

GOVERNANCE AND POLICY COMMITTEE

REGULAR MEETING Public Session

AGENDA

DECEMBER 5, 2016

Nancy Crawford, Chair
Trustee Ward 12

Ann Andrachuk, Vice Chair
Trustee Ward 2

Jo-Ann Davis
Trustee Ward 9

Maria Rizzo
Trustee Ward 5

Angela Kennedy
Ex-Officio

Frank D'Amico
Ex-Officio



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 Ext. 2293
Asst. Recording Secretary: Sophia Harris 416-222-8282 Ext. 2298

Angela Gauthier
Director of Education

Angela Kennedy
Chair of the Board

TERMS OF REFERENCE FOR GOVERNANCE AND POLICY COMMITTEE

The Governance Framework Committee is responsible for:

- A. Ensuring that governance structures, policies, protocols, processes and performance metrics:**
 - a. advance the vision of the TCDSB, rooted in Catholic values and teachings.**
 - b. support the achievement of our Multi-Year Plan.**
 - c. conform to best practices.**
 - d. provide strategic cohesion and consistency.**
 - e. comply with the Education Act and other pertinent legislation.**
- B. Providing a meta policy framework to ensure all policy formation, monitoring and evaluation follow a standard process that reflects exemplary practices in policy development.**
- C. Carrying out a continuous review of the roster of existing policy to ensure conformity and advancement of (A) above.**
- D. Identifying the supports (e.g. capacity training) needed to implement the governance framework.**
- E. Ensuring ongoing governance reviews of the Board.**
- F. Ensuring that the TCDSB by-laws and the Trustee Code of Conduct reflect the vision and mission of the Board and adhere to good governance practices, the Education Act and other pertinent legislation.**

OUR MISSION

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OUR VISION

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AGENDA THE REGULAR MEETING OF THE GOVERNANCE AND POLICY COMMITTEE

PUBLIC SESSION

Maria Rizzo, Chair

Nancy Crawford, Vice Chair

Monday, December 5, 2016
7:00 P.M.

| | Pages |
|---|-------|
| 1. Call to Order | |
| 2. Opening Prayer | |
| 3. Roll Call & Apologies | |
| 4. Approval of the Agenda | |
| 5. Declarations of Interest | |
| 6. Approval & Signing of the Minutes of the Meeting held November 8, 2016 for Public Session. | 1 - 9 |
| 7. Delegations | |
| 8. Presentation | |
| 9. Notices of Motion | |
| 10. Consent and Review | |
| 11. Unfinished Business | |
| 12. Matters referred or deferred | |
| 13. Staff Reports | |

14. Listing of Communications

15. Inquiries and Miscellaneous

16. Updating of Pending List

17. Adjournment

**MINUTES OF THE REGULAR MEETING OF THE
GOVERNANCE AND POLICY COMMITTEE
TUESDAY, NOVEMBER 8, 2016**

PUBLIC SESSION

PRESENT:

Trustees: N. Crawford, Chair
J.A. Davis – by teleconference
A. Kennedy
A. Andrachuk – by teleconference

A. Gauthier
P. Matthews
C. Kavanagh
M. Puccetti
S. Corey

L. Fernandes, Recording Secretary
S. Harris, Assistant Recording Secretary

Prayers were offered for Trustee Rizzo who is very ill.

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

On the vote being taken, as follows:

In favour

Opposed

Trustees Crawford
Davis
Kennedy

The motion to approve the agenda, as amended, was declared

CARRIED

MOVED by Trustee Davis, seconded by Trustee Kennedy, that the Minutes of the Regular Meetings held June 2, 2016 and September 13, 2016 for PUBLIC SESSIONS be approved.

On the vote being taken, as follows:

In favour

Opposed

Trustees Crawford
Davis
Kennedy

The Motion was declared

CARRIED

MOVED by Trustee Kennedy, seconded by Trustee Davis, that the Verbal Update by Stacey Corey, Senior Manager of Partnership Development, on the Sponsorship Policy be received.

CARRIED

MOVED by Trustee Davis, seconded by Trustee Kennedy, that item 13d) be adopted as follows:

13d) B.G.01 Playground Equipment Revised Policy – received and that the Outdoor Play Environment policy B.G.01 be approved as amended and proposed in Appendix B.

MOVED in AMENDMENT by Trustee Davis, seconded by Trustee Kennedy, that Regulation 1 be amended to read “Funding for the purchase and installation of outdoor activity equipment may be through non-Facilities sources, such as the Catholic School Parents Council (CSPC), fund-raising or municipal development funds, other external grants or other funding sources identified by the Board.

MOVED in AMENDMENT to the AMENDMENT by Trustee Davis, seconded by Trustee Kennedy, that Regulation 11 be revised to read “choice of surface materials shall comply with CSA standards. Further details could be found @ the hyperlink.

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

In favour

Opposed

Trustees Crawford
Davis
Kennedy

CARRIED

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

In favour

Opposed

Trustees Crawford
Davis
Kennedy

The Amendment was declared

CARRIED

MOVED in AMENDMENT Trustee Kennedy, seconded by Trustee Davis to delete #1 and replace with

1. That the safety of the outdoor play environment be monitored by the Risk Management Department
2. That feedback be obtained from parents on the usefulness of the policy.

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

In favour

Opposed

Trustees Crawford
Kennedy

Trustee Davis

The Amendment was declared

CARRIED

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

In favour

Opposed

Trustees Crawford
Davis
Kennedy

The Motion, as Amended, was declared

CARRIED

MOVED by Trustee Davis, seconded by Trustee Kennedy, that item 13a) be adopted as follows:

13a) Review of Policy Register Categories

1. That the categories used to organize our TCDSB policy register be revised as follows for greater clarity and ease of reference by all:
 - Governance / Board
 - Director's Office & System Information
 - Mission / Vision
 - Special Education & Professional Student Supports
 - Student Health, Safety & Medical Matters
 - Information Technology
 - Programming & Curriculum
 - Human Resources, Employee Services, Staff Health & Safety
 - Parents, Community & Partnerships
 - Communications, Public Affairs & Conflict Resolution
 - School Operations, Admissions, Facilities, Permits and Space
 - Budget, Finance and Purchasing
 - Transportation & Busing
 - Procedures.
2. Further, where appropriate (e.g. Pupil Accommodation Review Policy) policies will be cross-referenced in all relevant categories (e.g. Students, Community & Partnerships, School Operations) for ease of reference by all.

MOVED by Trustee Kennedy, seconded by Trustee Davis, that the whole policy be referred back to staff and brought back to the January 2017 meeting of the Governance and Policy Committee, taking into consideration the comments made by the Director and whether we would be able to explore using students or volunteers.

On the vote being taken, as follows:

In favour

Opposed

Trustees Crawford
Davis
Kennedy

The Motion to refer was declared

CARRIED

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

13b) Non-Union Policies – received and

1. That the following policies be rescinded from the policy register:
 - a. Job Evaluation: Non-Union Administrative/Clerical Jobs H.C.01
 - b. Job Change: Non-Union Administrative/Clerical Jobs H.C.02
 - c. Job Evaluation Appeal: Non-Union Administrative/Clerical Jobs H.C.03
 - d. Department Reorganization: Non-Union Administrative/Clerical Jobs H.C.04
 - e. Probationary Period (Non-Union) H.C.05
 - f. Compassionate Leave (Non-Union) H.M.03
 - g. Sick Leave Plan (Non-Union) H.M.06

- h. Vacation for Non-Union Administrative/Clerical Employees
H.M.22
 - i. Benefits For Non-Union Administrative/Clerical Employees
H.M.29
 - j. Overtime For Non-Union Administrative/Clerical Employees
H.S.07
 - k. Group Life Insurance I.02
2. That once the policies are rescinded from the policy register, they be updated and consolidated into an employee handbook.

MOVED in AMENDMENT by Trustee Davis, seconded by Trustee Kennedy, that the Non-Union Policy be rescinded and replaced with one policy called the Non-Union Employee Policy with a hyperlink to the Non-Union Employee Handbook and placed in the Human Resources Policy Category.

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

In favour

Opposed

Trustees Crawford
Kennedy
Davis

The Amendment was declared

CARRIED

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

In favour

Opposed

Trustees Crawford
Davis
Kennedy

The Motion, as Amended, was declared

CARRIED

MOVED by Trustee Kennedy, seconded by Trustee Davis, that Item 13c) be adopted as follows:

13c) Update to Resource Materials Acquisition in Schools Policy (S.M.06) – received and that the Selection of Learning Materials policy (S.M.06) provided in APPENDIX A be adopted.

On the vote being taken, as follows:

In favour

Opposed

Trustees Crawford
Davis
Kennedy

The Motion, was declared

CARRIED

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

CARRIED

SECRETARY

CHAIR



REPORT TO

GOVERNANCE AND POLICY COMMITTEE

UPDATE TO OPENING AND CLOSING EXERCISES POLICY (S.S.02)

*Do not be anxious about anything, but in everything by prayer and supplication with
thanksgiving let your requests be made known to God.
Philippians 4:6*

| Created, Draft | First Tabling | Review |
|---|------------------|--------|
| November 14, 2016 | December 5, 2016 | |
| Caitlin Kavanagh, Sr. Manager Employee Relations & Policy Development | | |
| RECOMMENDATION REPORT | | |

Vision:

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

Mission:

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inclusive learning community uniting home, parish
and school and rooted in the love of Christ.*

*We educate students to grow in grace and
knowledge to lead lives of faith, hope and charity.*



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

This report recommends updating the Opening and Closing Exercises policy (S.S.02) to include daily recognition in school opening and closing exercises that we live, work, play and learn on indigenous lands.

B. PURPOSE

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

C. BACKGROUND

1. The Opening and Closing Exercises policy S.S.02 was approved on September 6, 2001 and last amended August 27, 2015.

D. EVIDENCE/RESEARCH/ANALYSIS

1. On June 9, 2016, Bill 207, *An Act to proclaim Treaties Recognition Week*, received Royal Assent.
2. The Ministry of Indigenous Relations and Reconciliation (MIRR) announced that Ontario has designated November 6 to 12, 2016 as Treaties Recognition Week in order to promote public education and awareness about treaties and treaty relationships.
3. All TCDSB students, both Indigenous and non-Indigenous, are enriched by learning about the histories, cultures, contributions and perspectives of First Nation, Métis and Inuit peoples in Canada. Treaties Recognition Week is designed to provide an ongoing opportunity for our school communities to link this learning to our everyday lives through our programs and activities.
4. The TCDSB stands in solidarity with Indigenous peoples in Canada and asks all principals to incorporate a daily acknowledgement in their school's Opening Exercises that we live, work, play, and learn on Indigenous lands.

E. METRICS AND ACCOUNTABILITY

1. Recommendations in this report will be monitored by policy development staff.
2. Further reports to Board will be brought as necessary

F. IMPLEMENTATION, STRATEGIC COMMUNICATIONS AND STAKEHOLDER ENGAGEMENT PLAN

Updates to the policy will be communicated to all principals to enact in their schools.

G. STAFF RECOMMENDATION

Staff recommend that the Opening and Closing Exercises policy (s.S.02) provided in APPENDIX A be adopted.



POLICY SECTION: Safe Schools

SUB-SECTION:

POLICY NAME: OPENING AND CLOSING EXERCISES

POLICY NO: S.S. 02

| | | |
|---|--|--|
| Date Approved: September 6, 2001 | Date of Review: December 2019 | Dates of Amendment: Sept. 6, 2001; November 14, 2002; August 27, 2015; December 15, 2016 |
| <p>Cross Reference: Ministry of Ontario Regulation 298 Operation of Schools Ministry of Ontario Regulation 435/00 Opening or Closing Exercises TCDSB Policy S. 23 Prayer in Schools TCDSB Policy S. 22 Religious Accommodation TCDSB Policy H. M. 24 Catholic Equity and Inclusive Education Policy Ontario Ministry of Education PPM 119, Developing and Implementing Equity and Inclusive Education Policies in Ontario Bill 207, <i>An Act to proclaim Treaties Recognition Week</i></p> <p>Attachments: Appendix A: Exemption Request Form: Parent Appendix B: Exemption Request Form: Student</p> | | |

Purpose:

This Policy provides direction on opening and closing exercises in schools in the Toronto Catholic District School Board which are reflective of the board's commitment to Living Our Values and developing school communities formed by Catholic beliefs and traditions.



POLICY SECTION: Safe Schools

SUB-SECTION:

POLICY NAME: OPENING AND CLOSING EXERCISES

POLICY NO: S.S. 02

Scope and Responsibility:

The policy governs all schools within the TCDSB. The Director of Education is responsible for this policy.

Alignment with MYSP:

Living Our Catholic Values

Fostering Student Achievement and Well Being

Strengthening Public Confidence

Policy

The Toronto Catholic District School Board is committed to living the values of our Catholic faith and to supporting the development of school communities formed by Catholic beliefs and traditions, while also fostering national pride. Each principal of a school within the Toronto Catholic District School Board will ensure that daily opening and closing exercises include public prayer and the singing of O Canada.

Regulations:

1. The principal shall, in annual consultation with the Catholic School Parent Council, establish procedures for opening and closing exercises. These procedures will be reviewed at the beginning of each school year.
2. In respect of the national anthem, students will sing O Canada a cappella.



POLICY SECTION: Safe Schools

SUB-SECTION:

POLICY NAME: OPENING AND CLOSING EXERCISES

POLICY NO: S.S. 02

3. Consistent with the Board's Multi Year Strategic Plan and the Ontario Catholic School Graduate Expectations, and Board policy S. 23, *Prayer in Schools*, prayers and/or scriptural readings will form an integral part of each opening or closing exercise.
4. The principal may decide, after consultation with the school council, to include the Pledge of Citizenship *in the opening or closing exercise*. The version recited will be the one set out in regulation as follows:
"I affirm that I will be faithful and bear true allegiance to her Majesty Queen Elizabeth the Second, Queen of Canada, and to her heirs and successors, and that I will faithfully observe the laws of Canada and fulfill my duties as a Canadian Citizen."
5. A pupil is not required to sing O Canada or recite the pledge of citizenship in the following circumstances:
 - a. In the case of a pupil who is less than 18 year old, if the pupil's parent or guardian applies in writing to the principal to be exempted from doing so. (Appendix A)
 - b. In the case of a pupil who is at least 18 years old, if the pupil applies in writing to the principal to be exempted from doing so. (Appendix B)
6. Any pupil exempted under regulation 5, will follow locally established school procedures for respecting the a cappella singing of O Canada and/or the recitation of the Pledge of Citizenship; for example: stop, stand respectfully, remove hat, etcetera.
7. Consistent with S. 22, Prayer in Schools, TCDSB will, at all times, seek to accommodate an individual's right to freedom of religion in a manner that



POLICY SECTION: Safe Schools

SUB-SECTION:

POLICY NAME: OPENING AND CLOSING EXERCISES

POLICY NO: S.S. 02

not only respects the individual's beliefs, but the principles of the Catholic Church.

8. It is understood that all students registered in TCDSB schools acknowledge that the school community proclaims, celebrates and cherishes its Catholic identity and traditions and that staff will teach the curriculum from a Catholic perspective. At the same time, the school is enriched and is committed to providing an environment that is inclusive, safe and free of barriers based on religion.
9. In respect of religious accommodation, TCDSB acknowledges that all students, in accordance with what the Catholic Church offers in its teachings and reflective practice, are entitled to their rights and responsibilities under the Ontario Human Rights Code.
10. **The TCDSB stands in solidarity with Indigenous peoples of Canada and acknowledges that all stakeholders live, work, play and learn on Indigenous lands. The following daily acknowledgement will be incorporated into each school's Opening Exercises:**
Out of our deep respect for our Indigenous heritage, we acknowledge <insert your school name> is situated upon traditional territories. The territories include the Wendat, Anishinabek (A-ni-shna-bek) Nation, the Haudenosaunee (hoh-DEE-noh-Shoh-nee) Confederacy, the Mississaugas of the New Credit First Nations, and the Métis Nation. We also recognize the enduring presence of Aboriginal Peoples on this land.
11. Prior to the commencement of classes in September, the principal shall communicate to all classroom teachers in writing the local expectations congruent with the Policy regarding the scheduling of Opening Exercises.



POLICY SECTION: Safe Schools

SUB-SECTION:

POLICY NAME: OPENING AND CLOSING EXERCISES

POLICY NO: S.S. 02

Definitions:

Accommodation

An adjustment made to policies, programs, guidelines, or practices, including adjustments to physical settings and various types of criteria, that enables individuals to benefit from and take part in the provision of services equally and to participate equally and perform to the best of their ability in the workplace or an educational setting. Accommodations are provided so that individuals are not disadvantaged or discriminated against on the basis of the prohibited grounds.

Religious Accommodation

An obligation under the Ontario Human Rights Code to provide reasonable accommodation for students and employees who wish to observe the tenets or practices of their faith, as well as for those who wish not to participate in any form of religious observance.

Ontario Human Rights Code, Section 19

While the Human Rights Code prohibits discrimination and provides equal treatment for all people in Ontario with respect to a number of categories, Section 19 recognizes that the Code will not be construed to adversely affect any right or privilege respecting separate schools enjoyed by separate school boards or their supporters under the constitution Act, 1867 and the Education Act.



POLICY SECTION: Safe Schools

SUB-SECTION:

POLICY NAME: OPENING AND CLOSING EXERCISES

POLICY NO: S.S. 02

Evaluation and Metrics:

1. Implementation of the Opening and Closing Exercises policy is the responsibility of the school principal, in consultation with the Area Superintendent.
2. The consistent application of religious accommodation requests will be monitored and reported in an annual report to the Board of Trustees.



POLICY SECTION: Safe Schools

SUB-SECTION:

POLICY NAME: OPENING AND CLOSING EXERCISES

POLICY NO: S.S. 02

APPENDIX A: EXEMPTION REQUEST FORM: PARENT

The principal will exempt students from the singing of “O Canada” and the recitation of the Pledge of Citizenship upon annual application, if the parent/guardian of a student under 18 years of age applies in writing to the principal for an exemption; or a student who is at least 18 years of age, applies in writing to the Principal to be exempted.

Please be advised I am requesting that my child, a student less than 18 years of age:

Name: _____

Date of Birth: _____

Be exempt from:

- ☐ The singing of O Canada
- ☐ The Recitation of the Pledge of Citizenship

For the current school year.

Parent signature

Month: _____ Day: _____ Year: _____



POLICY SECTION: Safe Schools

SUB-SECTION:

POLICY NAME: OPENING AND CLOSING EXERCISES

POLICY NO: S.S. 02

APPENDIX B: EXEMPTION REQUEST FORM: STUDENT

The principal will exempt students from the singing of "O Canada" and the recitation of the Pledge of Citizenship upon annual application, if the parent/guardian of a student under 18 years of age applies in writing to the principal for an exemption; or a student who is at least 18 years of age, applies in writing to the Principal to be exempted.

Please be advised I am student at least 18 years of age.

Name: _____

Date of Birth: _____

I am requesting that I be exempt from:

- ☐ The singing of O Canada
 - ☐ The Recitation of the Pledge of Citizenship
- For the current school year.

Signature

Month: _____ Day: _____ Year: _____