. All Fresh Starts will be facilitated with a balanced approach that incorporates fairness and equity. Successful Fresh Start transitions will promote safe and positive learning environments which are essential for student achievement and well-being.

### **Scope and Responsibility**

The policy extends to all students of the TCDSB and assigns specific duties to principals and employees of the board to ensure compliance with the policy and legislation. The Director of Education, the Superintendent of Safe Schools, and school principals are responsible for this policy.



POLICY SECTION: SAFE SCHOOLS

SUB-SECTION:

POLICY NAME: FRESH START

POLICY NO: S.S. 12

### Alignment with MYSP

Living Our Catholic values

Strengthening Public Confidence

Fostering Student Achievement and Well-Being

### Policy

The TCDSB is committed to ensuring that all schools focus on the building of healthy relationships, a safe, inclusive, and accepting learning environment rooted in the Ontario Catholic Graduate Expectations. A positive school climate is established when all aspects of the Code of Conduct Policy are respected. Successful transitions are predicated on fairness and equity and respect the social, spiritual, emotional and academic needs of all students. Guidelines and procedures are provided to students, parents, guardians and principals to ensure that all processes and outcomes are fair, equitable, and just.

### Regulations

#### Secondary Panel:

1. All Fresh Starts will be coordinated by the principal of **Monsignor Fraser College, St. Martin Campus (formerly** the A.P.P.L.E. program).
2. All requests for Fresh Starts will be considered for approval by the superintendent **at of** the school the student (initially) attends.
3. The Fresh Start administrator will decide the new location for a student based on the following criteria:
  - a. Proximity to new school and change of home address.
  - b. Fair **and equitable** distribution of fresh start students



POLICY SECTION: SAFE SCHOOLS

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- c. Police or court order and conditions of bail or release
  - d. Presence of student or staff victim or known potential conflict
  - e. Charges dropped or pending
  - f. Previous fresh starts and transfers
  - g. Presence of academic and **support staff**
4. ~~The sending school must send an application with pertinent information to the Fresh Start Administrator within two school days of notification.~~
4. The student and parent must be notified by the sending Principal **must notify the student and parent/guardian (if student is a minor) that a Fresh Start transition move is being arranged.** ~~determined and that~~ **The sending Principal** ~~a Fresh Start Administrator or Superintendent will also inform~~ **contact them with of the** new school information and **the** obligation of social work follow-up as part of the process. **The sending principal will also ensure that the *Fresh Start Acknowledgement Letter and Record of Fresh Start* documents are completed and filed accordingly.**
5. The Receiving School will receive email ~~and fax information~~ from the Fresh Start **Monsignor Fraser College, St. Martin Campus** Administrator with all pertinent information **including but not limited to a Credit Counselling Summary and details related to the reason for transition.**
6. The Receiving School will reply to the Fresh Start **Monsignor Fraser College, St. Martin Campus** Administrator that a timetable will be produced to accommodate the best possible fit.
7. The receiving school principal will contact the student and parents for an intake meeting. **The receiving school principal will ensure that the**



POLICY SECTION: SAFE SCHOOLS

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**Ontario Student Record (OSR) is at the receiving school before the intake meeting.**

8. At that **the intake** meeting school regulations and expectations will be covered before placing the student in the new school. The mandatory social work follow-up will be initiated at this meeting if a social work referral does not already exist. **Additional supports and resources will be addressed, where applicable.**
9. **Prior to the student starting class, a local school based meeting will be held where teachers and other school staff that will have regular direct contact with the student will be provided with relevant information and appropriate strategies.**
10. **The receiving principal will ensure that the necessary academic, support staff and social work supports, including a *Transition Plan*, are in place, and that there is documentation to support this, including a checklist of critical documentation and steps.**
11. **The receiving principal will ensure that appropriate staff are advised in accordance with the *Occupational Health and Safety Act (OHSA)* requirements. Specifically, the Board recognizes Section 32.0.5(3) of the OHSA which states the employer's "duty to provide information, including personal information, related to a risk of workplace violence from a person with a history of violent behaviour if, (a) the worker can be expected to encounter that person in the course of his or her work; and (b) the risk of workplace violence is likely to expose the worker to physical injury."**





POLICY SECTION: SAFE SCHOOLS

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~~9. The Fresh Start tracking form will be completed and signed once the intake meeting has occurred and it is confirmed that the obligations are agreed to by the students and his/her parent. This form will be kept in the students' OSR.~~

12. If a student is Fresh Started more than once or was previously expelled, then the student and the parent(s)/guardian(s) must meet with the area superintendent **and/or Monsignor Fraser College, St. Martin Campus Administrator prior to transitioning to the new school placement.** ~~when they meet at the receiving school and give written agreements on abiding by all obligations of the receiving school and the Fresh Start Policy. Failure to do so will be interpreted as refractory conduct and dealt with accordingly.~~

13. The Fresh Start Administrator will keep central files of all moves covered by this section of the policy.

14. If a student is Fresh Started ~~within 20 school days at~~ **immediately preceding** the end of a semester the sending principal will facilitate credit completion at the home school, negotiate completion with the receiving school or discuss completion of work and exams at another location. **The student will begin attending the new school placement at the** ~~and start the new school at the beginning of a~~ **the** new semester.

#### **Elementary Panel:**

1. All Fresh Starts will be coordinated by the Superintendent of the school **currently attended by** the student ~~attends.~~
2. The Superintendent will decide the new location for a student based on the following criteria ~~after consultation with sending school and parents.~~





POLICY SECTION: SAFE SCHOOLS

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- a. Proximity to new school and change of home address.
  - b. Fair **and equitable** distribution of fresh start students
  - c. Police or court order and conditions of bail or release
  - d. Presence of student or staff victim or known potential conflict
  - e. Charges dropped or pending
  - f. Previous fresh starts and transfers
  - g. Presence of academic, CYW, special education and social work program
3. The Superintendent **of the school currently attended by the student** will contact the student and parent(s)/guardian(s) to inform them of the new school information and the obligation of social work follow-up as part of the process. ~~arrange a meeting at the receiving school as well as arrange for mandatory social work follow-up. At this meeting academic and social needs of the student will be shared by the sending school and the social work referral completed.~~ **The Superintendent of the school currently attended by the student will also provide the Safe Schools Officer with details related to the Fresh Start. Safe Schools Officer will inform Monsignor Fraser College, St. Martin Campus Administrator.**
4. **The sending principal will ensure that the *Fresh Start Acknowledgement Letter* and *Record of Fresh Start* documents are completed and filed accordingly.**
5. **The receiving school principal will contact the student and parents for an intake meeting. The receiving school principal will ensure that the Ontario Student Record (OSR) is at the receiving school before the intake meeting.**



POLICY SECTION: SAFE SCHOOLS

SUB-SECTION:

POLICY NAME: FRESH START

POLICY NO: S.S. 12

6. At the intake meeting school regulations and expectations will be covered before placing the student in the new school. The mandatory social work follow-up will be initiated at this meeting if a social work referral does not already exist. Additional supports and resources will be addressed, where applicable.
7. Prior to the student starting class, a local school based meeting will be held where teachers and other school staff that will have regular direct contact with the student will be provided with relevant information and appropriate strategies.
8. The receiving principal will ensure that the necessary academic, support staff and social work supports, including a *Transition Plan*, are in place, and that there is documentation to support this, including a checklist of critical documentation and steps.
9. The receiving principal will ensure that appropriate staff are advised in accordance with the *Occupational Health and Safety Act*. Specifically, the Board recognizes Section 32.0.5(3) of the OHSA which states the employer's "duty to provide information, including personal information, related to a risk of workplace violence from a person with a history of violent behaviour if, (a) the worker can be expected to encounter that person in the course of his or her work; and (b) the risk of workplace violence is likely to expose the worker to physical injury."
- ~~4. The Fresh Start tracking form will be completed and signed once the intake meeting has occurred and it is confirmed that the obligations are agreed to by the student and his/her parent. The form will be kept in the OSR.~~



**POLICY SECTION: SAFE SCHOOLS**

**SUB-SECTION:**

**POLICY NAME: FRESH START**

**POLICY NO: S.S. 12**

10. The Superintendent with responsibility for Safe Schools will keep files of all moves covered by this section of the policy.

APPENDIX A



**POLICY SECTION: SAFE SCHOOLS**

**SUB-SECTION:**

**POLICY NAME: FRESH START**

**POLICY NO: S.S. 12**

## **Definitions**

### **Fresh Start**

A Fresh Start is generally defined as a non-voluntary or unusual movement of a student to a new school within the school year or at the end of a semester. Fresh Starts can be considered as a response to TCDSB Victims' Rights Policy (S.S.13), court conditions imposed by the Criminal Justice System for an incident for which the student was not expelled, or other special circumstances as approved by the superintendent of the student's school.

## **Evaluation and Metrics**

**The effectiveness of the policy will be determined by monitoring the following:**  
**Safe Schools metrics will be shared by staff in the annual Safe Schools Report to Trustees.**



## **Safe Schools Department**

### **Fresh Start/School Expulsion**

### **Checklist of Critical Steps**

### **Secondary**

***\*Refer to Fresh Start/School Expulsion Flowchart for additional information.***

- ☐ Received an e-mail containing relevant student information from Fresh Start Administrator
- ☐ Reviewed the e-mail and all information
- ☐ Requested OSR from sending school

*\*\*Receiving school must be in possession of OSR prior to the intake meeting and OSR must be available to be consulted during intake meeting (PPM145)*

- ☐ Reviewed OSR to identify relevant information to support successful student transition
- ☐ Engaged in an exchange of information with Principal (VP) of Sending School
- ☐ Developed a student timetable for student
- ☐ Arranged an in-take meeting at the Receiving School prior to the day or on the day the student is transferred
- ☐ Ensured the academic and social work supports, including a Transition Plan, are in place

*\*\*Transition Plan must also include considerations related to extra-curricular activities to ensure that at no time the student will be in contact with previous victim(s), witness(es), or co-accused. Should the student be a member of an extra-curricular team or club, the principal should contact the Safe Schools Department for further direction*

- ☐ **Prior to the student beginning classes**, met or spoke with teaching and non-teaching staff that will have direct and regular contact with the student to review key information from the Intake Meeting and strategies to best support the student.
- ☐ Informed teaching and non-teaching staff that they must treat any information about the student and the incident disclosed at the meeting as confidential.





## **Safe Schools Department**

### **Fresh Start/School Expulsion**

### **Checklist of Critical Steps**

### **Elementary**

***\*Refer to Fresh Start/School Expulsion Flowchart for additional information.***

- ☐ Received communication from School Superintendent confirming Fresh Start transition
- ☐ Requested OSR from sending school

***\*\*Receiving school must be in possession of OSR prior to the intake meeting and OSR must be available to be consulted during intake meeting (PPM145)***

- ☐ Reviewed OSR to identify relevant information to support successful student transition.
- ☐ Engaged in an exchange of information with Principal (VP) of Sending School
- ☐ Determined classroom placement for student
- ☐ Arranged an in-take meeting at the Receiving School prior to the day or on the day the student is transferred
- ☐ Ensured the academic and social work supports, including a Transition Plan, are in place

***\*\*Transition Plan must also include considerations related to extra-curricular activities to ensure that at no time the student will be in contact with previous victim(s), witness(es), or co-accused. Should the student be a member of an extra-curricular team or club, the principal should contact the Safe Schools Department for further direction***

- ☐ **Prior to the student beginning classes**, met or spoke with teaching and non-teaching staff that will have direct and regular contact with the student to review key information from the Intake Meeting and strategies to best support the student.
- ☐ Informed teaching and non-teaching staff that they must treat any information about the student and the incident disclosed at the meeting as confidential.





REPORT TO

REGULAR BOARD

## REPORT OF THE GOVERNANCE AND POLICY COMMITTEE ON UPDATE TO SUSPENSION AND EXPULSION POLICY (S.S.01) & PRINCIPAL'S INQUIRY(S.S.08)

*Love not sleep, lest you come to poverty; open your eyes, and you will have plenty of bread.  
Proverbs 6:23*

### Created, Draft

June 14, 2016

### First Tabling

August 25, 2016

### Review

Maria Rizzo, Chair, Governance and Policy Committee

Caitlin Kavanagh, Sr. Manager, Employee Relations &amp; Policy Development

### RECOMMENDATION REPORT

#### Vision:

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

#### Mission:

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



### Members of the Committee:

Maria Rizzo, Chair  
Nancy Crawford, Vice Chair  
Jo-Ann Davis, Trustee Ward 9  
Angela Kennedy, Ex-Officio  
Frank D'Amico, Ex-Officio

## **A. EXECUTIVE SUMMARY**

This report recommends updates to an appendix of the current Suspension and Expulsion policy (S.S.01) and recommends converting the current Principal's inquiry- Suspension and Expulsion policy (S.S.08) to an appendix of S.S.01.

## **B. PURPOSE**

This Recommendation Report is on the Order Paper of the Regular Board as it recommends a policy revision and consolidation.

## **C. APPENDIX**

APPENDIX A: Suspension and Expulsion (S.S.01) with proposed amendments and consolidating Principal's Inquiry—Suspensions & Expulsions (S.S.08)

## **D. COMMITTEE RECOMMENDATION**

That the Board accept the recommendation of the Governance and Policy Committee and approve amendments to Appendix C of Policy S.S.01 and convert policy S.S.08 to an appendix to Policy S.S.01 as amended and proposed in Appendix A.





**POLICY SECTION: SAFE SCHOOLS**

**SUB-SECTION:**

**POLICY NAME: SUSPENSION AND EXPULSION  
(Consolidated)**

**POLICY NO: S.S. 01**

**Date Approved:**  
November 20, 2014

**Date of Next Review:**  
2018

**Dates of Amendments:**  
**September 2016- Board**

**Cross References**

Education Act Part XIII, Behaviour, Discipline and Safety  
S.S. 09 Code of Conduct  
S.S. 11 Bullying Prevention and Intervention  
S.S. 10 Progressive Discipline  
S.S. 04 Access to School Premises  
S. 15 Access to Pupils  
S. 16 Access to Pupil Information  
S. 17 Suspected Child Abuse Reporting  
Police/School Board Protocol  
Statutory Powers Procedure Act  
Program/Policy Memorandum 141, *School Board Programs for Students on Long-Term Suspension*  
Program/Policy Memorandum 142, *School Board Programs for Expelled Students*  
Program/Policy Memorandum 144, *Bullying Prevention and Intervention*  
Program/Policy Memorandum 145, *Progressive Discipline and Promoting Positive Student Behaviour*  
Program/Policy Memorandum 128, *Provincial Code of Conduct and School Board Codes of Conduct*  
Program/Policy Memorandum 120, *Reporting Violent Incidents to the Ministry of Education*

**Operational Procedures:**

Appendix A - Protocol to Suspension  
Appendix B – Guidelines to Long-Term Suspension Program (TIPSS)  
Appendix C - Protocol to Expulsion  
Appendix D – Guidelines to Expulsion Program (Monsignor Fraser College – St. Martin Campus, formerly APPLE)  
Appendix E – Protocol for Suspension Appeals and Expulsion Hearings  
Appendix F – Statutory Powers Procedure Act  
Appendix G – Frequently Asked Questions for Suspension Appeal Hearings  
Appendix H - Frequently Asked Questions for Expulsion Hearings  
**Appendix I – Principal Investigation Guideline**



## POLICY SECTION: SAFE SCHOOLS

### SUB-SECTION:

### POLICY NAME: SUSPENSION AND EXPULSION (Consolidated)

### POLICY NO: S.S. 01

[...]

### OPERATIONAL PROCEDURES: Protocol to Expulsion

#### [Revised] APPENDIX C

#### Operational Procedures: Protocol to Expulsion

##### Suspension Pending Possible Expulsion

An expulsion is in response to serious misbehaviour by a student in a school. Under *the Act*, a principal is required to suspend a pupil if he or she believes that the pupil has engaged in any of certain specified activities while at school, at a school-related activity or in circumstances where engaging in the Activity will have an impact on the school climate. *The Act* requires the principal to conduct an investigation to determine whether to recommend to the Board that the pupil be expelled. In considering whether to recommend to the Board that a pupil be expelled, a principal is required to take into account mitigating factors and other factors set out in the regulations.

If a principal recommends an expulsion the Board is required to hold an expulsion hearing. The Board is entitled to authorize a committee of at least three members to conduct the expulsion hearing.

At the hearing, the Safe Schools Hearing Committee is required to consider the submissions of the parties, any mitigating or other factors prescribed by the regulations and any written response by the parent/guardian/adult/student that was provided to the principal's report recommending expulsion.

At the conclusion of the hearing, the Board Safe Schools Hearing Committee will decide whether to expel the pupil at all, and, if so, whether the expulsion will be a school expulsion or board expulsion.

Where the Safe Schools Hearing Committee decides to expel a pupil, it has a further decision to make. If the Discipline Committee decides to expel the pupil from his or her school only, Safe Schools must assign the pupil to another school of the Board. **The student will receive mandatory social work intervention at the new school placement. The Request for Social Work Services form will be signed by the parent/guardian/adult student during the intake**



**POLICY SECTION: SAFE SCHOOLS**

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**meeting at the new school placement.** If the Discipline Committee decides to expel the pupil from all schools of the Board, the pupil will be assigned to a program for expelled pupils.

[...]

**OPERATIONAL PROCEDURES: Principal Investigation Guideline**

**(New) APPENDIX I**

**Operational Procedures: Principal Investigation Guideline**

We believe that those entrusted with leadership positions in the Catholic Schools must be conspicuous for their goodness, sincerity and attachment to the faith. In other words, they are men and women who demonstrate in practice the very reason for the Catholic school's existence: an integrated Christian maturity inspired by the Gospel and lived in authentic freedom and commitment. (Fulfilling the Promise: The Challenge of Leadership, 1993).

**As outlined in the TCDSB Suspension and Expulsion Policy S.S.01,** it is the policy of the Board that, whenever the principal **suspends a student pending possible expulsion, the principal will** ~~conducts an inquiry~~ **an investigation** under the Board's **Suspension and Expulsion Policy (SS01) to determine whether to recommend to the Board that the pupil be expelled.** ~~and Suspension policies to determine whether a student has engaged in activity for which the student shall or may be expelled.~~ The student, and any other person who may reasonably be regarded as having been affected by such activity, shall be given a fair opportunity to promptly furnish information relevant to the principal's ~~inquiry~~ **investigation**, unless it is impractical to do so, ~~ie,~~ **eg.** the student is in custody.

**Regulations Guidelines:**

1. Where the principal believes that a student ~~may have~~ **has** engaged in activity for which **expulsion must be considered,** ~~the student shall or may be~~



POLICY SECTION: SAFE SCHOOLS

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expelled, immediately after **the principal shall** suspending the student from school and from all school-related activities. **The principal shall discuss with the student and parent/ guardian (if minor) the TCDSB long-term suspension program (TIPSS) and will encourage the student's participation in this program.** ~~, and if the principal has not referred the matter to the Board for determination,~~ The principal shall promptly conduct an inquiry (the "inquiry") **an investigation** to determine whether **to recommend to the Board that the student be expelled.** ~~the student has engaged such activity for which expulsion is required or permitted.~~

2. The inquiry **investigation** shall be considered as a matter of the highest priority ~~subject only to the health, safety and security of those present in the school community and/or engaged in school-related activities; and shall be conducted and completed as quickly~~ **soon** as reasonably possible. ~~Although not intended as a formal deadline, The principal is encouraged to~~ **shall** complete the ~~inquiry~~ school investigation within ~~48 hours~~ **5 school days from the start of the suspension** after the matter first came to his/her attention **unless the principal has been given direction by police not to proceed with a school investigation. In these cases where police prohibit investigation, the principal (i) will not begin an investigation and will contact Safe Schools or Corporate Services for consultation and direction, and (ii) will maintain ongoing contact with police to determine when it is permissible for the principal to continue with the school investigation.**
3. The inquiry **investigation** shall be personally conducted by the principal who may request the assistance of **a designate(s).** ~~one or more designates (vice principals, superintendent).~~ ~~The inquiry~~ **It is recommended that** interviews ~~will~~ be conducted in the presence of another staff person



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designated by the principal, ~~in as informal a manner as is consistent with fairness.~~

4. The principal shall remain neutral in attitude and non-judgmental as to the matters disclosed to him/her during the ~~inquiry~~ **investigation**, and shall ~~gather information from students, staff and other persons about attempt to hear and understand exactly what the student and other persons have to say about the activity that has given rise to the inquiry~~ **investigation**.
5. ~~Unless it is impractical to do so, ie, the student is in custody,~~ The principal shall inform a student what the allegations are, and shall give the accused student an opportunity to respond to those allegations **prior to reaching a final determination** ~~before the principal makes a decision.~~ **unless it is impractical to do so, e.g. the student is in custody.**
6. ~~During the inquiry stage and before being interviewed further by the principal the subject student, and his/her parents if the student is a minor, shall be advised of the student's right to have one other adult present with the student ("accompanying person") during the interview. The principal, however, in his/her sole discretion may permit more than one accompanying person.~~
7. ~~Since intimate personal matters may be disclosed, and in order that undue embarrassment to any person may be avoided as much as reasonably possible, the principal shall, except as noted in sections 3 and 6, exclude persons other than the person then being questioned by the principal.~~
8. ~~In most circumstances, the accuser, if any, need not be present, and the accused student is not entitled to so require.~~



POLICY SECTION: SAFE SCHOOLS

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9. During the conduct of the inquiry, no person shall have a right to address any question or comment to or otherwise cross-examine any person of whom the principal asks one or more questions.
8. The Principal **will document information gathered from the school investigation in the Safe Schools Progressive Discipline Application, specifically the online Principal Investigation.** may, for the purpose of accuracy and authenticity, tape record the inquiry either in audio or video form. In any event, the principal shall complete the administrative form prescribed by the Director of Education for recording the particulars of the conduct and content of the inquiry.
11. As soon as practicable after the principal has obtained, in his/her judgment, sufficient and reasonably complete information so as to be able to make a reasoned conclusion, the principal shall determine whether the student may have engaged in activity for which the student shall or may be expelled.
12. If the principal is satisfied that the student engaged in activity for which the student shall or may be expelled, in accordance with the Board's Conduct Policies for Expulsion and Suspension, the principal shall determine either to refer the matter to the Board for determination or to impose a limited expulsion.
9. Before making the **a final** determination noted in section 12, the principal shall consider the following mitigating factors **and other factors** in accordance with the requirements of the Ministry of Education, that the expulsion of a student is not mandatory if,



**POLICY SECTION: SAFE SCHOOLS**

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~~(a) the student does not have the ability to control his or her behaviour;~~

~~-~~

~~(b) the student does not have the ability to understand the foreseeable consequences \_\_\_\_\_ of \_\_\_\_\_ his \_\_\_\_\_ or \_\_\_\_\_ her \_\_\_\_\_ behaviour; or~~

~~-~~

~~(c) the student's continuing presence in the school does not create an unacceptable risk \_\_\_\_\_ to \_\_\_\_\_ the \_\_\_\_\_ safety of any person.~~

~~After having made the determination noted in section 12, having considered the mitigating factors noted in section 13, the principal shall consider the student's history when deciding the type and duration of expulsion that may be appropriate in the particular circumstances.~~

**10. Upon reviewing the school investigation and relevant mitigating and other factors, the principal shall make a final determination which will include one of the following:**

- Board Expulsion**
- School Expulsion**
- Confirmed Suspension**
- Shortened or Reduced Suspension**
- Withdrawal of Suspension and Expungement of the Record**

~~If the determination of the principal noted in section 12 is to impose a limited expulsion, the principal shall then determine the length of the limited expulsion, subject in any event to the latest date prescribed in the Board's Expulsion Policy.~~



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~~The determinations of the principal noted in sections 12 and 15 shall be recorded on the Notice of Determination Form (Appendix A), and copies of such Notice shall be provided to :-~~

11. **The principal shall provide a written notice outlining details related to the principal's final determination to every person to whom he/she was required to give notice of suspension under Section 311 of *Education Act*. This written notice is entitled "Parent Report Package".**

- ~~• The student~~
- ~~• The parent / guardian if the student is a minor~~
- ~~• to the teachers of the student,~~
- ~~• the appropriate supervisory officer and~~
- ~~• the Secretary of the Board~~

---

**Appendix A**

~~-~~

**~~Inquiry Regarding Expulsion under Board Conduct Policy  
Notice of Determination~~**

~~-~~

~~Student Name~~ \_\_\_\_\_ ~~D.O.B.~~ \_\_\_\_\_ ~~Student #~~ \_\_\_\_\_  
~~(D/M/Y)~~

~~-~~

~~Date of Initial  
Suspension:~~ \_\_\_\_\_

~~-~~

~~Notice Given to: (List all persons to whom Notice of Initial Suspension was given)~~





**POLICY SECTION: SAFE SCHOOLS**

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-  
\_\_\_\_\_  
**School** - **Principal**

**Date(s) of Principal's  
Inquiry:**

\_\_\_\_\_  
\_\_\_\_\_  
-  
\_\_\_\_\_  
-  
\_\_\_\_\_

~~The principal believed that the student may have engaged in activity for which the student shall or may be expelled; suspended the student from school and from all school-related activities; and gave Notice of Suspension to those listed above. The principal conducted an inquiry on the dates noted above.~~

- ~~• This will give notice that the principal is NOT satisfied that the student may have engaged in activity for which the student shall or may be expelled.~~
- ~~• This will give notice that the principal is satisfied that the student may have engaged in activity for which the student shall or may be expelled; and imposes a limited expulsion, and~~
- ~~• Orders that the student attend and participate in programs, courses and services for expelled students; and~~
- ~~• Orders that the student fulfill the requirements of Board Policy "Return of Expelled Students to School"~~



**POLICY SECTION: SAFE SCHOOLS**

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- ~~Orders that, except as provided in the above clauses, the student is prohibited from attending the above school;~~

~~Specifies \_\_\_\_\_ day, the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ as the date upon which the student may return to school~~

~~Refers the matter to the Board for determination.~~

~~\_\_\_\_\_~~

**Date**

APPENDIX A



REPORT TO

REGULAR BOARD

## REPORT OF THE GOVERNANCE AND POLICY COMMITTEE ON UPDATE TO DELEGATIONS POLICY (T.14)

*Open your mouth, judge righteously, defend the rights of the poor and needy.  
Proverbs 31:9*

Created, Draft	First Tabling	Review
June 14, 2016	August 25, 2016	
Maria Rizzo, Chair, Governance and Policy Committee Caitlin Kavanagh, Sr. Manager, Employee Relations & Policy Development		
<b>RECOMMENDATION REPORT</b>		

### Vision:

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

### Mission:

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



### Members of the Committee:

Maria Rizzo, Chair  
 Nancy Crawford, Vice Chair  
 Jo-Ann Davis, Trustee Ward 9  
 Angela Kennedy, Ex-Officio  
 Frank D'Amico, Ex-Officio

## **A. EXECUTIVE SUMMARY**

This report recommends updates to the Delegations policy (T.14) including input by Trustees of staff's recommendations at the March 8, 2016, May 10, 2016 and June 14, 2016 Governance and Policy Committee meetings. The amendments are substantial and include a re-ordering of regulations to provide clarity and parameters to ensure efficiency.

## **B. PURPOSE**

This Recommendation Report is on the Order Paper of the Regular Board as it recommends a policy revision.

## **C. APPENDIX**

APPENDIX A: Delegations Policy (T.14) with proposed amendments

APPENDIX B: Delegation Registration Form with proposed amendments

## **D. COMMITTEE RECOMMENDATION**

That the Board accept the recommendation of the Governance and Policy Committee and approve the Delegations Policy T.14 as amended and proposed in Appendix A.



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

<b>Date Approved:</b> November 10, 2010- Board	<b>Date of Next Review:</b> August 2021	<b>Dates of Amendments:</b> November 24, 2011- Board December 13, 2012- Board August 2016
<b>Cross References:</b> TCDSB Code of Conduct Policy, S.S.09 TCDSB Operating By-Law Number 175		
<b>Appendix: Delegation Registration Form</b>		

**Purpose:**

This Policy affirms and promotes the process by which students, parents and community members can present their views and concerns to the Trustees of the Toronto Catholic District School Board.

**Scope and Responsibility:**

The policy extends to students, parents and community members making **deputations to the Board or its committees**. The Director of Education, with the assistance of the Recording Secretary, is responsible for this policy.

**Alignment with MYSP:**

Living Our Catholic Values  
Strengthening Public Confidence  
Achieving Excellence in Governance



POLICY SECTION: TRUSTEES  
SUB-SECTION:  
POLICY NAME: DELEGATIONS  
POLICY NO: T.14

**Policy:**

The TCDSB is committed to advocacy for students, parents, and communities. In recognition of the need to hear the concerns of the TCDSB community and of individuals to have a voice in the decision-making process, delegations may be heard at any meeting of the Board of Trustees or Standing Committees, as stipulated in, and limited by, the regulations outlined below.

**Regulations:**

*Appropriate Forums for Delegations*

1. Delegations will be heard at Standing Committees of the Board **concerning matters within its terms of reference**. The topic of the **deputation** will determine at which Standing Committee the delegation will be heard.
2. **Delegations may be heard at Special Board meetings at the discretion of the Director and Chair of the Board.**
3. Given the current division of work between the Board meetings and Committee meetings, delegations will be accepted **at the discretion of the Director and Chair of the Board** at regular Board if:
  - a) A new item/report or new information has been placed on the agenda that has not been dealt with at a Standing committees.
  - b) The matter is deemed to be time sensitive.

**Delegations heard at regular Board meetings may be the subject only of a motion for receipt, or a motion of referral to the appropriate Committee or to Staff, or a motion of both receipt and referral to the appropriate Committee or to Staff. (By-Laws Section 10.9.11)**



POLICY SECTION: TRUSTEES  
SUB-SECTION:  
POLICY NAME: DELEGATIONS  
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*Procedure for Making a Deputation*

4. **Those wishing to make a deputation can receive further information and details on the delegation protocol** by contacting the Recording Secretary at 416-222-8282 ext. 2293, or by visiting the TCDSB portal site at [www.tcdsb.org](http://www.tcdsb.org).
5. Delegations are to register with the Recording Secretary of the Board no later than 11:00 a.m. on the day of the Standing Committee meeting by submitting the Delegation Registration Form to the Recording Secretary **and the local Trustee will be notified immediately.**
6. Where the Board has initiated community engagement with respect to any matter, delegations will be referred to that consultation process and **may** not be registered to appear before a Standing Committee meeting.
7. A Delegate may only speak once at a particular meeting. **There may be up to a maximum of ten (10) deputations per meeting.**
8. Delegations will be listed on the agenda of the meeting or in an addendum, and their topic and point of view shall be included in the documentation. Private information shall not be included.
9. **First priority will be given to delegations speaking to a specific item on the meeting's agenda and those who have not yet spoken to the issue. Next priority will be given to delegations speaking to time-sensitive topics.**
10. **Delegates who want to show their deputation on the screen in the Boardroom must provide an electronic copy before the meeting.**



POLICY SECTION: TRUSTEES  
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11. Delegations from TCDSB employees shall verbally disclose this information at the time of registration and at the beginning of their deputation.

### *Time Parameters*

12. Delegations who have registered by the specified time may speak for a maximum of three (3) minutes.
13. Delegations who have not registered by the specified time may speak for a maximum of three (3) minutes if approved by 2/3 votes of the members of the Board or Standing Committee. The chair shall put the question at the conclusion of the registered delegate. The question will be put immediately without any debate.
14. Delegation period shall be limited to a maximum of 60 minutes at the discretion of the Chair. The maximum time limit may be amended by 2/3 majority present and eligible to vote.
15. Trustees may ask questions of the delegation for a maximum of 3 minutes.

### *Format & Content of Deputations*

16. Delegations are requested to:
- a) present concerns in a positive and constructive manner;
  - b) maintain a level of decorum which will allow meetings to proceed effectively; and
  - c) refrain from the use of abusive or derogatory language.
17. During a deputation in public session of a regular or special Board meeting, Standing Committee, should the delegate use the name/title/position





POLICY SECTION: TRUSTEES  
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of any person in a negative, critical or derogatory fashion, **directly or indirectly** the Chair of the **meeting** shall advise the delegation to limit comments to non-personal references. Should personal references continue to be made, the Chair has the authority to stop the delegation from proceeding.

18. During a **deputation** in a private session of a **regular or special Board meeting**, Standing Committee, should a situation arise where a delegate intends to refer to someone in a negative way then the following will apply:

- a) Delegations intending to use the name/title/position of any person in a negative, critical or derogatory fashion must indicate this intention at the time of registration, and prior to presenting, will be requested to address the Standing Committee in private session.
- b) The Board shall inform staff if a delegation intends to speak of them at a Standing Committee meeting, in a negative, critical or derogatory fashion. The staff member has the right to be present during the **deputation** and be represented by the agent of their choice.

19. The Chair **of the meeting** may expel or exclude from any meeting any person who engages in conduct **contrary to the TCDSB Code of Conduct or Respectful Workplace Guidelines**.

20. In respect of TCDSB employees delegating to the Standing Committee where the topic:

- a) is personal to the speaker, the restrictions are the same as any delegation.
- b) is or may be dealt with under a Collective Agreement to which the Board is a party, such submission shall be dealt with in accordance with the provisions of such Collective Agreement.



POLICY SECTION: TRUSTEES

SUB-SECTION:

POLICY NAME: DELEGATIONS

POLICY NO: T.14

21. The public session of **Standing Committee, Board and Special Board meetings are** recorded and broadcast live. The recording is retained as a public record of the proceedings. Delegations that are part of the proceedings are so advised and consent to being recorded.
22. At the conclusion of the **deputation** the Chair will advise the delegate as to how the matter will be processed.
23. **Where an item has been referred to staff, staff will communicate follow-up actions to the Delegation.**

APPENDIX A



POLICY SECTION: TRUSTEES  
SUB-SECTION:  
POLICY NAME: DELEGATIONS  
POLICY NO: T.14

### Definitions:

#### Delegation

A delegation may include: (1) an individual speaking on his or her own behalf; (2) an official representative of a TCDSB committee; (3) an official representative of student government; or (4) a spokesperson for another group or organization.

#### Deputation

A formal talk made to the whole Board or Standing Committee or in a private session of the Board or Standing Committee relating to a specific issue or concern.

### Evaluation and Metrics:

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

1. Trustees and the Director shall review the process of delegation every **three (3) years** to ensure that it was fair, equitable and supported the goals of the TCDSB the Multi Year Strategic Plan
2. **Staff will develop an assessment tool to determine the efficacy of the policy and administer it after the first year of policy implementation to evaluate the policy.**



TORONTO CATHOLIC DISTRICT SCHOOL BOARD  
DELEGATION REGISTRATION FORM FOR STANDING COMMITTEES

For Board Use Only	
Delegation No.	<input type="text"/>
<input type="checkbox"/> Public Session	
<input type="checkbox"/> Private Session	
<input type="checkbox"/> Three (3) Minutes	

PLEASE BE ADVISED THAT ALL STANDING COMMITTEE MEETINGS ARE BEING RECORDED

Name:	Employee of TCDSB:	YES / NO
Equipment Requirements :		<input type="checkbox"/> Copy Provided
Standing or Other Committee:		
<input type="checkbox"/> Corporate Affairs, Strategic Planning and Property	<input type="checkbox"/> SEAC	<input type="checkbox"/> Student Achievement & Well-Being, Catholic Education, Human Resources
<input type="checkbox"/> Governance and Policy	<input type="checkbox"/> Regular/ Special Board	<input type="checkbox"/> Audit <input type="checkbox"/> Budget
Date of Deputation:	Agenda Item (if applicable):	
Topic or Issue:		
Details:		
Action Requested:		

Check One Box

- ☐ I am here as a delegation to speak only on my own behalf.
- ☐ I am an official representative of the Catholic School Advisory Committee.
- School \_\_\_\_\_ Position \_\_\_\_\_
- ☐ I am an official representative of student government.
- School \_\_\_\_\_ Position \_\_\_\_\_
- ☐ I am here as a spokesperson for another group or organization.
- Name of group \_\_\_\_\_

Date:	Signature:
Address:	Telephone:
Postal Code:	e-mail

Please fax to Recording Secretary at 416-229-5353 or by email [lalita.fernandes@tcdsb.org](mailto:lalita.fernandes@tcdsb.org)

Please Also See Reverse Side



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

**Purpose:**

This Policy affirms and promotes the process by which students, parents and community members can present their views and concerns to the Trustees of the Toronto Catholic District School Board.

**Scope and Responsibility:**

The policy extends to students, parents and community members making **deputations to the Board or its committees**. The Director of Education, with the assistance of the Recording Secretary, is responsible for this policy.

**Alignment with MYSP:**

Living Our Catholic Values

Strengthening Public Confidence

Achieving Excellence in Governance

**Policy:**

The TCDSB is committed to advocacy for students, parents, and communities. In recognition of the need to hear the concerns of the TCDSB community and of individuals to have a voice in the decision-making process, delegations may be heard at any meeting of the Board of Trustees or Standing Committees, as stipulated in, and limited by, the regulations outlined below.

**Regulations:**

***Appropriate Forums for Delegations***

1. Delegations will be heard at Standing Committees of the Board **concerning matters within its terms of reference**. The topic of the **deputation** will determine at which Standing Committee the delegation will be heard.
2. **Delegations may be heard at Special Board meetings at the discretion of the Director and Chair of the Board.**
3. Given the current division of work between the Board meetings and Committee meetings, delegations will be accepted **at the discretion of the Director and Chair of the Board** at regular Board if:
  - a) A new item/report or new information has been placed on the agenda that has not been dealt with at a Standing committees.
  - b) The matter is deemed to be time sensitive.

**Delegations heard at regular Board meetings may be the subject only of a motion for receipt, or a motion of referral to the appropriate Committee or to Staff, or a motion of both receipt and referral to the appropriate Committee or to Staff. (By-Laws Section 10.9.11)**

***Procedure for Making a Deputation***

4. **Those wishing to make a deputation can receive further information and details on the delegation protocol** by contacting the Recording Secretary at 416-222-8282 ext. 2293, or by visiting the TCDSB portal site at [www.tcdsb.org](http://www.tcdsb.org).
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6. Where the Board has initiated community engagement with respect to any matter, delegations will be referred to that consultation process and **may** not be registered to appear before a Standing Committee meeting.
7. A Delegate may only speak once at a particular meeting. **There may be up to a maximum of ten (10) deputations per meeting.**
8. Delegations will be listed on the agenda of the meeting or in an addendum, and their topic and point of view shall be included in the documentation. Private information shall not be included.
9. **First priority will be given to delegations speaking to a specific item on the meeting's agenda and those who have not yet spoken to the issue. Next priority will be given to delegations speaking to time-sensitive topics.**
10. **Delegates who want to show their deputation on the screen in the Boardroom must provide an electronic copy before the meeting.**
11. **Delegations from TCDSB employees shall verbally disclose this information at the time of registration and at the beginning of their deputation.**

### **Time Parameters**

12. Delegations who have registered by the specified time may speak for a maximum of three (3) minutes.
13. Delegations who have not registered by the specified time may speak for a maximum of three (3) minutes if **approved by 2/3 votes of the members of the Board or Standing Committee. The chair shall put the question at the conclusion of the registered delegate. The question will be put immediately without any debate.**
14. Delegation period shall be limited to a maximum of 60 minutes at the discretion of the Chair. The maximum time limit may be amended **by 2/3 majority present and eligible to vote.**
15. Trustees may ask questions of the delegation **for a maximum of 3 minutes.**

### **Format & Content of Deputations**

16. Delegations are requested to:
  - a) present concerns in a positive and constructive manner;
  - b) maintain a level of decorum which will allow meetings to proceed effectively; and
  - c) refrain from the use of abusive or derogatory language.
17. During a **deputation** in public session of a **regular or special Board meeting**, Standing Committee, should the delegate use the name/title/position of any person in a negative, critical or derogatory fashion, **directly or indirectly** the Chair of the **meeting** shall advise the delegation to limit comments to non-personal references. Should personal references continue to be made, the Chair has the authority to stop the delegation from proceeding.
18. During a **deputation** in a private session of a **regular or special Board meeting**, Standing Committee, should a situation arise where a delegate intends to refer to someone in a negative way then the following will apply:
  - a) Delegations intending to use the name/title/position of any person in a negative, critical or derogatory fashion must indicate this intention at the time of registration, and prior to presenting, will be requested to address the Standing Committee in private session.
  - b) The Board shall inform staff if a delegation intends to speak of them at a Standing Committee meeting, in a negative, critical or derogatory fashion. The staff member has the right to be present during the **deputation** and be represented by the agent of their choice.
19. The Chair **of the meeting** may expel or exclude from any meeting any person who engages in conduct **contrary to the TCDSB Code of Conduct or Respectful Workplace Guidelines.**
20. In respect of TCDSB employees delegating to the Standing Committee where the topic:
  - a) is personal to the speaker, the restrictions are the same as any delegation.
  - b) is or may be dealt with under a Collective Agreement to which the Board is a party, such submission shall be dealt with in accordance with the provisions of such Collective Agreement.
21. The public session of **Standing Committee, Board and Special Board meetings are** recorded and broadcast live. The recording is retained as a public record of the proceedings. Delegations that are part of the proceedings are so advised and consent to being recorded.
22. At the conclusion of the **deputation** the Chair will advise the delegate as to how the matter will be processed.
23. **Where an item has been referred to staff, staff will communicate follow-up actions to the Delegation.**

### **Definitions:**

#### **Delegation**

**A delegation may include: (1) an individual speaking on his or her own behalf; (2) an official representative of a TCDSB committee; (3) an official representative of student government; or (4) a spokesperson for another group or organization.**

#### **Deputation**

**A formal talk made to the whole Board or Standing Committee or in a private session of the Board or Standing Committee relating to a specific issue or concern.**

### **Evaluation and Metrics:**

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

1. Trustees and the Director shall review the process of delegation every **three (3) years** to ensure that it was fair, equitable and supported the goals of the TCDSB the Multi Year Strategic Plan
2. **Staff will develop an assessment tool to determine the efficacy of the policy and administer it after the first year of policy implementation to evaluate the policy.**



REPORT TO

REGULAR BOARD

## REPORT OF THE GOVERNANCE AND POLICY COMMITTEE ON UPDATE TO HARASSMENT AND DISCRIMINATION POLICY (H.M.14) AND RESPECTFUL WORKPLACE PROGRAM

*Blessed are the peacemakers, for they shall be called sons of God.  
Matthew 5:9*

Created, Draft	First Tabling	Review
June 14, 2016	August 25, 2016	
Maria Rizzo, Chair, Governance and Policy Committee Caitlin Kavanagh, Sr. Manager, Employee Relations & Policy Development		
<b>RECOMMENDATION REPORT</b>		

### Vision:

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

### Mission:

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



### Members of the Committee:

Maria Rizzo, Chair  
 Nancy Crawford, Vice Chair  
 Jo-Ann Davis, Trustee Ward 9  
 Angela Kennedy, Ex-Officio  
 Frank D'Amico, Ex-Officio

## **A. EXECUTIVE SUMMARY**

This report recommends updates to the Harassment and Discrimination policy (H.M. 14) and to the Respectful Workplace program to reflect new legislative requirements under Bill 132, *Sexual Violence and Harassment Action Plan Act (Supporting Survivors and Challenging Sexual Violence and Harassment)*, 2016. The policy and guidelines have also been amended to reflect a broadened scope beyond employees of the board.

## **B. PURPOSE**

This Recommendation Report is on the Order Paper of the Regular Board as it recommends a policy revision.

## **C. APPENDIX**

APPENDIX A: Harassment and Discrimination Policy (H.M. 14) and Respectful Workplace Program with proposed amendments

## **D. STAFF RECOMMENDATION**

That the Board accept the recommendation of the Governance and Policy Committee and approve the Harassment and Discrimination Policy (H.M. 14) and Respectful Workplace Program as amended and proposed in Appendix A.





**POLICY SECTION:** Human Resources  
**SUB-SECTION:** Miscellaneous  
**POLICY NAME:** Harassment and Discrimination  
**POLICY NO:** H.M. 14

<b>Date Approved:</b> April 23 <sup>rd</sup> , 2015	<b>Date of Next Review:</b> August 2017	<b>Dates of Amendment:</b> May 2, 2007 August 2016
<b>Cross Reference:</b> <i>Education Act, Sections 301-303</i> <i>Ontario College of Teachers Act</i> <i>Occupational Health and Safety Act</i> <i>Municipal Freedom of Information and Protection of Privacy Act</i> <i>Human Rights Code</i> H.M. 19 Conflict Resolution H.M. 24 Catholic Equity and Inclusive Education Policy H.M.30 Complaint Against a Staff Member <i>H.M. 28 Sexual Harassment (consolidated herein)</i> S.S. 09 Code of Conduct Policy Police School Board Protocol <b>Appendix A: The Respectful Workplace- Guidelines Addressing Workplace Harassment and Discrimination</b>		

**Purpose:**

This Policy commits the TCDSB to providing an environment that promotes professionalism and ethical behaviour consistent with its Code of Conduct. The policy affirms the Catholic teachings that all women, men and children share a common dignity and deserve to be treated with the respect and consideration worthy of followers of Christ. It therefore, requires all persons to exercise behaviour that facilitates the creation of an environment that is conducive to the achievement of excellence and the development of one's potential.



POLICY SECTION: **Human Resources**  
SUB-SECTION: **Miscellaneous**  
POLICY NAME: **Harassment and Discrimination**  
POLICY NO: **H.M. 14**

---

### **Scope and Responsibility:**

This Policy extends to all Board employees, contract employees, **parents, students**, volunteers and Trustees who are employed by or perform functions for the Toronto Catholic District School Board and **recognizes** that similarly, each of these groups has the right of freedom from harassment and discrimination in the workplace. The Director of Education, supported by the Human Resources department, is responsible for this policy.

### **Alignment with MYSP:**

Living Our Values

Inspired and Motivated Employees

Strengthening Public Confidence

### **Policy**

The Toronto Catholic District School Board is committed to ensuring harassment and discrimination as defined **by legislation and within this** policy will not be tolerated by the Board. In keeping with its values and legal responsibilities as an employer, the Board will treat any complaint of harassment, **sexual harassment** and discrimination as a serious matter. Investigation of any complaint will be completed in a way that is objective, free from conflict of interest or power-based bias.



POLICY SECTION: **Human Resources**  
SUB-SECTION: **Miscellaneous**  
POLICY NAME: **Harassment and Discrimination**  
POLICY NO: **H.M. 14**

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**Regulations:**

1. The TCDSB document, The Respectful Workplace: **Guidelines** Addressing Harassment and Discrimination, 2016, will govern the operational procedures **and set out the program** with respect to workplace harassment and discrimination in the workplace.
2. A complaint may be initiated by an individual who believes that he/she has been harassed or by those who are covered by this policy who have witnessed directly or have reasonable grounds to suspect that harassment is occurring.
3. Any complaint must be filed within six (6) months following the incident(s) of harassment; however, the time limit may be extended at the discretion of the Board.
4. There shall be both a mediated process and a formal complaint resolution process available.
5. **To protect TCDSB stakeholders from harassment and/or discrimination, the TCDSB will ensure that:**
  - a. **An investigation is conducted into incidents and complaints of harassment/discrimination that is appropriate in the circumstances;**
  - b. **The TCDSB stakeholder who has allegedly experienced harassment/discrimination and the alleged harasser, if he or she is an employee of the TCDSB, will be informed in writing of the results of the investigation and of any corrective action that has been taken or that will be taken as a result of the investigation; and**



POLICY SECTION: **Human Resources**  
SUB-SECTION: **Miscellaneous**  
POLICY NAME: **Harassment and Discrimination**  
POLICY NO: **H.M. 14**

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**c. The Respectful Workplace- Guidelines Addressing Workplace Harassment and Discrimination, the TCDSB's written program implementing this policy, will be reviewed as often as necessary, but at least annually, to ensure that it adequately implements the policy.**

6. Individuals who engage in **harassment/discrimination** may be disciplined up to and including dismissal **or issued letter of trespass.**
7. Any determination arising from an investigation will be subject to an appeal process.
8. Complaints made in a frivolous or vexatious manner or in bad faith will be subject to a disciplinary process.
9. All persons involved in a **harassment/discrimination** investigation shall maintain confidentiality to the fullest extent practicable and appropriate under the circumstances. Any breach of confidentiality is subject to appropriate disciplinary action.
10. **Information obtained about an incident or complaint of harassment, including identifying information about any individuals involved, will not be disclosed unless the disclosure is necessary for the purposes of investigating or taking corrective action with respect to the incident or complaint, or is otherwise required by law.**
11. All investigations will be conducted in a manner that ensures objectivity and as such, investigations may include the use of trained board personnel, such as staff from the Conflict Resolution Department, Administrators (in the cases involving parental harassment) and/or external consultants, as appropriate.



POLICY SECTION: **Human Resources**

SUB-SECTION: **Miscellaneous**

POLICY NAME: **Harassment and Discrimination**

POLICY NO: **H.M. 14**

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12. Records will be retained in keeping with the requirements of **relevant legislation**.

13. The Director of Education will develop and implement protocols and procedures that discourage harassment and ensure that suitable awareness and training is available to all those covered by the policy.

APPENDIX A



POLICY SECTION: Human Resources  
SUB-SECTION: Miscellaneous  
POLICY NAME: Harassment and Discrimination  
POLICY NO: H.M. 14

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## Definitions:

### Discrimination

Unfair treatment because of race, sex, colour, ancestry, place of origin, ethnic origin, marital status, sexual orientation, age, disability, citizenship, family status, **record of offences**, religion (**creed**), gender identity or gender expression.

### Harassment

- (a) engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome, or  
(b) workplace sexual harassment;

A reasonable action taken by an employer or supervisor relating to the management and direction of workers or the workplace is not workplace harassment.

### Workplace Sexual Harassment

- (a) engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or  
(b) making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome;



POLICY SECTION: **Human Resources**

SUB-SECTION: **Miscellaneous**

POLICY NAME: **Harassment and Discrimination**

POLICY NO: **H.M. 14**

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### **Workplace**

The workplace is any place where employees, contract employees, **parents, students**, volunteers and trustees and other users perform work or work-related duties or functions. Schools and school-related activities, such as extracurricular activities and excursions, comprise the workplace, as do Board offices and facilities. Conferences and training sessions are included within this policy.

### **Evaluation and Metrics:**

1. There will be an **annual** review of **with the Joint Occupational Health and Safety Committees comprised** of employee and board representatives of this policy and related procedures with a report to the Board every **year**.
2. There will be an annual report to the Student Achievement committee on the statistics, number of complaints lodged by group and the status of complaints.

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# THE RESPECTFUL WORKPLACE

## GUIDELINES ADDRESSING WORKPLACE HARASSMENT AND DISCRIMINATION



APPENDIX A

*Revised September 2016*

ANGELA GAUTHIER  
DIRECTOR OF EDUCATION

ANGELA KENNEDY  
CHAIR OF THE BOARD





**TORONTO CATHOLIC  
DISTRICT SCHOOL BOARD  
TRUSTEES 2015-2016**

**Wards**

- |     |  |              |
|-----|--|--------------|
| 1.  | Joseph Martino                         | 416-512-3401 |
| 2.  | Ann Andrachuk                          | 416-512-3402 |
| 3.  | Sal Piccininni                         | 416-512-3403 |
| 4.  | Patrizia Bottoni                       | 416-512-3404 |
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| 6.  | Frank D'Amico,<br>Vice-Chair           | 416-512-3406 |
| 7.  | Michael Del Grande                     | 416-512-3407 |
| 8.  | Garry Tanuan                           | 416-512-3408 |
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| 11. | Angela Kennedy, Chair                  | 416-512-3411 |
| 12. | Nancy Crawford                         | 416-512-3412 |
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|     | Allison Gacad,<br>Student Trustee      | 416-512-3413 |

**Toronto Catholic District School Board**

80 Sheppard Ave. E., Toronto, Ontario M2N 6E8 416 222-8282

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## MESSAGE FROM THE DIRECTOR AND CHAIR OF THE BOARD

The Toronto Catholic District School Board's Multi-Year Strategic Plan identifies the creation of "a learning and work environment that is equitable and diverse, and that supports professional learning, innovation and collaboration." It also reaffirms our commitment to the creation of a "culture of respect and professionalism that recognizes and promotes excellence and innovation at all levels of the organization."

To support our vision, the Board has approved a policy on Harassment and Discrimination, and adopted the Respectful Workplace Guidelines.

The safety and well-being of everyone in our TCDSB community—staff, students, parents, trustees—is always our top priority. This means that we all must continue to work towards the creation of learning and working environments that are free from harassment and abuse, that are caring and welcoming, that are professional and supportive. It also means that each and every one of us must have the confidence to take appropriate action when we see that someone is not being treated with respect. Moreover, as a Catholic community, we are called to love and respect ourselves and others, and to reach out to those whose dignity and self-worth is being diminished in any way.

We invite you to familiarize yourself with the policy and the resource materials so that you can be an active participant in the fostering of nurturing, caring and respectful environments in our schools and offices.

Sincerely,

**Angela Gauthier**  
**Director of Education**

**Angela Kennedy**  
**Chair of the Board**

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*"Flowers don't bloom where no seeds have been planted. If you want kindness, be kind. If you want acceptance, be accepting. If you want encouragement, be encouraging. If you want forgiveness, be forgiving. If you want love, be loving. If you want respect, be respectful. We should not expect from others what we fail to give to them."—Tom Krause*

## ACKNOWLEDGEMENTS

The Toronto Catholic District School Board wishes to acknowledge the contributions of the following persons who participated in the development and revisions of this document:

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<b>Jim Matthews</b>	Corporate Services, Policy Review, Chairperson
<b>John Pecsénye</b>	President, Toronto Elementary Catholic Teachers- OECTA, 2006
<b>Maureen Ryan</b>	President, CUPE 1328
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<b>Domenic Servello</b>	President, CUPE 3155
<b>Isolina Varano</b>	Manager of Conflict Resolution, Human Resources
<b>Glenn Webster</b>	President, Association of Professional Student Services Personnel

### **Consultation Review Members (extended committee list)**

<b>Rory McGuckin</b>	Superintendent of Education, Human Resources & Labour Relations
<b>Loretta Notten</b>	Superintendent of Governance, Policy and Strategic Planning
<b>Suzy Kawasaki</b>	Supervisor of Conflict Resolution, Human Resources
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<b>Marguerite Thomson</b>	President, Toronto Catholic Elementary Schools Principals/Vice Principals Association
<b>Marty Farrell</b>	Representative, Management Administrative Professional Association

## PREFACE

The harassment and discrimination policy **and program** of the Toronto Catholic District School Board is deeply rooted in Catholic teaching. It affirms the Catholic claim which states that all persons are created in the image of God and therefore have an intrinsic worth that transcends social structures. A person's dignity forms the basis of the claim for inherent rights in both the political and economic spheres.

Too often, this insistence on human dignity as the basis for social interaction is denied to people. This is especially the case in relation to women. As John-Paul II states in *Familiaris Consortio*:

Unfortunately the Christian message about the dignity of women is contradicted by that persistent mentality which considers the human being not as a person but as a thing, as an object of trade, at the service of selfish interest and mere pleasure: the first victims of this mentality are women.

This mentality produces very bitter fruits, such as the contempt for men and for women, slavery, oppression of the weak, pornography, prostitution - especially in an organized form - and all those various forms of discrimination that exist in the fields of education, employment, wages, etc.

The principle of the human person as the *Imago Dei* is also at the heart of John-Paul's theology of work. Because God is active in creation, work serves as a means for the human person to live out that image by working with creation. To that end, the dignity of human work can only be achieved when the dignity of the human person is affirmed and considered essential to the social operation of the work place. As John-Paul states in the encyclical *Laborem Exercens*:

...the whole labour process must be organized and adapted in such a way as to respect the requirements of the person and his or her forms of life... It is a fact that in many societies women work in nearly every sector of life. But it is fitting that they should be able to fulfil their tasks in accordance with their nature, without being discriminated against and without being excluded from jobs for which they are capable... within the sphere of these principal rights, there develops a whole system of particular rights which, together with remuneration for work, determine the correct relationship between worker and employer. Among these rights there should never be overlooked the right to a working environment ... which is not harmful to the workers' physical health or to their moral integrity.

For these reasons, the TCDSB harassment and discrimination policy **and program** is committed to providing an environment where women, men, and children can live in decency and dignity without fear of being exploited or harmed. In doing so, the policy affirms the Church's teachings that all God's children share a common dignity and deserve to be treated with the respect and consideration worthy of followers of Christ.

## STATEMENT OF COMMITMENT

The inherent right of all individuals to be treated with dignity and respect is central to Catholic values and Christian beliefs. The Toronto Catholic District School Board, hereinafter known as the “Board”, is a Catholic educational community and is therefore committed to the creation of a working and teaching environment which fosters mutual respect for the dignity and well-being of all employees **and other TCDSB stakeholders.**

Harassment is contrary to Catholic values and undermines the Board’s mission of an inclusive learning community rooted in the love of Christ where students are educated to grow in grace and knowledge and to lead lives of faith, hope and charity.

Harassment poisons the work environment for employees **and other TCDSB stakeholders.** It negatively affects morale, motivation and job performance. It results in increased absenteeism, turnover, inefficiency and loss of productivity.

The Board is committed to providing **an environment** that promotes professionalism and ethical behaviour consistent with its Code of Conduct. It therefore, requires all persons to exercise behaviour that facilitates the creation of a working environment that is conducive to the achievement of excellence and the development of one’s potential. Harassment constitutes behaviour which undermines the maintenance of a professional workplace.

Harassment and discrimination as defined **under legislation** and in the Harassment and Discrimination policy (H.M.14) will not be tolerated by the Board. In keeping with its values and legal responsibilities as an employer, the Board will treat any complaint of harassment and discrimination as a serious matter.

**These Guidelines setting out the Board’s program in respect to workplace harassment shall be reviewed as often as necessary, but at least annually, to ensure that it adequately implements the Board’s policy with respect to workplace harassment.**

## PURPOSE

The purpose of the TCDSB Harassment and Discrimination Policy (H.M.14) **along with the Respectful Workplace Guidelines**, is to create and maintain an environment that is free from harassment. The Policy and Guidelines set a clear statement of the Board's commitment to maintaining Catholic values in its workplace and its determination to act promptly to address any incident of harassment and to create an environment where harassment will not be tolerated.

The objectives of the Policy **and Guidelines** are to:

- Demonstrate and promote the commitment of the Board to protecting the dignity and rights of its employees and members of the TCDSB community
- Alert and educate employees, volunteers, **parents, permit holders** and elected officials of the Board to the fact that harassment is prohibited under the laws of the Province of Ontario as well as being contrary to Catholic values
- Establish measures to prevent and/or stop harassment by and against its employees, **registered** volunteers and elected officials
- Take immediate action and provide confidential, impartial and effective procedures to resolve complaints in ways that respect the rights of all parties
- Provide appropriate remedies to complainants in recognition of the impact of harassment
- Identify various roles and responsibilities for the maintenance of a harassment-free workplace
- Provide appropriate responses and consequences in situations where harassment has occurred



## DEFINITIONS

### LEGISLATION

The *Occupational Health and Safety Act* and the *Human Rights Code* of Ontario establish an employee's right to freedom from harassment in the workplace and an employer's corresponding obligation to provide a workplace that is free from harassment.

Subsection 1(1) of the *Occupational Health and Safety Act* defines

**“workplace harassment”** as,

- (a) engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome, or
- (b) workplace sexual harassment; (“harcèlement au travail”)

and

**“workplace sexual harassment”** as,

- (a) engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
- (b) making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome; (“harcèlement sexual au travail”)

Section 5 of the *Human Rights Code* states:

- (1) Every person has a right to equal treatment with respect to employment without discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status or disability.
- (2) Every person who is an employee has a right to freedom from harassment in the workplace by the employer or agent of the employer or by another employee because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status or disability.

Section 7(2) of the *Human Rights Code* states, “Every person who is an employee has a right to freedom from harassment in the workplace because of sex, sexual orientation, gender identity or gender expression by his or her employer or agent of the employer or by another employee.”

#### TCDSB HARASSMENT AND DISCRIMINATION POLICY (H.M.14)

The following definitions are found in the TCDSB Harassment and Discrimination Policy (H.M. 14):

**Discrimination:** Unfair treatment because of race, sex, colour, ancestry, place of origin, ethnic origin, marital status, sexual orientation, age, disability, citizenship, family status, **record of offences**, religion (**creed**), gender identity or gender expression.

**Workplace:** The workplace is any place where employees, contract employees, volunteers and trustees and other users perform work or work-related duties or functions. Schools and school-related activities, such as extracurricular activities and excursions, comprise the workplace, as do Board offices and facilities. Conferences and training sessions are included within this policy.

#### DEFINITIONS RELEVANT TO THESE GUIDELINES

**Complainant:** The complainant is the person who believes they were harassed or discriminated against.

**Respondent:** The respondent is the person who is alleged to have engaged in harassment or discrimination.

**Mediated Complaint Resolution:** An informal process whereby the complainant seeks advice or assistance to address the problem with the respondent. The process attempts to resolve the alleged harassment at the lowest level. There are no formal written records or finding (decision).

**Formal Complaint Resolution:** A process which is initiated by a written complaint by the claimant to the Superintendent of Human Resources. It requires official investigation of the complaint within a formalized framework. A finding (decision) will normally result, documentation will be in official files and disciplinary action may result.

## RESPONSIBILITIES

### A SHARED RESPONSIBILITY

While employees share responsibility for understanding and preventing harassment and discrimination in the workplace, it is important to recognize that, under law, administrators carry more responsibility than other employees.

Boards of inquiry convened under the Human Rights Code have held that those who have the authority to prevent the continuation or repetition of harassment may be accountable for failing to exercise their ability to do so. This accountability extends to anyone in a management or supervisory position. The Board is responsible for responding to complaints of harassment and discrimination regardless of the relationship between the people involved.

### TRUSTEES

It is the role of the Board of Trustees to ensure compliance with the Policy through the following measures:

- Provide the Director of Education with the necessary resources to implement the Policy
- Consider the advice of the Director of Education on future development and improvement of this Policy and encourage the development of parallel policies that will enhance the workplace and subsequently improve the provision of a Catholic education within the community

### DIRECTOR OF EDUCATION

The responsibility of the Director of Education is to ensure compliance with the Policy as follows:

- Be a role model and showing respect for the dignity of others by speaking out against harassment and discrimination when it is encountered
- Develop and implement policies and procedures that discourage employment-related harassment and discrimination
- ensure that all employees are provided with information about the nature of harassment and discrimination and are informed about the Policy, their rights and responsibilities
- ensure that the appropriate staff facilitate the implementation of this Policy by providing the training and resources for personnel to fulfil their responsibilities under this Policy
- ensure that corrective measures are taken and disciplinary measures are imposed quickly and without undue delay when a complaint is substantiated, regardless of the seniority of the offender
- ensure that it is formally acknowledged in writing to a person who has been found to have been harassed that harassment has taken place
- monitor the implementation of the Policy to ensure that procedures adequately meet Policy objectives and that all complaints are being treated seriously

#### SUPERINTENDENT OF HUMAN RESOURCES

The role of the Superintendent of Human Resources/Designate is to:

- investigate every formal written complaint of harassment and discrimination
- carry out the steps as stated within the formal investigation process
- document and maintain a confidential record of formal complaints
- be responsible for the security and confidentiality of complaint files after a complaint is discontinued or resolved
- appoint persons who are themselves employees of the Board to serve as facilitator(s) under this Policy.
- arrange for the facilitator(s) to receive appropriate initial and continuing training as well as other institutional support and assistance for carrying out their responsibilities under this Policy.

#### SUPERVISORY PERSONNEL

Associate Directors, supervisory officers, principals, administrative department heads and other supervisors are responsible for:

- being a role model and showing respect for the dignity of others by speaking out against harassment and discrimination when it is encountered
- making every reasonable effort to provide an environment which is free of harassment and discrimination
- approaching employees with concerns about inappropriate behaviour and advising them that it must stop
- receiving and handling complaints with the support of the **Coordinator of Conflict Resolution**
- assisting in resolution at an mediated level when requested by either one or both parties
- conducting preliminary fact finding
- protecting the complainant or participants in investigations against reprisals in the workplace

#### CONFLICT RESOLUTION PERSONNEL OR ASSIGNED PERSONNEL

The Conflict Resolution department has dual responsibilities both as advisors and as facilitators. The role of the advisor is to:

- provide information and advice on the application and scope of the Policy to all employees
- provide advice and support to persons who are subjected to harassment and discrimination
- provide information on ways to resolve a harassment and discrimination complaint
- advise complainants and respondents of rights under this Policy and the availability of counselling and other support services
- facilitate the training of personnel involved in implementing the Policy

- monitor the operation of the Policy and recommend improvements to the Board
- conduct investigations when designated by the Superintendent of Education, Human Resources

#### FACILITATOR(S)

A facilitator is a professionally trained individual appointed within the Board to work with the parties to establish an agenda, suggest and enforce ground rules, keep the discussion on track, and offer suggestions on how the parties may achieve their objectives. Facilitator(s), including staff from the Conflict Resolution Department, when acting in that capacity, will advise the parties of:

- the right to undertake the mediated resolution procedure and/or the right to lay a formal written complaint under this Policy
- availability of counselling or other support services provided by the Board or Professional Association or Union
- the right to be accompanied by a Professional Association or Union and/or bargaining unit representative at any stage of the process where the complainant is required or entitled to be present
- the right to withdraw a complaint, should the complainant no longer wish to proceed with further action. However, should the Board have any information that suggests harassment and discrimination is occurring, it has a legal responsibility to proceed with the investigation

#### EMPLOYEES, CONTRACTED EMPLOYEES, AND VOLUNTEERS

Employees who feel that they are victims of harassment and discrimination have a right under this Policy to report their concerns to their supervisor or other appropriate contact.

Employees who witness harassment and discrimination have a moral responsibility to uphold the Policy and are encouraged to report.

Any employee found to have engaged in any type of harassment **may** be subject to disciplinary action up to and including dismissal.

**Any other TCDSB stakeholder found to have engaged in any type of harassment may be subject to disciplinary action, including issuance of a letter of trespass.**

## BEGINNING THE PROCESS

### HARASSMENT- THE DISCERNMENT PERIOD

When an individual is considering whether they have been subjected to harassment, they need to ask:

Was the behaviour unwelcome?

Was the behaviour personally threatening, intimidating, demeaning, humiliating or embarrassing?

Was it deliberate?

Has the behaviour created a negative work environment for you? Has it been a course of behaviour over time?

Have you let the individual know the behaviour is unwelcome?

Examples of harassment include, but are not limited, to:

- verbal comments such as name calling; insults; threats; slurs; crude, degrading or suggestive remarks; offensive songs or recordings, demeaning racial or ethnic remarks and jokes or innuendoes;
- communication by means of written or graphic materials, unwanted notes, letters, e-mails, social media comments, or text messages, for example the display of racist, derogatory or offensive pictures, graffiti or other materials;
- use of stereotypical images or language, for example jokes and anecdotes, which suggest that all or most employees of a particular identity are the same;
- differential treatment, and the avoidance or exclusion of any group or individual, for example the refusal to converse or work with an employee because of his/her racial or ethnic background;
- any activity or behaviour, not necessarily directed at anyone in particular that creates a hostile or offensive workplace;
- abuse of authority such as acts or misuse of power as intimidation, threats, blackmail or coercion.

### QUESTIONS AND CONTACTS

If you have questions and need advice contact any of the following:

- Your immediate supervisor, Principal , Superintendent, or
- The Conflict Resolution Department at 416-222-8282, ext. 2363.
- Your professional Association or Union representative:
  - OECTA – TORONTO SECONDARY UNIT – 416-633-5502
  - OECTA - TORONTO ELEMENTARY CATHOLIC TEACHERS – 416-398-6838
  - OECTA – TORONTO OCCASIONAL TEACHERS – 416-636-5644

- CUPE – 1328 – 416-512-9493
- CUPE – 1280 – 416-**825-7799**
- CUPE - 3155 – 416-393-5309
- ASSOCIATION OF PROFESSIONAL STUDENT SERVICES PERSONNEL – 416- 222-8282 ext. 6471

All enquiries will be confidential.

#### REPRISAL

No form of reprisal, whether actual or threatened, against a person who initiates or contemplates initiating a complaint of harassment or discrimination or a witness that cooperates in a formal investigation will be tolerated by the Board. This is subject to the section on Frivolous or Vexatious Complaints.

**If an individual has concerns about potential reprisal or feels he or she is being subjected to reprisal, they are encouraged to contact the Conflict Resolution Department and/or his or her Association.**

#### SCOPE OF APPLICATION

##### A. WORKPLACE

The Policy **and Guidelines** will be enforced where activities related to the business of the Board take place. These include:

- activities within offices, staff rooms, classrooms, cafeterias/lunch rooms and other Board property
- events associated with and including co-instructional and extra-curricular activities
- situations outside of Board operated premises e.g. field trips, external work assignments, work-related conferences, training sessions, travel or social gatherings
- activities in other locations where harassment may have a subsequent impact on the work relationship, performance or environment.

##### B. INDIVIDUALS

All persons working for the Board or carrying out Board business are covered by the Policy. These include teaching and non-teaching staff who are temporary, part-time and full-time employees. The Policy also applies to elected officials, members of boards and committees, registered volunteers **and permit holders**.

## MEDIATED COMPLAINT RESOLUTION

All complaints will be treated seriously. There are two internal processes that may be pursued—mediated and formal. The individual may use either process or both.

In the mediated process, each **relevant TCDSB stakeholder** retains the right to decide how to respond to harassment, including either verbal or written communication with the respondent, in order to resolve the situation. As a complainant, you may contact a superordinate/field superintendent/appropriate supervisory officer, union/association representative and/or the Conflict Resolution Department to discuss the situation and how it might be resolved. At this stage, since only advice is being sought, names need not be disclosed. All such enquiries to a third party will be treated as confidential and the complainant is under no obligation to file a formal complaint.

The complainant may choose to go directly to the formal process or utilize both the mediated and formal stages.

1. As soon as possible, the complainant is advised to make a record of the details surrounding the incident(s) including times, dates, places, names of witnesses, if any, and circumstances surrounding the incident(s).
2. The complainant may wish to speak directly to the person involved in the alleged harassment.

The complainant may choose to do this alone or in the presence of another Board employee, facilitator, staff from the Conflict Resolution Department, Professional Association or Union or bargaining unit representative. If the complainant chooses to speak to the person, it would be helpful to make a note of the conversation that took place. The complainant should tell the person calmly but firmly that the behaviour is unwelcome and must stop. This is often an effective way to end the harassment. For example, the complainant may wish to say “when I am called ‘\_\_\_\_\_’ (statement of fact), I feel belittled and insulted (impact statement). Please refer to me by my name (needs, wants, preferences)”.

3. The complainant may wish to advise the person by written communication (e-mail or letter). If one chooses this option, it is advisable to keep a copy of the letter and proof that it was received, such as a courier or a registered mail receipt. In order to protect confidentiality **and to ensure receipt**, the use of e-mail is not advised.

Some Helpful Hints in Writing a Letter or E-mail:

- be brief
- be factual and clear
- give dates, time and location
- describe the specific incident



- state the impact on you (i.e. how it made you feel)
  - state what you would like to have happen
  - sign your letter
4. If the complainant is not satisfied with the results of the initial contact with the respondent or if the harassment continues, the complainant may wish to contact the Conflict Resolution Department to request the presence of a facilitator. A facilitator is a neutral third party who assists with the discussions so that the parties may focus on the substantive issues and work toward achieving a satisfactory resolution.
  5. The complainant may wish to consider counselling to help deal with the psychological and emotional impact of these events. Suggestions for counsellors can be obtained from the Conflict Resolution Department or a Professional Association or Union/bargaining unit representative.
  6. No formal written records are completed at this stage for inclusion in an official file although both parties and any third party should keep personal documentation of the meetings.
  7. If the harassment incident is not resolved at the mediated stage, the complainant may choose to initiate the next option - the Formal Complaint Resolution process.

## FORMAL COMPLAINT RESOLUTION

### COMPLAINT AGAINST TCDSB EMPLOYEE OR REGISTERED TCDSB VOLUNTEER

1. If the complaint is against an employee or registered volunteer of the Board, the complainant will submit a written complaint to the Superintendent of Human Resources/Designate, with a copy to the appropriate supervisory officer.

A signed written complaint shall include: Identification of the individual(s) involved and a clear description of the incident(s) of harassment and discrimination including times, dates, places and names of witnesses, if any.

Assistance with the writing of the complaint may be obtained from any supervisor/superintendent one feels comfortable with, the staff from the Conflict Resolution Department, or a representative from a Professional Association or Union.

2. If, upon receiving a complaint, the Superintendent of Education, Human Resources or his/her designate determines that the conduct complained of (even if it occurred) does not fall within the definition of harassment or discrimination, the procedures outlined in this policy do not apply. In that case, no investigation under this policy will ensue. Depending on the circumstances, the concerns may be addressed and/or investigated under another Board policy, alternative dispute resolution process, or through the grievance process (if applicable).
3. The Superintendent of Human Resources/Designate will confirm in writing to the complainant, receipt of the complaint within seven (7) working days.
4. The Superintendent of Human Resources/Designate will forward a copy of the complaint to the respondent within seven (7) working days of receipt of the complaint.
5. The fact-finding investigation process shall begin within ten (10) working days but no later than fifteen (15) working days of the request to the Superintendent of Human Resources unless circumstances dictate otherwise.
6. The Superintendent of Human Resources may conduct the investigation directly, or may assign a Designate(s) to act in this role. In order to ensure objectivity, the designation of investigators will be determined by the needs of the complaint, and may include the use of trained Board personnel such as staff from the Conflict Resolution Department, Administrators (in the cases involving parental harassment) and/or external consultants. The goal in determining who should investigate the complaint will be to ensure full objectivity, freedom from conflict of interest and an absence of a power imbalance.

7. The investigation shall conclude within seventy (70) working days from the commencement of the investigation unless circumstances dictate otherwise.
8. The Superintendent of Human Resources/Designate will discuss the complaint separately with the two parties, and may consult with others who are in a position to provide relevant information. Both parties may recommend relevant witnesses. Both parties and all witnesses have the right to union representation during these and any other discussions during this process. Witness participation is voluntary. The Board cannot compel witnesses to participate in this process.
9. With respect to **members of the Ontario Teachers' Federation, in accordance with Section 18 "Duties of a Member to Fellow Members" of the Regulation** made under the *Teaching Profession Act*, **(1)** A member shall, [...] **(b)** on making an adverse report on another member, furnish him with a written statement of the report at the earliest possible time and not later than three days after making the report; **(c)** notwithstanding section 18(1)(b), a member who makes an adverse report about another member respecting suspected sexual abuse of a student by that other member need not provide him or her with a copy of the report or with any information about the **report**.
10. Following the interviews, documentation will be prepared by the Superintendent of Human Resources/Designate, or the external consultant, if one has been assigned, based on the information provided during the interviews.
11. Both parties will be given a copy of a summary report **which will provide the results of the investigation and any corrective action that has been or that will be taken as a result of the investigation. Both parties** will have the opportunity to respond to the findings within ten (10) working days of receipt of the report.
12. Upon receipt of the investigator's report, the Superintendent of Human Resources/Designate will meet separately or together with the relevant parties to resolve the complaint. If the incident is resolved at this stage, no further action will be taken.
13. In the event a complainant or respondent to a formal complaint has one or both of the specific concerns set out below, within ten (10) days of receipt of the decision, a request may be made by either the complainant or the respondent to the Director of Education to review the decision.
14. The grounds for review are:
  - the investigators did not comply with the procedures set out in this Policy; or

- new evidence has become known after the decision but before the expiry of the ten (10) working days limitation period for requesting a review.
15. No review of the decision will be undertaken with regard to the claim that the conclusions drawn by the investigator(s) based on findings of fact were incorrect.
16. A review will affirm or amend a decision or require that a new investigation be undertaken.
17. The complainant, at any stage, may choose to withdraw the complaint. The Board, however, may still be obliged to investigate.
18. The provisions of this Policy do not take away an employee's right to take action outside of its provisions. For example, using any of the internal options does not mean one cannot exercise other rights such as filing a complaint directly to the Ministry of Labour or the Ontario Human Rights Tribunal.

## COMPLAINT AGAINST A TCDSB NON-EMPLOYEE STAKEHOLDER

1. If the complaint is against another member of the TCDSB community other than an employee, (e.g. parent or student) the complainant will submit a written complaint to the School Administrator/ Supervisor with a copy to the appropriate Supervisory Officer.
2. The School Administrator/Manager may conduct the investigation directly or may assign a Designate to act in this role. The School Administrator/Manager may consult with the Conflict Resolution Department for advice on conducting the investigation or exploring other dispute resolution options.
3. The fact-finding investigation process shall begin within ten (10) working days but no later than fifteen (15) working days unless circumstances dictate otherwise. The investigation shall conclude within thirty (30) working days from the commencement of the investigation unless circumstances dictate otherwise. If necessary, the School Administrator/Manager will put safety measures in place until the investigation process is completed.
4. The School Administrator/Manager will discuss the complaint separately with the two parties, and may consult with others who are in a position to provide relevant information. Both parties may recommend relevant witnesses. Employees involved in this process including all witnesses have the right to union representation during these and any other discussions during this process. Witness participation is voluntary. The Board cannot compel witnesses to participate in this process.
5. Once the investigation is completed, **both parties will be given a copy of a summary report which will provide the results of the investigation and any corrective action that has been or that will be taken as a result of the investigation.** The School Administrator/ Manager will meet separately or together with the relevant parties to review the outcome of the investigation and attempt to resolve the complaint. If the incident is resolved at this stage, no further action will be taken.

If the complaint is not resolved at this stage, recommendations may be considered to remedy the situation including alternate forms of dispute resolution.
6. In the event a complainant has one or both of the specific concerns set out below, within ten (10) working days of receipt of the decision, a request may be made by either the complainant or the respondent to the area Supervisory Officer to review the decision.
7. The grounds for review are:

- the School Administrator / Supervisor and or Designate did not comply with the procedures set out in this Policy; or
  - new evidence has become known after the decision but before the expiry of the ten (10) working days limitation period for requesting a review.
8. No review of the decision will be undertaken with regard to the claim that the conclusions drawn by the School Administrator / Supervisor and or Designate(s) based on findings of fact were incorrect.

A review will affirm or amend a decision or require that a new investigation be undertaken.

9. The complainant, at any stage, may choose to withdraw the complaint. The Board, however, may still be obliged to investigate.

APPENDIX A

## COMPLAINT AGAINST A TRUSTEE

1. If the complaint is against a Trustee, the complainant will submit a written complaint to the Director of Education.
2. The Director of Education will review the complaint and **provide a copy of the complaint to the Chair of the Board and to the trustee who is the subject of the complaint.**
3. Both parties may recommend witnesses who have knowledge of the matter to the **Chair of the Board and** Director of Education. A witness who is a member of a trade union or professional association shall have the right to representation by their union or professional association during this process.
4. The **Chair of the Board and the** Director of Education **together** will discuss the complaint with both parties, and may consult with others who may have relevant information.
5. **Both parties will be given a copy of a summary report which will provide the results of the investigation and any corrective action that has been or that will be taken as a result of the investigation.**
6. In the event that the complainant or the Trustee is not satisfied with the proposed resolution of the complaint, the **Chair of the Board and the** Director of Education will report the matter to the Board of Trustees in private session.
7. The provisions of this policy do not preclude either party from legally available dispute resolution proceedings.

## COMPLAINT AGAINST THE DIRECTOR OF EDUCATION

1. If the complaint is against the Director of Education, the complainant will submit a written complaint to the Chair of the Board of Trustees.
2. The Chair of the Board of Trustees will review the complaint and may make recommendations to the complainant and/or the Director of Education to resolve the complaint.
3. The Chair of the Board of Trustees will investigate the matter within ten (10) working days of receiving the complaint unless, in the judgment of the Chair of the Board of Trustees, circumstances indicate a different timeline is advisable.
4. Both parties may recommend witnesses who have knowledge of the matter to the Chair of the Board of Trustees. A witness who is a member of a trade union or professional association shall have the right to representation by their union or professional association during this process.
5. The Chair of the Board of Trustees will discuss the complaint with both parties, either separately or together, and may consult with others who may have relevant information.
- 6. Both parties will be given a copy of a summary report which will provide the results of the investigation and any corrective action that has been or that will be taken as a result of the investigation. The Chair will inform Trustees in private session.**
7. In the event that the complainant or the Director of Education is not satisfied with the proposed resolution of the complaint, the Chair of the Board of Trustees will report the matter to the Board of Trustees in private session.
8. The provisions of this policy do not preclude either party from legally available dispute resolution proceedings.



## OTHER CONSIDERATIONS

### HOW POWER IMBALANCES CAN CONTRIBUTE TO HARASSMENT

The fact that a person does not explicitly object to harassing behaviour does not mean that the behaviour is not harassing or is being assented to. Wherever possible, the Board encourages individuals to be explicit about actions or behaviours that are unwanted and to request that such actions or behaviours cease and desist. However, the Board recognizes that it may not always be possible or advisable to directly confront offenders in cases of serious violations or where there are significant power imbalances in the working relationship.

However, it is important to note that the exercise of supervisory responsibilities, including training, performance appraisal, direction, instruction, counselling and discipline does not constitute harassment as long as these are not being exercised in a discriminatory or intimidating manner. Personality clashes and/or interpersonal conflict do not, in and of themselves, constitute harassment. This policy is not intended to address concerns that individuals may have regarding leadership, communication style, or overall performance of Board employees/teaching staff/administrators. The policy cannot be used as a recourse for dealing with a performance appraisal, and the complaints procedures outlined herein should not be invoked for these purposes. The complaint procedures are intended to address workplace harassment and discrimination only.

While a healthy work and learning environment can include appropriate humour. Care must be taken to ensure that the use of humour is not offensive, degrading, discriminatory, or otherwise a violation of this policy or the Code.

### CO-OPERATION OF PARTIES

It is fully expected that all parties, including the complainant, the person complained against and/or relevant witnesses, will fully cooperate in the Board's investigation of a complaint of harassment. However, if one or more parties fail or refuse to cooperate, the investigation may proceed utilizing the evidence and information available.

### TIME LIMIT FOR FILING COMPLAINT

Any complaint must be filed within a reasonable time following the occurrence of the event. The Board adopts the six month time frame for reporting a complaint and in its discretion, may decide not to deal with the complaint when the facts upon which the complaint is based occurred more than six months before the complaint was filed.

### TIME

The time limits set out in the Board's Policy can be extended if, upon the determination of the Board, there is an appropriate reason for doing so or if both parties agree.

### NEUTRALITY OF THE INVESTIGATION

All those who are part of the investigation team must ensure an impartial and effective resolution of complaints.

The Board may select an external consultant to assist with an investigation, if this would best serve the investigation and the resolution of the complaint.

## INTERIM MEASURES PENDING INVESTIGATION

Where a formal complaint has been filed, depending on the circumstances of each case, interim measures may be implemented including but not limited to relocating either the complainant and/or respondent to another location while the investigation is being conducted. Such action will be considered on a case-by-case basis to protect the interests of relevant parties.

## APPEAL PROCESS

If the complainant or respondent is dissatisfied with the resolution, either individual may file a formal complaint with the Human Rights Tribunal of Ontario or the Ministry of Labour.

## CONFIDENTIALITY

The Board understands that it is difficult to come forward with a complaint of harassment and discrimination and recognizes a complainant's and respondent's interest in keeping the matter confidential including not revealing the identities of relevant witnesses cooperating in formal investigations.

To protect the interests of those involved, confidentiality will be maintained throughout the process to the fullest extent practicable and appropriate under the circumstances. Within the work environment of both parties, it is important that all involved work to ensure that individual privacy and confidentiality are respected. Any breach of confidentiality may be subject to appropriate disciplinary action.

All relevant documents and records regarding harassment and discrimination allegations **including identifying information about any individuals involved** will not be **disclosed or** accessible to any Board staff other than the appropriate Superintendent of Education, the investigators, Board Counsel and the Director of Education **as necessary for the purposes of investigating or taking corrective action with respect to the incident or complaint.** However, records may be subject to release under the provisions of the Municipal Freedom of Information and Protection of Privacy Act. A complaint under the Human Rights Code, or legal proceedings may require disclosure of any information collected.

If warranted, meetings and interviews may take place at a neutral site rather than at the school or Board offices.

## RECORD KEEPING

The Superintendent of Human Resources will be the custodian of the records and documents, and, as such, will ensure confidentiality of all materials. These files may include the names of complainants and respondents, the nature of the alleged harassment, correspondence between parties, meetings, including dates and names of attendees, information regarding the investigation process and disposition of the complaint. If the complaint is upheld, the Board shall take appropriate disciplinary action, including a letter of reprimand or letter of termination to be retained in the personnel file of the respondent. If the complaint is upheld, a letter to the complainant indicating that corrective action has been taken, will be held in the harassment file of the Superintendent of Human Resources. In order for monitoring to occur in cases where a complaint has been upheld, a summary of the allegations and recommendations may be forwarded to the appropriate supervisor.

If the complaint is not upheld, a letter will be sent to the parties notifying them of such. In general, the letters to the complainant and the respondent will be kept in the file of the Superintendent of Human Resources. The Board, however, reserves the right to include the letters in the respective personnel files of the complainant or respondent. If no further complaint against the respondent is received within seven (7) years, subject to any provisions in appropriate collective agreements, the contents of the investigating file will be destroyed.

## CORRECTIVE ACTIONS

### Respondent

Where it is concluded that a complaint has been substantiated, the seriousness of the occurrence will determine the Board's disciplinary response.

Responses may include but not be limited to:

- i. a written reprimand delivered to the respondent with a copy to the respondent's personnel file
- ii. transfer
- iii. withholding of a promotion
- iv. demotion
- v. suspension with or without pay
- vi. dismissal
- vii. report to the Ontario College of Teachers, or other professional colleges

In addition to disciplinary responses, other responses may include but not be limited to:

- i. counselling for the parties
- ii. specific training for the respondent
- iii. an appropriate workshop or course
- iv. an in-service to be delivered to relevant parties, or all staff as appropriate**

In circumstances where a complaint has been substantiated, the onus is on the Board to consider first and foremost the impact on the complainant.

Thus, where a complaint has been substantiated and the complainant does not feel comfortable in the same school or work environment as the respondent, the Board may, among other responses, transfer the respondent to another school or work location.

The complainant will be informed that corrective action has been taken and asked to report any further incidents of harassment or reprisal. In order to prevent a recurrence of harassment, the respondent's professional conduct will be monitored by the appropriate supervisor.

### PROFESSIONAL RELATIONSHIP

Whether the complaint has or has not been substantiated, the parties may wish to discuss the continuance of their professional relationship. In these circumstances, the Superintendent of Human Resources/Designate may appoint a mediator/facilitator to meet with the relevant parties either together or individually to discuss their future work relationship.

### FRIVOLOUS OR VEXATIOUS COMPLAINTS

The Board does not condone frivolous or vexatious complaints. If it is determined as a result of an investigation that a complaint was made maliciously with intent to harm or made in bad faith, formal disciplinary action will be taken against the complainant, including, but not limited to: a letter of reprimand, report to the Ontario College of Teachers or other professional colleges, a **letter of trespass**, suspension or possible termination of employment.

Such disciplinary action will be placed in the employee's personnel file. The complainant has the right to receive written notification of this conclusion including reasons and grounds, to respond to it and be represented at all subsequent proceedings.

## EDUCATION AND TRAINING

The Conflict Resolution Department has developed mechanisms to ensure that all employees, volunteers, **parents, visitors, permit holders** and elected officials of the Board are informed of the existence of the Harassment and Discrimination Policy and Guidelines and its provisions by:

- Distributing pertinent information to all employees in pamphlet form
- Providing direct or indirect in-servicing to employees
- Ensuring the Policy and The Respectful Workplace, Addressing Harassment and Discrimination **Guidelines**, are available at all worksites and on the Board's website.
- **Providing an online video tutorial regarding harassment and discrimination in the workplace**
- **Acknowledging the Board's Harassment and Discrimination Policy on documents where appropriate**

All Board employees shall be in-serviced on the Harassment and Discrimination Policy and New staff members shall be informed of the Harassment Policy and Guidelines during the orientation process.

Special training will be provided for those persons involved in the implementation of the Policy to help them develop knowledge and skills in the following areas:

- terms of the Harassment and Discrimination Policy
- human rights and other relevant legislation
- how to recognize harassment
- how to handle complaints with sensitivity and empathy
- how to advise and prepare an employee who wishes to confront an alleged harasser and how to recognize situations where this may be inappropriate
- how to intervene if one recognizes that harassment is occurring
- investigation techniques

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REPORT TO

REGULAR BOARD

## EDC BORROWING BY-LAW #188

*Proverbs 10:9*

*The man of integrity walks securely, but he who takes crooked paths will be found out.*

Created, Draft	First Tabling	Review
August 16, 2016	August 25, 2016	

D. Bilenduke, Senior Coordinator, Finance  
P. Matthews, Legal Counsel  
P. De Cock, Comptroller, Business Services & Finance

### RECOMMENDATION REPORT

#### **Vision:**

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

#### **Mission:**

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



G. Poole

Associate Director of Academic Affairs

A. Sangiorgio

Associate Director of Planning and Facilities

C. Jackson

Executive Superintendent of Business Services and Chief Financial Officer

Angela Gauthier

Director of Education



## **A. EXECUTIVE SUMMARY**

1. The Board has negotiated an agreement with the CIBC for an EDC operating line of credit. The bank requires an authorized Borrowing By-Law from the Board of Trustees before it may proceed.
2. The EDC line of credit is required so the Board may act on the Site Acquisition Plan that will be presented to Trustees in September.

## **B. PURPOSE**

1. The Board of Trustees are required to set an upper limit for short term borrowing by way of a by-law as required by Ontario Regulation 41/10 and section 243 of the Education Act as well as Board policy #F.M. 08 – Effective Financial Management and Control of Operations.

## **C. BACKGROUND**

1. CIBC is the Board's banker of record. The Board maintains a demand operating line of credit to finance short term cash requirements for "current expenditures" only.
2. The TCDSB is qualified to have an EDC by-law in the city of Toronto which enables it to collect funds on new building permits for the purpose of acquiring property for new school construction.
3. The board may acquire property in one of three ways. Expropriation, properties declared surplus by other school boards and agencies or on the open market.
4. The Board has very little influence over when these properties become available, so when they do, the Board must act quickly and have a source of financing readily available.
5. In the past the Board has always had excess funds in its EDC reserve enabling it to purchase EDC properties with cash. This reserve is expected to run out during the next fiscal year and the Board needs to maintain some flexibility and capacity to fulfil the Site Acquisition Plan.

6. CIBC requires that the Board pass an updated By-law in respect of an EDC line of credit (see Borrowing By-Law #188 attached as Appendix A).

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

The By-law provides that:

1. That, in accordance with subsections 243(1), 243(2) and 243(3) of the *Education Act, R.S.O. 1990, c.E.2*, as amended and Ontario Regulation 41/10, the Board hereby authorizes the Director of Education, together with the Chair or Vice-Chair of the Board, to borrow from time to time the sums that the Board considers necessary to meet the EDC expenditures of the Board, until the EDC revenue has been received by the Board; and the Director of Education, together with the Chair or Vice-Chair of the Board are hereby authorized and directed for, and on behalf of, the Board, to execute and deliver to its bank or such other parties as may be required, all such documents and instruments, and to do such acts and things as, in their opinion, may be necessary or advisable to carry out the foregoing.
2. That the Director of Education of the Board is hereby authorized and directed to apply in payment of all sums borrowed as aforesaid, together with interest thereon, all the monies comprising the EDC revenue of the Board and (if applicable), the proceeds from the sale of any debentures hereafter received.
3. That the total amounts borrowed on a short-term basis from EDC shall not exceed one hundred sixty million dollars (\$160,000,000) at any one time.

## **E. METRICS AND ACCOUNTABILITY**

1. The Treasurer to the Board will prepare an annual financial report to the Board of Trustees as required by Ontario Regulation 41/10 of the Education Act and policy #F.M. 08 – Effective Financial Management and Control of Operations.
2. The Education Act allows for the by-law term not to exceed the term of the current Trustees.

## **F. IMPLEMENTATION, STRATEGIC COMMUNICATIONS AND STAKEHOLDER ENGAGEMENT PLAN**

1. Each time the Board requests approval from the Trustees to purchase an EDC property the Director will provide to the Board of Trustees the following:
  - i. If the purchase is being made from cash or credit.
  - ii. The surplus/deficit in the EDC account.
  - iii. Other anticipated expenditures over the following year.
  - iv. The status of EDC revenues compared to budgeted revenues.

## **G. STAFF RECOMMENDATION**

That the Board approve Borrowing By-Law #188 attached as Appendix A in the amount of \$160 million for a period not to exceed November 30, 2018.

# **TORONTO CATHOLIC DISTRICT SCHOOL BOARD**

## **BORROWING BY-LAW #188**

### **RESOLUTION**

**WHEREAS TORONTO CATHOLIC DISTRICT SCHOOL BOARD** (hereinafter called the “Board”) may find it necessary to borrow at any one time up to the sum of one hundred sixty million dollars (\$160,000,000) to acquire Education Development Charges (EDC) funded school and property purchases for the fiscal years ended August 31, 2016 to the period ended November 30, 2018 until current EDC revenues for each of those years has been received;

**AND WHEREAS** the rates or taxes levied or to be levied by the Board for EDC eligible expenditures of the Board made, or to be made, during the current school year for EDC purposes have not yet been collected or fully collected, and such rates or taxes hereafter to be collected will provide the monies required to repay the sums borrowed hereunder and the interest thereon;

**THEREFORE**, the Board enacts as follows:

1. That, in accordance with subsections 243(1), 243(2) and 243(3) of the *Education Act, R.S.O. 1990, c.E.2*, as amended and Ontario Regulation 41/10, the Board hereby authorizes the Director of Education, together with the Chair or Vice-Chair of the Board, to borrow from time to time the sums that the Board considers necessary to meet the EDC expenditures of the Board, until the EDC revenue has been received by the Board; and the Director of Education, together with the Chair or Vice-Chair of the Board are hereby authorized and directed for, and on behalf of, the Board, to execute and deliver to its bank or such other parties as may be required, all such documents and instruments, and to do such acts and things as, in their opinion, may be necessary or advisable to carry out the foregoing.
2. That the Director of Education of the Board is hereby authorized and directed to apply in payment of all sums borrowed as aforesaid, together with interest thereon, all the monies comprising the EDC revenue of the Board and (if applicable), the proceeds from the sale of any debentures hereafter received.
3. That the total amounts borrowed on a short-term basis from EDC shall not exceed one hundred sixty million dollars (\$160,000,000) at any one time.

PASSED THIS 25<sup>th</sup> day of August, 2016.

WITNESS the Corporate Seal of the Board.

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Angela Kennedy  
Chair of the Board

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Angela Gauthier  
Director of Education

**MASTER  
PENDING LIST AND ROLLING CALENDAR TO AUGUST 25, 2016**

#	Date Requested	Due Date	Committee/Board	Subject	Delegated To
1	Dec-14	Deferred until such time that deficit is under control	Corporate Affairs	Report regarding System-Wide Approach to Digital School Signage	Associate Director of Planning and Facilities
2	Jan-15	LTAPP	Corporate Affairs	Plan to reduce under-utilized (small schools) with less than a 65% utilization rate. *Update Long Term Accommodation Plan*	Associate Director Planning and Facilities
3	Nov-15	Oct-16	Corporate Affairs	Staff to bring back data in an extended report regarding students who were not able to be accommodated with the reasons by ward and by school.	Associate Director Planning and Facilities
4	Jan -16	Fall-16	Corporate Services	Request to the TTC to reduce transit rates for our students.	Associate Director Planning and Facilities
5	March-16	Feb-17	Corporate Services	Report back to the Board on progress made to make TCDSB a “net zero” school Board	Associate Director Planning and Facilities
6	April-16	Nov-16	Corporate Services	Report regarding matters raised in the presentation and explore opportunities to help with designing permits that would open up the O’Connor house for cultural opportunities.	Associate Director Planning and Facilities
7	June-16	Nov-16	Corporate Services	Comparison of new leasing rate model vs the old model	Associate Director Planning and

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8					Facilities
	June-16	Nov-16	Corporate Services	Report to investigate ways to decrease costs and for consultants and architectural firms (The cost is included in capital or renewal projects and funded by the Ministry. Costs saved will be used to offset costs of air conditioning, green roofs, gyms etc)	Associate Director Planning and Facilities
9	June-16	Nov-16	Corporate Services	That staff begin collection of day-to-day temperature data regarding Passive Cooling for Schools Without Air Conditioning (All Wards)	Associate Director Planning and Facilities
10	June-16	Prior to the Budget 2016- 2017	Corporate Services	Report to further reduce replacement and overtime costs and report back to board	Associate Director Academic Affairs
11	June-16	Sep-16	Regular Board	Referred to staff for a report on recommended actions and/or communication as a result of the Auditor's General findings re transportation	Associate Director Planning and Facilities
12	Jan-16	Sep-16	Regular Board	Report advising the Board on the Recommendation #30 of the Safe Schools Inquiry regarding the Official Spokesperson during Crisis Situation	Legal Counsel
13	Jan-16	Oct-16	Regular Board	Report on the Impact of the MYRP on students, teachers and principals and the gap between funding received and salaries and benefits	Legal Counsel/ Comptroller Business Services
14	Oct-13	Long Term Accommodation Program Plan (LTAPP)	Student Achievement	Report that outlines a strategy that will address housing those students that represent over enrolment at Our Lady of Wisdom for the 2014 school year and look at providing possible caps/boundaries	Associate Director Academic Affairs

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				<p>including French Immersion for over-subscribed schools when the Admissions Policy comes back for review.</p> <p>Report regarding French Immersion Program: Recommendations for Oversubscribed FI Program Schools - that St. Cyril be referred back to staff as an oversubscribed French Immersion program school and possible solutions.</p> <p>Report regarding the feasibility of establishing a French Immersion Program at St. Conrad Catholic School to be included in the report to come to Board</p>	
15	Mar-14	LTAPP	Student Achievement	That the director initiate meetings with community colleges and high schools that provide culinary programs to pursue educational opportunities and report back to the Board	Associate Director, Academic Affairs
16	Sep-15	LTAP	Student Achievement	Report regarding the feasibility of relocating the French Immersion program and the gifted program from Senator O'Connor to St. Patrick and from St. John Paul II to Blessed Mother Theresa	Associate Director, Academic Affairs
17	Oct-15	Oct-16	Student Achievement	Report on pilot Jump Math program inclusive of EQAO results for 2015-2016 (Grade 3 - 6)	Associate Director, Academic Affairs
18	Mar-16	Sep-16	Student Achievement	A comprehensive structural, logistical and financial side-by-side comparison report between TCDSB and the Niagara Catholic	Associate Director, Academic Affairs

19				District School Board's (NCDSB) model. As an "essential ministry", investigate other funding sources and potential external program partnerships	
	Apr-16	Sep-16	Student Achievement	Friends of Catholic Education Award Selection Criteria	Communications Dept.
20	Apr-16	LTAPP	Student Achievement	Report regarding inequities in program offerings in our secondary schools and that the two regional programs – French and Gifted continue to be offered at Senator O'Connor and replicated in other secondary schools at the TCDSB as community interest and finances permit	Associate Director Academic Affairs
21	May-16	Nov-16	Student Achievement	Report regarding teacher absenteeism, numbers and percentage of school staff, by Trustee Ward, by school, and if possible, by the days of the week.	Associate Director Academic Affairs
22	June-16	Nov-16	Student Achievement	Report regarding a business case model for expanding the SAL program	Associate Director, Academic Affairs
	June-16	Feb-17	Student Achievement	Report regarding a review of Educational Assistant efficiencies Board wide in both elementary and secondary	Associate Director Academic Affairs
23	June-16	Mar-17	Student Achievement	Report regarding the results of the data being tracked and monitored since September 2016, which informs us of the system and student impacts on those areas where trustees have approved cuts for 2016-2017.	Associate Director Academic Affairs
24	June-16	In advance of setting the budget for future years	Student Achievement	Report regarding costs for materials and how they can be reduced by department in the future	Associate Director Academic Affairs/CFO and

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Updated as of August 25, 2016



					Executive Superintendent, Business Services
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## ANNUAL REPORTS

#	Due Date	Committee/Board	Subject	Responsibility of
1	January (A)	Student Achievement	Mental Health Report	Associate Director Academic Affairs
2	January (A)	Corporate Affairs	Monthly Financial Report	Executive Superintendent Business Services
3	February (A)	Student Achievement	External Research Report	Associate Director Academic Affairs
4	February (A)	Student Achievement	Accountability Framework for Special Education	Associate Director Academic Affairs
5	February (A)	Corporate Affairs	Planning Enrolment Projection	Associate Director of Planning and Facilities
6	February (A)	Corporate Affairs	Legal Fees Report	Executive Superintendent Business Services
7	February (A)	Corporate Affairs	Statement Reserves Accumulated Surplus	Executive Superintendent Business Services
8	February (A)	Corporate Affairs	Monthly Financial Report	Executive Superintendent Business Services
9	February (A)	Regular Board	Policy Budget Timeline and Public Consultation Survey	Executive Superintendent Business Services
10	February (A)	Regular Board	Metrics for MYSP 6 Strategic Directions	Director of Education
11	March (A)	Corporate Affairs	Monthly Financial Report	Executive Superintendent Business Services

12	March (A)	Student Achievement	Staffing Status Report for Next School Year	Associate Director Academic Affairs
13	April (A)	Student Achievement	Conflict Resolution Department Report	Associate Director Academic Affairs
14	April (A)	Corporate Affairs	Monthly Financial Report	Executive Superintendent Business Services
15	April (A)	Regular Board	Non-Resident VISA Student Fees for September 2013	Associate Director Academic Affairs
16	April (A)	Regular Board	Education Development Charges Policy Review	Associate Director of Planning and Facilities
17	May (A)	Student Achievement	Report regarding Updates on items referred to in Ministry of Education Operational Review	Associate Director Academic Affairs
18	May (A)	Student Achievement	Staffing Status Report for Next School Year	Executive Superintendent Business Services
19	May (A)	Student Achievement	Ratification of Student Trustee Nominees	Associate Director Academic Affairs
20	May (A)	Corporate Affairs	Monthly Financial Report	Associate Director Academic Affairs
21	June (A)	Student Achievement	21 <sup>st</sup> Century Learning Update	Executive Superintendent Business Services
22	October (A)	Student Achievement	Student Trustees: Voices that Challenge	Associate Director Academic Affairs
23	June (A)	Regular Board	Budget Estimates	Associate Director Academic Affairs
24	September (A)	Student Achievement	Portuguese Speaking	Associate Director Academic Affairs
25	September (A)	Student Achievement	Full Day Kindergarten Enrolment Report	Associate Director

				Academic Affairs
26	September (A)	Corporate Affairs	Enrolment for September Report	Associate Director Academic Affairs
27	September (A)	Corporate Affairs	Trustee Honorarium Report	Associate Director Academic Affairs
28	September (A)	Corporate Affairs	Monthly Financial Report	Executive Superintendent Business Services
29	September (A)	Regular Board	Angel Foundation for Learning Year In Report	Executive Superintendent Business Services
30	September (A)	Student Achievement	Community Engagement	Director of Education
31	September (A)	Student Achievement	Elementary and Secondary School Enrolment Report	Associate Director Academic Affairs
32	September (A)	Student Achievement	Portuguese Speaking	Associate Director Academic Affairs
33	October (A)	Student Achievement	CPIC Annual Report including Financial Report	Associate Director Academic Affairs
34	October (A)	Student Achievement	Annual Safe Schools Report	Associate Director Academic Affairs
35	October (A)	Student Achievement	Information Report on the International Languages Program to include dates, statistical trends, surveys, results of previous assessments in changing demographics (city-wide population and home language dynamics) and immigration patterns in all wards.	Associate Director Academic Affairs

36	October (A)	Student Achievement	Primary and Junior Division Assessments Of Reading, Writing and Mathematics (EQAO) ·Grade 9 Assessment of Mathematics (second semester and full-year students) and OSSLT Assessment (EQAO)	Associate Director Academic Affairs
37	October (A)	Special Board	Director's Performance Appraisal (over 3 consecutive Special Board Meetings)	Director of Education
38	October (A)	Corporate Affairs	Trustee Honorarium Report	Executive Superintendent Business Services
39	November (A)	Student Achievement	Board Learning Improvement Plan (BLIP)	Associate Director Academic Affairs
40	November (A)	Student Achievement	K-12 Professional Development Plan for Student Achievement and Well-Being	Associate Director Academic Affairs
41	November (A)	Student Achievement	Religious Accommodation Report	Associate Director Academic Affairs
42	November (A)	Corporate Affairs	Monthly Financial Report	Executive Superintendent Business Services
43	November (A)	Corporate Affairs	Parent/Guardian and Student Transition Surveys	
44	November (A)	Regular Board	Annual Calendar of Meetings	Director of Education
45	November (A)	Regular Board	Audited Financial Statements	Executive Superintendent Business Services
46	November (A)	Student Achievement	Board Learning Improvement Plan	Associate Director Academic Affairs
	December (A)	Corporate Affairs	Revised Budget Estimate for Consideration	Executive Superintendent Business Services
47	December (A)	Regular Board	Director's Annual Report	Director of Education

<b>48</b>	December (A)	Student Achievement	Status of Monitoring Team for the Safe School Inquiry Recommendations	Associate Director Academic Affairs
<b>49</b>	December (A)	Student Achievement	Report to Trustees indicating those specific metrics being used to measure annual progress against each approved MYSP goal be provided	Associate Director Academic Affairs
<b>50</b>				