

GOVERNANCE AND POLICY COMMITTEE REGULAR MEETING Public Session

AGENDA APRIL 11, 2017

Nancy Crawford, Chair
Trustee Ward 12

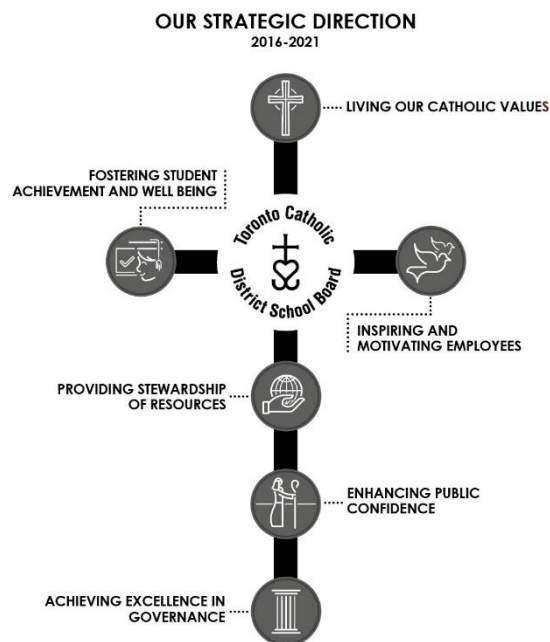
Ann Andrachuk, Vice Chair
Trustee Ward 2

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 uniting home, parish and school and rooted in the love of Christ.
We educate students to grow in grace and knowledge to lead lives of faith, hope and charity.*

VISION

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

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

Nancy Crawford, Chair

Ann Andrachuk, Vice Chair

Tuesday, April 11, 2017

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 March 21, 2017 for Public Session.	1 - 8
7. Delegations	
8. Presentation	
9. Notices of Motion	
10. Consent and Review	
11. Unfinished Business	
11.a Inquiry from Trustee Rizzo regarding whether the Chair can second a Motion	
12. Matters referred or deferred	

From the Student Achievement Committee Meeting of January 12, 2017

- 12.a Development of the Framework for the Principles for Effective Trustee-Staff Relations

That the development of the framework for the Principles of Effective Trustee-Staff Relations be referred to the Governance and Policy Committee

From Special Board Meeting of February 15, 2017

- 12.b Review of Consultation Policy

That we review our Consultation Policy and add Specific Language to the Policy regarding Implementation for specific programs in individual schools and for it to be referred to the Governance and Policy Committee for review

From the Regular Board Meeting of February 23, 2017

- 12.c Review of the Safe Arrival Policy

That the Board of Trustees examine the Safe Arrival Policy to see how it can protect Special Needs students up to the age of 21 or until graduation and for the policy to be referred to the Governance and Policy Committee

- 12.d Anaphylaxis Policy

That the policy be referred to the Governance and Policy Committee for review.

13. Staff Reports

- | | | |
|------|--|---------|
| 13.a | Update to Donation Policy (F.F.02) and Sponsorship Policy (F.F.26) | 9 - 19 |
| 13.b | Update to Access to Pupil Information Policy ((S.16) Part II | 20 - 28 |
| 13.c | Update to Acceptance of Hospitality or Gifts Policy (H.M.33) | 29 - 35 |
| 13.d | Update to Records Management (A.20) and Archives (A.21) Policies | 36 - 58 |
| 13.e | Update on Current Policies | 59 - 61 |

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, MARCH 21, 2017**

PUBLIC SESSION

PRESENT:

Trustees: N. Crawford, Chair
A. Andrachuk, Vice-Chair
J.A. Davis – by teleconference
A. Kennedy
M. Rizzo

A. Gauthier
C. Kavanagh
A. Della Mora

S. Harris, Recording Secretary
C. Johnston, Acting Assistant Recording Secretary

An apology was received on behalf of Trustee D’Amico.

MOVED by Trustee Andrachuk, seconded by Trustee Rizzo, that the Agenda, as amended to include two Inquiries from Trustee Rizzo, be approved.

Results of the Vote taken, as follows:

In favour

Opposed

Trustees Andrachuk
Crawford
Davis
Kennedy
Rizzo

The Motion to approve the Agenda, as amended, was declared

CARRIED

MOVED by Trustee Andrachuk, seconded by Trustee Kennedy, that the Minutes of the Regular Meeting held January 18, 2017 for PUBLIC Session be approved.

Results of the Vote taken, as follows:

In favour

Opposed

Trustees Andrachuk
 Crawford
 Davis
 Kennedy
 Rizzo

The Motion to approve the Minutes was declared

CARRIED

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

13a) Update to Access to Pupil Information Policy (S.16) -

That staff review the Safe School policies for information on how incident reports and other student information reports are addressed in the policies and report back to the April 11, 2017 Governance and Policy Committee meeting;

That the word *Records* be replaced with *All Pupil Information including the Ontario Student Record* throughout the policy;

That the sentence *Parents may access pupil information at their child's school through the Principal* be added to the Maintenance of Pupil Records, Regulation Number 5;

That staff review the movement and retention of the Ontario Student Record;

That a section for the definition of appropriate terms be included, and

That the revised policy come back to the April 11, 2017 Governance and Policy Committee meeting.

Results of the Vote taken, as follows:

In favour

Opposed

Trustees Andrachuk
 Crawford
 Kennedy
 Rizzo

The Motion was declared

CARRIED

MOVED by Trustee Andrachuk, seconded by Trustee Rizzo, that Item 13b) be adopted as follows:

- 13b) Update to the Religious Education Course Requirement for Secondary Pupils Policy (S.P.12)** – received and that the Religious Education Course Requirement for Secondary Pupils Policy (S.P.12) provided in APPENDIX A be adopted.

Results of the Vote taken, as follows:

In favour

Opposed

Trustees Andrachuk
 Crawford
 Kennedy
 Rizzo

The Motion was declared

CARRIED

MOVED by Trustee Andrachuk, seconded by Trustee Rizzo, that Item 13c) be adopted as follows:

- 13c) Rescind School Safety Patrols Policy (S.P.09)** – received and that the School Safety policy (S.P.09) be rescinded.

Results of the Vote taken, as follows:

In favour

Opposed

Trustees Andrachuk
 Crawford
 Rizzo

The Motion was declared

CARRIED

MOVED by Trustee Andrachuk, seconded by Trustee Kennedy, that Item 13d) be adopted as follows:

13d) Policy Priority Review (February 2017) – received.

Results of the Vote taken, as follows:

In favour

Opposed

Trustees Andrachuk
 Crawford
 Kennedy
 Rizzo

The Motion was declared

CARRIED

MOVED by Trustee Andrachuk, seconded by Trustee Rizzo, that Item 13e) be adopted as follows:

13e) Update to Chaplaincy Program Policy -

That staff take back the recommendations from the Trustees on the Chaplaincy Program policy;

That staff consult with the Catholic Students Leadership Impact Team (CSLIT) and pursue conversations with the Archdiocese in regards to the

content of the policy and come back with a report to the next earliest possible Governance and Policy Committee meeting.

Results of the Vote taken, as follows:

In favour

Opposed

Trustees Andrachuk
 Crawford
 Rizzo

The Motion was declared

CARRIED

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

15a) Inquiry from Trustee Rizzo regarding Policies referred by the Board to the Governance and Policy Committee that all items referred by the Board of Trustees to the Governance and Policy Committee will appear on the next agenda of the Governance and Policy Committee.

Results of the Vote taken, as follows:

In favour

Opposed

Trustees Andrachuk
 Crawford
 Kennedy
 Rizzo

The Motion was declared

CARRIED

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

15b) Inquiry from Trustee Rizzo regarding whether the Chair can second a motion – received.

The meeting asked for it be recorded that Paul Matthews is to provide a response to the inquiry at the April 11, 2017 Governance and Policy Committee meeting.

Results of the Vote taken, as follows:

In favour

Opposed

Trustees Andrachuk
 Crawford
 Kennedy
 Rizzo

The Motion was declared

CARRIED

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

CARRIED

SECRETARY

CHAIR



REPORT TO

GOVERNANCE AND POLICY
COMMITTEEUPDATE TO DONATION POLICY (F.F.02) AND
SPONSORSHIP POLICY (F.F.26)

*And looking at them Jesus said to them, "With people this is impossible,
but with God all things are possible."
Matthew 19:26*

Created, Draft	First Tabling	Review
January 18, 2017	April 11, 2017	Click here to enter a date.
S. Coray, Sr. Manager, Partnership Development C. Kavanagh, Coordinator, Employee Relations and Policy Development M. Loberto, Senior Coordinator of Development M. Silva, Comptroller of Planning and Development Services		
RECOMMENDATION REPORT		

Vision:

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Mission:

The Toronto Catholic District School Board is an inclusive learning community uniting home, parish and school and rooted in the love of Christ.

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



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

The existing policies regarding donations and sponsorships have not been revisited since 2010, and the opportunity to consolidate them has been prompted by a need to clarify and simplify processes. Staff propose that the current Donation policy (F.F.02) and Sponsorship policy (F.F.26) be updated and consolidated into the Donation and Sponsorship policy (F.F.02). An update of the proposed policy in meta format is attached as *Appendix A*.

The cumulative staff time dedicated to this report was 35 hours.

B. PURPOSE

The purpose of this report is to recommend a revised policy with parameters to clarify the process required for school donations and sponsorships through a staff recommended revision of the existing policies and consolidation into one.

C. BACKGROUND

1. The Donation policy (F.F.02) and Sponsorship policy (F.F.26) were approved at Board on August 26, 2010 and have not been reviewed since.
2. At the November 8, 2016 meeting of the Governance and Policy Committee, staff provided a verbal update regarding the status of the Sponsorship policy (F.F.26) to the Committee. Arising from the Committee discussion, staff were requested to report back to a subsequent meeting of the Governance and Policy Committee with a final revised draft of the Sponsorship policy (F.F.26).
3. At the January 18, 2017 meeting of the Governance and Policy Committee, staff provided a report regarding the revised Donation policy (F.F.02) and Sponsorship policy (F.F.26) to the Committee.

4. Staff were requested to report back to a subsequent meeting of the Governance and Policy Committee with a final revised draft of the Donation policy (F.F.02) and Sponsorship policy (F.F.26) through an approved motion regarding the Donation policy (F.F.02) at the January 18, 2017 Governance and Policy Committee meeting.
5. Arising from the Committee discussion, staff updated and combined the Donation policy (F.F.02) and Sponsorship policy (F.F.26) into the Donation and Sponsorship policy (F.F.02).

D. EVIDENCE/RESEARCH/ANALYSIS

1. The current process to engage in donations and sponsorships is not clear nor consistent across the system despite the existing policies.
2. Although the protocols for the Sponsorship policy (F.F.26) are distinct from the Donation policy (F.F.02), the two policies can be seen as companion pieces.
3. Since there are common elements, the policies have been updated and combined into the Donation and Sponsorship policy (F.F.02).

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

1. Implementation will include updating the policy on the TCDSB policy register.
2. This update will be communicated to all schools and stakeholders to ensure compliance.

G. STAFF RECOMMENDATION

Staff recommends that the updated Donation and Sponsorship policy (F.F.02) provided in Appendix A be adopted and the current Sponsorship policy (F.F.26) be rescinded.



POLICY SECTION: FINANCE

SUB-SECTION: FUNDS AND FOUNDATIONS

POLICY NAME: DONATION AND SPONSORSHIP

POLICY NO: F.F.02

Date Approved:	Date of Next Review: April 2021	Dates of Amendments: April 26, 2017
Cross References: S.M.04 Fundraising in Schools Education Act, Reg. 298, Sec. 24 Advertising and Announcements Consolidating F.F.26 Sponsorship F.P.04 Sweatshop Free Purchasing T.17 Trustee Services and Expenditures Education Act, Reg. 298, Sec. 25 Canvassing and Fundraising Education Act, Reg. 474/00 Access to School Premises Ministry of Education, Fees and Fundraising, Guidelines for School Fund Raising OFSAA Uniform Sponsorship		

Purpose:

To provide parameters and clarify procedures for the acceptance and/or approval of donations and sponsorship arrangements at the Board and/or school level.

Scope and Responsibility:

This Policy extends to all persons, groups, communities and business entities and organizations wishing to engage in the donation and sponsorship process. The Director of Education is responsible for this policy with the support of the Partnership Development Department.

Alignment with MYSP:

Living Our Catholic values
Strengthening Public Confidence
Fostering Student Achievement and Well-Being



POLICY SECTION: FINANCE

SUB-SECTION: FUNDS AND FOUNDATIONS

POLICY NAME: **DONATION AND SPONSORSHIP**

POLICY NO: **F.F.02**

**Achieving Excellence in Governance
Providing Stewardship of Resources
Inspiring and Motivating Employees**

Policy:

It is the purpose of the Toronto Catholic District School Board to accept donations (gifts) that **In** support of the Mission, Vision and Goals of the **Toronto Catholic District School Board**, the Board will consider accepting **donations and sponsorship opportunities to enhance** for the purposes of enhancing learning opportunities for students.

~~Sponsorships are permitted for the on-going business functions of the Board in accordance with, but not limited to acceptance to hospitality or gifts, offering of hospitality and gifts, access to school premises, purchasing and procurement, fundraising, advertising, advertising in schools and sweatshop free policies and procedures.~~

~~The donation (gift) cannot revert back to an organization or individual outside of the Toronto Catholic District School Board (e.g. Parent Councils CSAC, Alumni Associations, etc.).~~

All donations (gifts) **and sponsorships** shall be related to **support** charitable, humanitarian, educational, or service activities consistent with the tenets of Catholicism.

Regulations:

1. The Toronto Catholic District School Board ~~will~~ encourages donations from persons, groups, communities and business entities and organizations ~~which are consistent with the goals of the Board.~~ **Donations and sponsorships will not which** compromise or exploit students or staff, and will **not be accepted** ~~strive to balance enhance educational opportunities for students.~~



POLICY SECTION: FINANCE

SUB-SECTION: FUNDS AND FOUNDATIONS

POLICY NAME: **DONATION AND SPONSORSHIP**

POLICY NO: **F.F.02**

2. Donations **and sponsorships** are to fall under the auspices of the Partnership Development Department, ~~and under its guidance, administrative staff are to develop guidelines with specific terms of reference.~~

3. ~~The responsibility for implementation of this Policy and any supporting procedure shall be with the Director of Education and the Associate Director of Business Services.~~

Procedures

Donations

1. ~~The TCDSB will work with all donors and recipients to ensure that the terms of reference for all gifts can be satisfied. The TCDSB will ensure relevant information is received prior to gift acceptance and take into consideration costs of ongoing support and maintenance, recognition and stewardship activities.~~

3. All donations will be assessed with regards to system impact and strategic direction. At the local school level, the principal shall exercise appropriate discretion regarding acceptance of donations. Donations which require evaluation for compliance with the Board's information technology, building facilities, and safety standards must receive the approval of the Partnership Development Department.

4. ~~The TCDSB has set forth the signing authorities required to accept gifts. While the TCDSB will make every effort to accept all gifts **donations**, it retains the right to refuse the offer of any gift **donation**. The refusal may be the result of difficulties in administering the gift in accordance to the donor's wishes, special storage requirements, the inability to obtain a cost effective objective appraisal, environmental issues associated with the gift, the illegal nature, or other factors that deem the gift unacceptable. The TCDSB may also refuse a gift if its acceptance is incompatible with its mission, image and values; limits or imposes conditions on academic freedom; or compromises the autonomy of the institution.~~



POLICY SECTION: FINANCE

SUB-SECTION: FUNDS AND FOUNDATIONS

POLICY NAME: **DONATION AND SPONSORSHIP**

POLICY NO: **F.F.02**

5. The TCDSB follows the regulations set out by the CRA governing the valuation of gifts-in-kind. A charitable tax receipt is issued for the fair market value of the gift **donation** at the date the ownership is transferred to the TCDSB. In most cases, this will require ~~some pre-advice and planning~~ **consultation** with TCDSB Business Services.

6. Gifts **Donations** will qualify for current calendar year charitable tax receipts if they are post marked in the current year or ~~officially~~ received at **by** the TCDSB in the current year.

7. ~~Donations require an "arms length" relationship between the donor and the beneficiary when a charitable tax receipt is to be issued. Where no "arms length" relationship exists or, where the donor controls the use or specifies a person or family to receive the funds (e.g. private benevolence), no receipt will be issued. Business receipts, not charitable tax receipts, are~~ **will be** provided for corporate sponsorships and private benevolence **donations and sponsorships received from corporations.**

8. The TCDSB welcomes donations made by will, gift annuity, life income agreement, living trust or life insurance. ~~The TCDSB will provide guidance to individuals who are considering a planned gift. Prospective donors are always encouraged to retain their own, independent advice.~~

13. ~~All of the above needs to comply with the TCDSB Trustee Services and Expenditures Policy T.17 and TCDSB Policy Sweatshop Free Purchasing Policy F.P.04, and where necessary, requirements of the OFSAA Uniform Sponsorship Policy.~~

Sponsorships

9. All school based sponsorship agreements require the approval of the Principal, in consultation with the School Council, ~~and the appropriate Superintendent of Education~~ **and the Partnership Development Department**. The Superintendent **and/or the Partnership Development Department** may discuss the proposal with Director's Council before rendering a decision.



POLICY SECTION: FINANCE
SUB-SECTION: FUNDS AND FOUNDATIONS
POLICY NAME: **DONATION AND SPONSORSHIP**
POLICY NO: **F.F.02**

~~10. Any agreement deemed by the Superintendent of Education to be unique or the first of its kind for the Board shall be brought to Director's Council for discussion. All board-wide agreements~~ **sponsorships** ~~fall under the auspices of the Partnership Development Department and require the approval of the Board of Trustees.~~

11. In accordance with O. Reg. 298/24, no advertisement or announcement shall be placed in a school or on school property or distributed or announced to the pupils on school property without the consent of the board that operates the school except announcements of school activities.

~~7. Before the acceptance of and/or approval of a sponsorship agreement the following must be considered:~~

- ~~a) The compatibility of the sponsorship agreement with the mission, vision and goals of the Board;~~
- ~~b) The compatibility of the sponsorship agreement with the policies and procedures of the Board;~~
- ~~c) Products and services of the Sponsor are consistent with all applicable policies set by the TCDSB, as well as all applicable laws, rules, and regulations in their own country, as well as meet internationally recognized standards, in order to advance social and environmental responsibility;~~
- ~~d) Value of the sponsorship agreement to the school's educational program;~~
- ~~e) Location of the sponsorship in the school's building or on the school property;~~
- ~~f) Applicable installation or repair costs;~~
- ~~g) Safety, security and maintenance requirements;~~
- ~~h) Board established standards for equipment (e.g. computers, audio visual);~~



POLICY SECTION: FINANCE

SUB-SECTION: FUNDS AND FOUNDATIONS

POLICY NAME: **DONATION AND SPONSORSHIP**

POLICY NO: **F.F.02**

~~i) Financial commitment required by the school or the Board (e.g. ongoing costs).~~

~~j) All of the above needs to comply with the TCDSB Trustee Services and Expenditures Policy T.17 and TCDSB Policy Sweatshop Free Purchasing Policy F.P.04, and where necessary, requirements of the OFSAA Uniform Sponsorship Policy.~~

Definitions:

Donation (Gift)

A donation (gift) is a voluntary transfer of property without ~~valuable consideration~~ **any benefit received by the donor**. Generally, a donation (gift) is made if ~~all three of the conditions listed below are satisfied:~~

- ~~— Some property usually cash is transferred by a donor to a registered charity;~~
- The transfer is voluntary; and
- The transfer is made without expectation of return, and there is no benefit of any kind that may be provided to the donor or to anyone designated by the donor.

Gift-in-Kind

A gift-in-kind is a gift **donation** of property other than cash. It can be real property (e.g. real estate, ~~securities~~), personal property (e.g. art, jewelry), **tangible property (e.g. securities)** or intangible property (e.g. patents, license). A gift **donation** of service is not a gift-in-kind that is eligible for a charitable tax receipt. ~~Gifts-in-kind may be retained by the TCDSB and used for purposes consistent with its objectives or may be liquidated, if not contrary to the donor's explicit wishes.~~

Sponsorship



POLICY SECTION: FINANCE

SUB-SECTION: FUNDS AND FOUNDATIONS

POLICY NAME: DONATION AND SPONSORSHIP

POLICY NO: F.F.02

Sponsorship ~~is~~ may be an arrangement **between the sponsor and the Board to co-operate in the coordination and execution of a function, project or** ~~to exchange advertising for the responsibility of funding a~~ **an** popular event or entity.

Evaluation and Metrics:

The effectiveness of the policy will be determined by measuring the following: **on-going incremental donations received and sponsorship revenue generated and reported to the Board annually.**

APPENDIX A



REPORT TO

GOVERNANCE AND POLICY
COMMITTEEUPDATE TO ACCESS TO PUPIL INFORMATION
POLICY (S.16)

*Let the wise hear and increase in learning, and the one who understands obtain guidance,
Proverbs 1:5*

Created, Draft	First Tabling	Review
February 13, 2017	March 21, 2017	April 11, 2017

Adrian Della Mora, Superintendent of Education
 Bryan Shannon, Sr. Manager, Archives, Records Management and Freedom of Information
 Nick D'Avella, Superintendent of Student Success
 Caitlin Kavanagh, Coordinator, Employee Relations & Policy Development

RECOMMENDATION REPORT

Vision:

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

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



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 Access to Pupil Information policy (S.16) to include updates which align with current practice. The amendments also include amendments moved by Trustees during the March 21, 2017 Governance and Policy Committee meeting.

B. PURPOSE

1. This Recommendation Report is on the Order Paper of the Governance and Policy Committee as it recommends a policy revision.
2. Trustee request through approved motion during the Governance and Policy Committee meeting held on March 21, 2017:

That staff review the Safe School policies for information on how incident reports and other student information reports are addressed in the policies and report back to the April Governance and Policy Committee meeting.

C. BACKGROUND

1. The Access to Pupil Information policy was approved on May 9, 2007 and has not been updated since.
2. Staff brought forward recommended amendments to the policy on March 21, 2017 to the Governance and Policy Committee. Trustees moved amendments to the policy and sent the revisions back to staff.

D. EVIDENCE/RESEARCH/ANALYSIS

1. In addition to minor updates to the policy, substantive updates include reference to providing information to a pupil between the ages of 16 to 18 in accordance with the Children's Law Reform Act as well as a new regulation on the maintenance or pupil records.
2. Pursuant to motions made by Trustees during the March 21, 2017 Governance and Policy Committee meeting, the word "records" has been replaced with "all pupil information, including the Ontario Student Record" throughout the policy. Clarity has been added to the fact that parents may access pupil

information at their child's school through the principal. A definitions section has been added.

3. The Progressive Discipline policy (S.S. 10) addresses the filing of documents for "violent incidents" (as defined in PPM 120) under Appendix II of the policy.
4. The Fresh Start policy (S.S. 12) addresses the "Fresh Start Acknowledgement Letter" and "Record of Fresh Start Form" for all Safe Schools Transitions that result in Fresh Start to ensure the principal files the documents accordingly.
5. The Suspension and Expulsion policy (S.S.01) addresses Notices of Suspension and Notice of Suspension Pending Possible Expulsion and written notice following the investigation.

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 deemed necessary.

F. IMPLEMENTATION, STRATEGIC COMMUNICATIONS AND STAKEHOLDER ENGAGEMENT PLAN

Updates to the policy will be communicated to relevant stakeholders, including school principals in the management of the pupil Ontario Student Record (OSR).

G. STAFF RECOMMENDATION

Staff recommend that the Access to Pupil Information policy (S.16) provided in APPENDIX A be adopted.



POLICY SECTION: SCHOOLS

SUB-SECTION:

POLICY NAME: ACCESS TO PUPIL INFORMATION

POLICY NO: S.16

Date Approved:
May 9, 2007

Date of Next Review:
April 2022

Dates of Amendments:
April 26, 2017

Cross References:

Education Act, R.S.O. 1990, s.266, Pupil Records

Municipal Freedom of Information and **Protection of Privacy Act**, R.S.O. 1990, C.M56

Child and Family Services Act, R.S.O. 1990, C.11

[Ontario Student Record \(OSR\) Guideline, 2000](#)

~~Access To Pupils S.15~~

~~Apprehension Or Arrest Of Pupils S.18~~

~~Police Investigation V.P.05~~

~~Suspected Child Abuse Reporting S.17~~

~~Access to **Students in Schools Premises** S.S.04~~

~~Police/School Board Protocol~~

Children's Law Reform Act

Appendix

Purpose:

All pupil information including the Ontario Student Record is to be maintained for all students in accordance with The Education Act, the Municipal Freedom of Information and Protection of Privacy Act and all applicable regulations and guidelines of the Government of Ontario. This policy supports the pursuit of strengthening public confidence and the assurance of accountability as articulated in the Board's Multi-Year Strategic Plan.



POLICY SECTION: SCHOOLS

SUB-SECTION:

POLICY NAME: ACCESS TO PUPIL INFORMATION

POLICY NO: S.16

Scope and Responsibility:

This policy applies to all individuals who maintain pupil information within the TCDSB. The Director of Education is responsible for the implementation of this policy in alignment with the Multi-Year Strategic Plan.

Alignment with MYSP:

Living Our Catholic values

Strengthening Public Confidence

Fostering Student Achievement and Well-Being

Policy:

The Toronto Catholic District School Board requires that all staff will strictly observe confidentiality with respect to **diligently-maintained**, pupil-identifying records, including health and other records, maintained by the Board.

Access to pupil records shall be in compliance to **with** existing ~~federal~~ Provincial Acts and the most current Ontario Student Record **(OSR)** Guideline.

Regulations:

1. Maintenance Of Confidentiality

Principals shall regularly review with teaching and other staff the obligation of maintaining confidentiality respecting pupil records **information, including the OSR**, imposed by the Education Act, the Municipal Freedom of Information and Protection of Privacy Act and the Ontario Student Record Guideline. No employee of the Board shall provide information about any student or ~~their~~ **the student's** family to any outside agency, including immigration officials, unless legally obliged to do so.



POLICY SECTION: SCHOOLS

SUB-SECTION:

POLICY NAME: ACCESS TO PUPIL INFORMATION

POLICY NO: S.16

2. Providing Pupil Information To Another School, Private School Or Other Educational Institutions

Principals shall adhere to the requirements of the Regulation respecting Pupil Records (Ontario Student Record Guideline) governing the transfer of Pupil Records when a pupil transfers from one school to another.

3. Providing Pupil Information To A Pupil, ~~Or His/Her~~ Parent, Or Guardian

Pupils and their parents or guardians may access pupil information through the school principal. A pupil and his or her parent or guardian, where the pupil is a minor, are entitled to ~~examine~~ **view and/or receive a copy of all and any information, including the OSR** ~~the records~~ **relating to such** pupil. **A pupil between the ages of 16 to 18, who has withdrawn from parental control, may have exclusive access to his or her pupil records as governed by section 65 of the Children's Law Reform Act.**

Upon reaching 18 years of age, a pupil shall have exclusive access to his or her student records and may elect to grant access to such records to others. The parent or guardian of a pupil who has been identified as legally incapacitated will retain the right to access the records relating to that student after he or she has reached 18 years of age.

A legally-identified custodial or non-custodial parent is entitled to be given information as to the education of that parent's child unless and until there is either an Order of the Court or a term in a separation agreement denying the person access to the child.



POLICY SECTION: SCHOOLS

SUB-SECTION:

POLICY NAME: ACCESS TO PUPIL INFORMATION

POLICY NO: S.16

Unless the pupil, parent or guardian, and the existence of the necessary relationship of the latter two to the pupil are all actually known to the principal, proper identification should, with sensitivity and discretion, be insisted upon.

4. Providing Pupil Information To Others

Every person shall preserve ~~secrecy~~ **confidentiality** in respect of the content of **all pupil information, including the OSR** ~~a record~~ that comes to the person's knowledge in the course of ~~his or her~~ **the person's** duties or employment, and no such person shall communicate any such knowledge to any other person except,

- (a) as may be required in the performance of his or her duties **as set out in the Education Act or other relevant legislation**; or
- (b) with the written consent of the parent or guardian of the pupil where the pupil is a minor; or
- (c) with the written consent of the pupil where the pupil is an adult; or
- (d) through a search warrant requiring the surrender of an Ontario Student Record to the police; or
- (e) through a subpoena or appropriate court order; or
- (f) where a teacher or the principal may have information where it is suspected that the child is in need of protection as defined in the Child and Family Services Act; or
- (g) upon request of the medical officer of health as provided in the Education Act; or
- (h) where the Municipal Freedom of Information and Protection of Privacy Act permits a school board to disclose confidential information to the police to aid an investigation undertaken with a view to a law enforcement proceeding or from which a law enforcement proceeding is likely to result.



POLICY SECTION: SCHOOLS

SUB-SECTION:

POLICY NAME: ACCESS TO PUPIL INFORMATION

POLICY NO: S.16

5. Maintenance of Pupil Records

The Ontario Student Record must be maintained, used, disclosed, and disposed of in accordance with all applicable legislation. School administrators will be advised of relevant changes through appropriate communication. Diligent maintenance of students' Ontario Student Records would entail the mandatory inclusion of any court documents and separation agreements which may impact rights to such records.

Definitions:

Ontario Student Record (OSR)

The Ontario Student Record (OSR) is the record of a student's educational progress through schools in Ontario. The Education Act requires that the principal of a school collect information “for inclusion in a record in respect of each pupil enrolled in the school and to establish, maintain, retain, transfer and dispose of the record”. The act also regulates access to an OSR and states that the OSR is “privileged for the information and use of supervisory officers and the principal and teachers of the school for the improvement of instruction” of the student. Each student and the parent(s) [and guardian(s)] of a student who is not an adult (that is, a student who is under the age of eighteen) must be made aware of the purpose and content of, and have access to, all of the information contained in the OSR. (Ontario Student Record (OSR) Guideline, 2000)



POLICY SECTION: SCHOOLS

SUB-SECTION:

POLICY NAME: ACCESS TO PUPIL INFORMATION

POLICY NO: S.16

Evaluation and Metrics:

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

Qualitative feedback provided by Principals regarding access to information requests at monthly K-12 meetings conducted by Field Superintendents.

APPENDIX A



REPORT TO

GOVERNANCE AND POLICY COMMITTEE

UPDATE TO ACCEPTANCE OF HOSPITALITY OR GIFTS POLICY (H.M.33)

Give instruction to a wise man, and he will be still wiser; teach a righteous man, and he will increase in learning.

Proverbs 9:9

Created, Draft	First Tabling	Review
March 21, 2017	April 11, 2017	

Caitlin Kavanagh, Coordinator Employee Relations & 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 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 reformatting the current Acceptance of Hospitality or Gifts policy (H.M.33) in meta policy format (APPENDIX A).

B. PURPOSE

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

C. BACKGROUND

The Acceptance of Hospitality or Gifts policy (H.M.33) was approved on March 28, 2007 and has not been reviewed or amended since.

D. EVIDENCE/RESEARCH/ANALYSIS

1. In reviewing the current policy, no major or substantive changes are required.
2. Updates include adding cross references, Purpose, Scope and Responsibility and Evaluation and Metrics sections.

E. METRICS AND ACCOUNTABILITY

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

F. IMPLEMENTATION, STRATEGIC COMMUNICATIONS AND STAKEHOLDER ENGAGEMENT PLAN

The updated policy as approved in meta format will be posted to the policy register.

G. STAFF RECOMMENDATION

Staff recommend that the Acceptance of Hospitality or Gifts policy (H.M.33) provided in APPENDIX A be adopted.



POLICY SECTION: HUMAN RESOURCES
SUB-SECTION: MISCELLANEOUS
POLICY NAME: ACCEPTANCE OF HOSPITALITY OR GIFTS
POLICY NO: H.M. 33

Date Approved: March 28, 2007	Date of Next Review: April 2022	Dates of Amendments: April 26, 2017
Cross References: Conflict of Interest: Employees (H.M.31) Conflict of Interest: Trustees (T.01) Code of Conduct Policy (S.S.09)		
Appendix		

Purpose:

This policy sets parameters to ensure that recipients of hospitality or gifts are not influenced in carrying out their employment obligations in a fair and equitable manner as a consequence of accepting such hospitality or gifts.

Scope and Responsibility:

This policy applies to all Board officials and employees. The Director is responsible for this policy.

Alignment with MYSP:

Living Our Catholic values

Strengthening Public Confidence

Achieving Excellence in Governance

Providing Stewardship of Resources

Inspiring and Motivating Employees



POLICY SECTION:	HUMAN RESOURCES
SUB-SECTION:	MISCELLANEOUS
POLICY NAME:	ACCEPTANCE OF HOSPITALITY OR GIFTS
POLICY NO:	H.M. 33

Policy:

It is the policy of the Toronto Catholic District School Board that elected officials and employees may only accept and retain gifts of low intrinsic value or business hospitality of less than \$100.00 per person. If in the circumstances that hospitality or a gift of considerable value is received, notification according to regulation 5 is required.

The Board acknowledges that the offering of gifts or hospitality of limited value from suppliers, partners or other business contacts is a common business practice which may be appropriate under certain circumstances.

Elected officials and employees may accept a gift provided it does not create a sense of obligation, expectation or indebtedness or a real, or the appearance of, a conflict of interest that may be seen to be likely to affect the objectivity of those officials and employees in the performance of their duties.

Philanthropic gifts made by individuals, corporations, foundations or legal entities to assist the Board in the pursuit of its mission may be accepted at the discretion of the Director of Education or Board of Trustees.

Regulations:

1. The acceptance of gifts, hospitality and other benefits is permissible provided that:
 - a. they are infrequent and of minimal value (low-cost promotional objects, simple meals, souvenirs with no cash value) and are within the normal standards of business practice; and
 - b. they do not obligate or compromise the integrity of the recipient or the Board.



POLICY SECTION: HUMAN RESOURCES
SUB-SECTION: MISCELLANEOUS
POLICY NAME: ACCEPTANCE OF HOSPITALITY OR GIFTS
POLICY NO: H.M. 33

2. Gifts and benefits to an immediate family member or close associate of an elected official or employee, which can be reasonably attributed to the employee's official duties or association with the Board are prohibited.
3. An elected official or employee may accept moderate hospitality during the normal course of business that would not significantly exceed what the Board would likely approve on an individual's expense account form.
4. Acceptance of a gift or hospitality must be legal and consistent with generally accepted ethical standards relevant to the person's position.
5. **Notification Requirement:** Employees must notify by e-mail their immediate supervisor of any gifts or hospitality received with a nominal value of more than \$100; in the case of trustees, the Director of Education or designate; the Chair of the Board should receive notification of gifts or hospitality received by the Director of Education.
6. **Gifts of Considerable Value:** Where it would be inappropriate to refuse a gift of obvious value, the gift may be accepted on behalf of the TCDSB and donated to the Angel Foundation for Learning unless directed otherwise by the Director of Education /Board of Trustees.
7. **Charity Events:** Where the hospitality/gift offered to an elected official or employee is for attending a charity event with an ongoing relationship to the Board, the employee may accept. The elected official or employee may only accept from any one supplier once per year. The number of events attended must be reasonable and appropriate to practice within the sector.
8. **Non Charity Events:** No elected official or employee shall accept hospitality/gifts to non-charity events such as sporting or cultural events from any



POLICY SECTION: HUMAN RESOURCES
SUB-SECTION: MISCELLANEOUS
POLICY NAME: ACCEPTANCE OF HOSPITALITY OR GIFTS
POLICY NO: H.M. 33

individual or organization doing business with the Board without obtaining prior approval from their immediate supervisor or in the case of trustees, the Director of Education or designate. The number of events attended must be reasonable and appropriate to practice within the sector.

9. Solicitation of Gifts or Sponsorship

- a. Board officials or employees shall not solicit hospitality, gifts, benefits or sponsorships for their personal benefit from any individual, company or organization that have an existing or potential business relationship with the Board.
- b. For special Board functions, the Director of Education may approve the solicitation of gifts, prizes or donations from companies or organizations with whom the Board is not currently involved in a competitive acquisition process and provided that the donation or gift is legal and does not place the Board under any obligation or in a conflict of interest.

10. Exceptions to this policy and resolution of any dispute arising shall be at the discretion of the Director for staff and the Board in the case of trustees in private session.



POLICY SECTION: HUMAN RESOURCES
SUB-SECTION: MISCELLANEOUS
POLICY NAME: ACCEPTANCE OF HOSPITALITY OR GIFTS
POLICY NO: H.M. 33

Definitions:

Gift or Benefit

Considered to be anything of value received as the result of a business relationship for which the recipient does not pay fair market value. Gifts or benefit refers to items both tangible and intangible such as hard goods, entertainment, trips, financial instruments and services other than hospitality offered directly or indirectly to an elected official or employee of the Board.

Gifts of Considerable Value

Any gift, benefit or hospitality whose value exceeds \$100.00.

Hospitality

The offering of meals, refreshments, entertainment, and transportation.

Evaluation and Metrics:

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

All gifts of considerable value received and accepted on behalf of the TCDSB will be reported by the Director to the Board of Trustees.



REPORT TO

GOVERNANCE AND POLICY
COMMITTEEUPDATE TO RECORDS MANAGEMENT (A.20) AND
ARCHIVES (A.21) POLICIES

*In whom are hidden all the treasures of wisdom and knowledge.
Colossians 2:3*

Created, Draft	First Tabling	Review
February 21, 2017	April 11, 2017	
Bryan Shannon, Sr. Manager, Archives, Records Management and Freedom of Information Caitlin Kavanagh, Coordinator, Employee Relations & 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 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.*



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Associate Director of Academic Affairs

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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 consolidating the Records Management (A.20) and Archives (A.21) policies into one policy updated in meta format to align with relevant legislative requirements and current leading practices including reflecting amendments to the *Municipal Freedom of Information and Protection of Privacy Act* and following leading practices and resources provided to Ontario school boards.

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 Records Management policy (A.20) was approved on June 13, 1994 and has not been reviewed or updated since. The current policy is provided in APPENDIX B.
2. The Archives policy (A.21) was approved on December 8, 1983 and has not been reviewed or updated since. The current policy is provided in APPENDIX B.
3. Both policies are quite outdated and require a major overhaul, as proposed and found in APPENDIX A.

D. EVIDENCE/RESEARCH/ANALYSIS

1. It is necessary to update TCDSB's Records Management and Archives policies in order to align them with relevant legislative requirements and current leading practices.
2. A recent amendment to the *Municipal Freedom of Information and Protection of Privacy Act* (Section 10.1) now requires Ontario public institutions to take

reasonable measures to ensure the appropriate preservation of business records within their custody and control, and to retain records according to requirements established by Act, policy or otherwise. The proposed policy updates will assist TCDSB in satisfying its obligations under the Act.

3. Further, the Ontario Association of Business Officials – Information Management, Privacy and Access Committee (OASBO-IMPAC) and the Privacy and Information Management (PIM) Network support Ontario school boards by developing leading practices and resources in the areas of Records Management and Archival Management. TCDSB Archives and Records Management staff members are active participants in these groups and have utilized the resources provided to develop these policies in a way that reflect current requirements and excellent practice

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 Board-wide to ensure all stakeholders are aware of their obligations under the policy.

G. STAFF RECOMMENDATION

Staff recommend that the Records Management & Archives policy (A.20) provided in APPENDIX A be adopted and the current Archives policy (A.21) be rescinded.



POLICY SECTION: ADMINISTRATION

SUB-SECTION:

POLICY NAME: RECORDS MANAGEMENT & ARCHIVES

POLICY NO: A.20

Date Approved:

April 26, 2017- Board

Date of Next Review:

April 2022

Dates of Amendments:

Cross References:

Consolidating Records Management (A.20) and Archives (A.21)

Education Act

Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)

Canada Evidence Act

Ontario Evidence Act

Personal Health Information Protection Act (PHIPA)

Ministry of Education Ontario Student Record, (OSR) Guideline, 2000

Privacy and Information Management (PIM) toolkit

Appendix

Purpose:

The purpose of this policy is to establish requirements to protect the legal, fiscal, historical, and other interests of the Board and the public in managing records and information safely and securely, for as long as required.

Scope and Responsibility:

This policy applies to all records and information received, created and maintained within administrative departments and schools. The Director is responsible for this policy with the support of the Archives & Records Management staff.



POLICY SECTION: ADMINISTRATION

SUB-SECTION:

POLICY NAME: RECORDS MANAGEMENT & ARCHIVES

POLICY NO: A.20

Alignment with MYSP:

Strengthening Public Confidence

Fostering Student Achievement and Well-Being

Inspiring and Motivating Employees

Policy:

The Board requires the institution and maintenance of a comprehensive Records and Information Management program for the systematic creation and maintenance of records and information that is accurate, authentic, reliable, accountable and consistent with applicable legislation and guidelines. In addition, the Board will support the collection and preservation of archival materials which illustrate the growth and development of TCDSB and its antecedent boards.

Regulations:

Records Management

1. Record keeping practices must comply with the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA), the *Personal Health Information and Protection Act* (PHIPA), the *Education Act*, the *Ontario Evidence Act*, the *Canada Evidence Act*, and other statutory provisions, as well as relevant guidelines and current leading records and information management practices.
2. Information shall be readily available and accessible for as long as it is required:
 - a. Information to support evidence of communications, actions and decisions shall be routinely recorded and stored.



POLICY SECTION: ADMINISTRATION

SUB-SECTION:

POLICY NAME: RECORDS MANAGEMENT & ARCHIVES

POLICY NO: A.20

- b. Information shall be accessible to staff who require it in the performance of their duties and are authorized to access it.
 - c. Information shall be shared across the organization and with social agencies in accordance with operational needs and statutory provisions.
 - d. Information shall be managed throughout its life cycle regardless of format.
 - e. Rules shall be established for the organization, storage, retrieval and destruction of records.
 - f. Plans and practices to actively make appropriate records available to the public shall be in place, and records shall be available to the public by request, subject to the statutory requirements.
3. Accountability for managing information in the custody and control of the organization shall be clearly defined, communicated and monitored:
- a. Accountability for creating a record of business decisions and transactions and for maintaining corporate memory shall be clearly established and monitored;
 - b. Roles and responsibilities for staff shall be articulated and understood for all management of information activities; and
 - c. Core competencies relating to managing information shall be identified and training shall be provided
4. Risks to information shall be managed and practices and processes in place to protect information assets:
- a. Risks to records management shall be identified and managed;
 - b. Practices shall be in place to protect confidential, sensitive, and personal information from unauthorized collection, use, disclosure or destruction;
 - c. All records shall be managed to meet rules of evidence and legal discovery;



POLICY SECTION: ADMINISTRATION

SUB-SECTION:

POLICY NAME: RECORDS MANAGEMENT & ARCHIVES

POLICY NO: A.20

- d. Contractual arrangements shall include provisions for the protection and appropriate use of records to mitigate risks;
 - e. Records shall be managed in order to support business continuity and recovery in the event of disaster; and
 - f. Records shall be managed to protect privacy and confidentiality.
5. Records management shall meet the needs of staff and stakeholders. Records management shall be timely, accurate, reliable, and relevant, have integrity and be easy to use:
- a. Processes shall be in place to ensure that records management is accurate, timely, reliable and easy to use;
 - b. Records management shall be planned and managed;
 - c. Records shall be managed appropriately throughout the entire life cycle of the record - creation, capture and collection; organization; storage, access and use; and disclosure and disposition (destruction, archival selection or permanent retention);
 - d. Processes and technology supports shall be in place to ensure appropriate access to records and tracking of who has modified or accessed confidential records.
6. Coordinated planning for records management shall be linked to organizational goals, objectives and financial planning, and shall be integrated into program and business processes:
- a. Records management practices shall be included in program planning;
 - b. Records management shall be coordinated across the organization – both schools and departments;
 - c. Records management shall be planned to support continuous service and disaster recovery; and
 - d. Records management shall be integrated into succession plans to ensure the capture and maintenance of corporate history.



POLICY SECTION: ADMINISTRATION

SUB-SECTION:

POLICY NAME: RECORDS MANAGEMENT & ARCHIVES

POLICY NO: A.20

7. TCDSB shall maintain an official records retention schedule, which will outline retention of Board records according to their administrative, fiscal, legal, research and archival value. It will include records that must be retained according to legislation and/or Board procedures and a notation of the archival/historical importance of each record series where appropriate. The Records Retention Schedule will be updated as appropriate.
8. All Board employees shall be responsible for the records and information they create and maintain to support the business operations of the Board. They must ensure compliance with the Board's policy and procedures in the management of Board records.

Archives

9. Archival material shall be arranged and described according to archival principles and collections will be documented to support the organization and the retrieval of materials.
10. The Board shall provide adequate and appropriate conditions for the storage, protection, and preservation of archival material;
11. The Archives shall provide reference and services to Board employees, school communities, individuals, organizations interested in its holdings, unless access is restricted by legal requirements or written agreements with donors;
12. Where feasible, the Archives shall accept historical material, including: textual records; photographs and other visual records; maps, plans, and architectural records; and sound recordings and oral histories. Transfer of material to the Board Archives, or from the Board Archives to external cultural/historical organizations, must be approved by the Director.



POLICY SECTION: ADMINISTRATION

SUB-SECTION:

POLICY NAME: RECORDS MANAGEMENT & ARCHIVES

POLICY NO: A.20

13. Material acquired by the Archives shall become the permanent property of the Board. Management will evaluate the relevance of materials on an ongoing basis, and remove items that are no longer relevant to the Archives.
14. The Archives will encourage the collection and preservation of archival material at TCDSB schools, and will provide support and advice as regards leading archival practices for school archival collections.
15. The Archives retains the right to reproduce materials for security, display, or research purposes, and may charge for any reproduction or other research service. A schedule of fees will be made available to the general public.

APPENDIX A



POLICY SECTION: ADMINISTRATION

SUB-SECTION:

POLICY NAME: RECORDS MANAGEMENT & ARCHIVES

POLICY NO: A.20

Definitions:

Record

Any information however recorded, whether in printed form, on file, by electronic means or otherwise and includes:

- Correspondence, a memorandum, book, plan, map, drawing, diagram, pictorial or graphic work, photograph, film, microfilm, sound recording, videotape, machine readable record, any other documentary material, regardless of physical form or characteristics, and any copy thereof; and
- Subject to the regulations, any information that is capable of being produced from a machine-readable source, under the control of an institution by means of computer hardware and software or any other information storage equipment and technical expertise normally used by the institution.

Records Management

The efficient creation, processing, retrieval, storage, and disposal and/or destruction of information

Records Inventory

A systematic listing of the records in a given area

Records Lifecycle

The stages of a record throughout its lifetime:

- The creation or when a record is received;
- The Active record, when we are using it;
- The Inactive record, when a record is used infrequently and may be stored on-site or off-site; and
- Disposal, when a record is securely destroyed, or is deemed to have an ongoing value to the organization and is archived for reference.



POLICY SECTION: ADMINISTRATION

SUB-SECTION:

POLICY NAME: RECORDS MANAGEMENT & ARCHIVES

POLICY NO: A.20

Records Series

The technical name given to a group of related records filed as a unit that are organized into a pattern or arrangement which permits evaluation as a unit for retrieval and for retention scheduling purposes.

Personal Information

Recorded information about an identifiable individual including;

- Information relating to the race, national or ethnic origin, colour, religion, age, sex, sexual orientation or marital or family status of the individual;
- Information relating to the education or the medical, psychiatric, psychological, criminal or employment history of the individual or information relating to financial transactions in which the individual has been involved;
- Any identifying number, symbol or other particular assigned to the individual;
- The address, telephone number, fingerprints or blood type of the individual;
- The personal opinions or view of the individual except if they relate to another individual;
- Correspondence sent to an institution by the individual that is implicitly or explicitly of a private or confidential nature, and replies to that correspondence that would reveal the contents of the original correspondence;
- The views or opinions of another individual about the individual; and
- The individual's name if it appears with other personal information relating to the individual or where the disclosure of the name would reveal other personal information about the individual.

Business records

Any documents that are made or received in connection with the transaction of public business of the Board that conveys information regarding decisions or other business activities or are associated with business programming, policies, legal or



POLICY SECTION: ADMINISTRATION

SUB-SECTION:

POLICY NAME: RECORDS MANAGEMENT & ARCHIVES

POLICY NO: A.20

financial requirements, such as agreements/contracts, financial documents, approvals, meeting minutes.

Active record

A record that is current. It is a record that is being referred to and used on a regular basis.

Inactive records

Records that are referred to infrequently, but must be retained temporarily or permanently due to legal, fiscal, administrative or archival value.

Vital records

Records required to continue or resume business following an emergency or disaster. Each department will have records that are vital to their day-to-day operations

Archival records

Records that have permanent historical value. An example of an archival record is Board meeting minutes.

Records Retention Schedule

A list of all the record classifications and their corresponding retention periods. The schedule also identifies which records are deemed vital, which are archival, and who is the responsible department or official record holder.



POLICY SECTION: ADMINISTRATION

SUB-SECTION:

POLICY NAME: RECORDS MANAGEMENT & ARCHIVES

POLICY NO: A.20

Evaluation and Metrics:

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

- a) Regular monitoring of board records management processes by Archives and Records Management staff to identify necessary improvements to practice and training requirements.
- b) Regular audit of Board records management practice by Ministry of Education-mandated Internal Audit Committee.
- c) Official communications received by the Ontario Information and Privacy Commission.
- d) Feedback from business leaders, superintendents, and principals.

APPENDIX A

RECORDS MANAGEMENT A.20

Policy

The Toronto Catholic District School Board will make provisions for the management of information within the Board, ensuring economy and efficiency in the creation, maintenance, retrieval, storage and disposition of records while adhering to legal requirements.

Regulations:

1. The Board will provide records keeping systems and services that efficiently maintain legal and functional requirements and retrieve information.
2. The Board will provide efficient development and use of information technologies where cost effective applications exist.
3. The Board will provide for an appropriate environment of the storage and retrieval of inactive and archival records.
4. The Board will provide specific protection to vital and archival records.
5. The Board will provide appropriate training for staff implementing the program.
6. The Board will maintain a Records Retention Schedule.
7. The Board will provide efficient, prompt, and when necessary, confidential disposal of records when their administrative, legal, and fiscal values have ceased and all requirements of the legislation as they affect Board documents have been met while preserving those records of enduring value due to archival, historical or vital record reasons.

BM p 377, 13 Jun 94.

Archives A. 21

Policy

As part of its comprehensive records management system, the Toronto Catholic District School Board shall maintain archives under the supervision of an archivist responsible to the Senior Manager of Corporate and Office Services.

Regulations:

1. Definition

- a) The archives are the official depository for the written, printed, pictorial, film, tape and other records of the Toronto Catholic District School Board which are deemed to be of enduring administrative and/or historical significance.
- b) The Toronto Catholic District School Board archives department has the responsibility of ensuring the collection and preservation of such records.

2. Legal Authorization

- a) Authorization for maintaining archival materials is explicit in Subsection 171 (1) (38) of the Education Act, Revised 1990:

"A Board may institute a program of records management that will, subject to the regulations in respect of pupil records,

- i) provide for the archival retention by the board or the Archivist of Ontario of school registers, minute books of the board and its predecessors, documents pertaining to boundaries of school sections, separate school zones and secondary districts, original assessment and taxation records in the possession of the board and other records considered by the board to have enduring value or to be of historical interest, and

- ii) establish, with the written approval of the auditor of the board, schedules for the retention, disposition and eventual destruction of records of the board, and of the schools under its jurisdiction other than records retained for archival use".

3. Scope

a) Records created by Board employees in the performance of their duties, e.g., official minutes, correspondence and other routine or special records are the property of the Toronto Catholic District School Board. The head of this department, where such records have been created, shall consult with the archivist before disposing of them.

b) Records deemed to be of enduring administrative and/or historical significance which have become inactive shall be transferred to the inactive records area which shall be under the control of the records management officer. The records management officer shall review such records with the archivist and receive the approval of the archivist before retiring such records.

c) Records deemed to be of enduring administrative and/or historical value which are to be retired shall be transferred to the archives.

d) Records not deemed to be of enduring administrative and/or historical value which are no longer of value to the department which created them shall be destroyed. The final decision on whether material falls within the scope of the archives shall rest with the archivist.

e) Publications, microfilms, tape recordings, silent and/or sound films, photographs, video tape recordings and other similar materials reflecting the history and/or the operation of the Toronto Catholic District School Board, and deemed to be of enduring administrative and/or historical significance, shall be retained in the archives.

f) Unofficial records such as the personal papers of current or former senior staff members, trustees, inspectors and others associated with the Board may have a place in the archives. The archivist shall actively solicit the donations of such records. An evaluation of their enduring value can be made prior to their placement in the archives.

g) Donations of other memorabilia (e.g., portraits) of current or former senior staff members, trustees, inspectors and others associated with the Board shall be directed to the archivist.

h) In the case of schools which may be closed due to enrolment decline, any records which do not follow pupils transferred to other schools shall be directed to the archivist.

i) This policy and regulations shall apply throughout the entire Toronto Catholic District School Board including Curriculum Support Units and schools.

4. Role of Toronto Catholic District School Board Archives as a Provincial Repository

a) The Toronto Catholic District School Board, subject to the approval of the Director of Education, shall offer the services of its archives to provincial, municipal Roman Catholic separate school boards and to the other Catholic educational associations in Ontario, such as:

- i) The Ontario Catholic School Trustees' Association
- ii) The Ontario Catholic Supervisory Officers' Association
- iii) The Metro Catholic Elementary School Principals' Association
- iv) The Metro Catholic Secondary School Principals Association
- v) The Private Catholic High Schools
- vi) Any other Catholic educational association
- vii) The Ontario English Catholic Teachers' Association
- viii) Etc.

b) Only materials deemed to be of historical significance on a province-wide basis shall be accepted from these other boards and associations for inclusion in the Toronto Catholic District School Board archives.

c) All materials accepted from such other boards and associations shall be deemed to be on permanent loan. All such materials shall be held as one collection but shall be identified and listed separately under the name of the contributing board or association. Contributing boards and associations shall have special access to any materials originating from their own offices.

d) The final decision as to what material shall be held for other boards or associations shall rest with the Toronto Catholic District School Board archivist.

5. Access

a) The Toronto Catholic District School Board archives shall make available to qualified researchers such materials in its possession to which access is not restricted. Because the accessibility of material depends on knowledge of its existence, the archivist shall inform researchers of the collections in its custody by means of a public catalogue, inventories and other appropriate finding aids. Staff

members shall assist researchers as much as possible, but should not be expected to engage in extended research.

b) To protect and insure the continued accessibility of the materials in its custody, the Toronto Catholic District School Board archives shall impose the following necessary conditions regarding the use of archival materials:

i) All materials must be used in accordance with the regulations of and under the supervision of the archivist.

ii) Where the archivist must restrict the use of fragile or unusually valuable materials, suitable reproductions shall be made available whenever possible.

iii) Access to unprocessed materials shall be refused.

iv) Normally, the archivist will not allow research materials to be removed from the archives.

Under special circumstances a collection, or a portion of it, may be loaned to or placed on deposit with another institution.

v) The archivist may refuse access to an individual who, in his/her opinion, has demonstrated such carelessness or deliberate destructiveness as to endanger the safety of the material, or who has refused to comply with the regulations of the archives.

vi) As a protection to the collections, the archivist shall require acceptable identification of persons wishing to use the archives, as well as a signature indicating they have read a statement defining the policies and regulations of the archives.

vii) Efforts shall be made to microfilm the majority of the documents in the collection, so that valuable items are not overly handled and so that copies can be easily made for those researchers who require them.

c) The archivist has the obligation of protecting confidentiality within the archives in accordance with the law. Every private donor has the right to impose restrictions of access upon their papers to protect confidentiality for a reasonable period of time:

i) It shall be the responsibility of the archivist to inform researchers of the restrictions which apply to individual collections or record groups.

ii) The archivist shall attempt to discourage donors from imposing unreasonable restrictions and shall encourage a specific time limitation on such restrictions as are imposed.

iii) The archivist shall periodically re-evaluate restricted records and work toward providing free access to material.

d) Materials held in the archives shall be classified as "Public" or "Private". Each item classified as private shall have access restricted for the time period established for it.

6. Responsibility

a) The archives shall be the responsibility of the Corporate Services Department because:

i) The contents of the archives are historical in nature.

ii) The vast majority of the users of the archives will be academic researchers.

iii) The Board's archives have operated as a part of that department since its inception in 1974.

b) The relationship which exists between archives and records management will require that the archivist and the records management officer work closely together.

c) The maintenance of active files for the Board's executive officials (i.e., the Director and the four Deputy Directors) will reside directly with the records management officer and, therefore, indirectly with the Archivist. Active files will remain so for a period of three years. Inactive files, still the responsibility of the records management officer, will remain so for a period of four years. After seven years all records will become the responsibility of the archivist.

7. Staffing

a) The position of archivist requires professional training, therefore, the Toronto Catholic District School Board shall employ a qualified archivist to manage its archives.

b) The lines of authority for the archivist and the records management officer are shown on the following chart.

Line of Authority

Archivist and Records Management Officer

Director
Coordinator of Corporate Services
Senior Manager of Corporate And Office Services
Archivist
Records Management Officer

8. Physical Location

a) The physical location of the archives is the place where the archival material is housed and made available. The natural place is in proximity to corporate records and the library, where reference books, copying facilities, etc., which are required by the staff and the users of the archives, are located.

b) The physical location shall be suitably equipped to allow for the proper protection of the collection. This must include attention to lighting, temperature, humidity, and space as well as suitable storage units.

9. Budget

Funds for the equipping and operating of the archives shall be included in the budget of the Corporate Services Department.

10. Guidelines Re: Records to be Retained

a) Guidelines indicating the types of records deemed to be of enduring administrative and/or historical significance shall be prepared by the archivist under the direction of the Senior Manager of Corporate and Office Services.

b) In drafting such guidelines, the archivist shall give special consideration to:

i) The record types that the Ontario Ministry of Culture and Recreation has indicated are of interest to the Archives of Ontario and the regulations of the Ministry of Education.

ii) The historical materials prepared for school openings - A copy of all such materials including copies of audio and video tapes, invitations, programs, newspaper accounts, etc., should be forwarded to the archives for retention in the school history file.

iii) School year and reports, staff pictures and staff lists.

11. Accessioning Procedures

a) For accession by the archives of records created by Board departments.

i) A complete records inventory for each department and Curriculum Support Unit shall be undertaken cooperatively by the archivist, the records management officer, and the department head concerned. All records shall be classified as:

Active

Semi-active

Inactive

Retired (archival or destroyed)

ii) All active and semi-active records shall remain in the possession of the department concerned or be kept in a central records location. All semi-active records, of which the department has only occasional need, shall be transferred to Inactive Records Storage. All inactive records shall be transferred to Inactive Records Storage for the remainder of their scheduled life, whereupon they shall be either destroyed or transferred to archives.

iii) In order to assure the orderly transfer of records throughout their life cycle, a records retention schedule shall be developed for all Board records jointly by the records management officer and archivist. The records retention schedule for each department shall be implemented only upon receipt of approval of:

The archivist and records management officer

The department head

The Director or appropriate Deputy Director

The Board's auditor and/or lawyer (as necessary)The Ministry of Education
(as necessary)

iv) Once a record schedule has been approved it shall be the responsibility of the archivist and records management officer to ensure that the life cycle is followed. The department head shall become involved when a record series comes up for retirement. The department head shall be notified in case he/she might want to defer retirement. Once the system is in place, a record shall be scheduled at the time of its creation and shall fall into the system in the appropriate slot.

b) For Accession of Board Minutes and Appendices

In dealing with Board Minutes and Appendices, the procedures shall be:

i) The current year's Board Minutes and appendices, and the two years previous to the current year shall be held by the office of the recording secretary.

ii) On or before March 1 of each calendar year, upon return of the immediately past year's minutes from binding, the volumes which then contain the Board Minutes and Appendices for the third year previous to the current year shall be transferred to the Records Management Officer along with any indices to their contents.

iii) All minutes shall be immediately available to the offices of the Director and the recording secretary.

iv) Accessioning of Board Minutes and Appendices shall be subject to the limitations of budget and space and regulations approved by the Director of Education.

c) For Accession of Other Items

The detailed procedure for the accession of materials from schools, private donors, etc., will follow Board's Archives Forms Manual.

12. Access Procedures

a) Request for archival information on a routine basis by Supervisory Officers and other staff as designated by the Director of Education shall be processed through the archivist.

b) For the use of the archives by researchers and others.

i) The procedure for the use of the Toronto Catholic District School Board Archives shall be as follows:

Persons wishing to consult the archives shall be required to apply in writing to the Senior Manager of Corporate and Office Services stating the general scope of research to be undertaken, giving as specific a list as possible of the documentation requested. Written permission of the Senior Manager of Corporate and Office Services will be required for access to the archives.

A user of the archives shall be required to complete and sign an Archives Reader Registration Form indicating agreement to the conditions contained therein.

13. Hours of Operation

a) The archives shall be open on the same basis as the core hours of operation of the Catholic Education Centre, as well as by appointment.

b) The hours of operation shall be made public by means of the Board Newsletter, the Director's Bulletin, etc.

BM p 33, 8 Dec 83.



REPORT TO

GOVERNANCE AND POLICY COMMITTEE

UPDATE ON CURRENT POLICIES

And it is my prayer that your love may abound more and more, with knowledge and all discernment.

Philippians 1:9

Created, Draft	First Tabling	Review
April 4, 2017	April 11, 2017	

Caitlin Kavanagh, Coordinator, Employee Relations & Policy Development

INFORMATION 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 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 provides an update on the status of current policies on the TCDSB policy register and demonstrates progress in policy review subsequent to the February 2016 report brought to the Governance and Policy Committee.

B. PURPOSE

This Information Report is on the Order Paper of the Governance and Policy Committee from a Trustee request at the March 21, 2017 Governance and Policy Committee meeting for a running update of current policies.

C. BACKGROUND

1. On February 16, 2016, staff brought a report to the Governance and Policy Committee providing the status of the policies on the TCDSB policy register.
2. During the Governance and Policy Committee in March 21, 2017, Trustees asked for a follow-up update.

D. EVIDENCE/RESEARCH/ANALYSIS

1. As at March 31, 2017, there are currently 179 policies on the TCDSB policy register. In comparison, in February 2016, there were 207 policies on the policy register. Since then, 28 policies have been rescinded from the policy register or consolidated into other policies and staff are working to continue to consolidate policies and rescind as necessary.
2. In February 2016, 158 policies were overdue for review. As at March 30, 2017, 127 policies are overdue for review, including those pending review before Board and the Governance and Policy Committee.

E. METRICS AND ACCOUNTABILITY

1. Information in this report will be monitored by policy development staff.
2. There is not a need for further reporting to the Board at this time.

F. CONCLUDING STATEMENT

This report is for the consideration of the Governance and Policy Committee.