

GOVERNANCE AND POLICY COMMITTEE REGULAR MEETING Public Session

AGENDA JUNE 5, 2017

Nancy Crawford, Chair
Trustee Ward 12

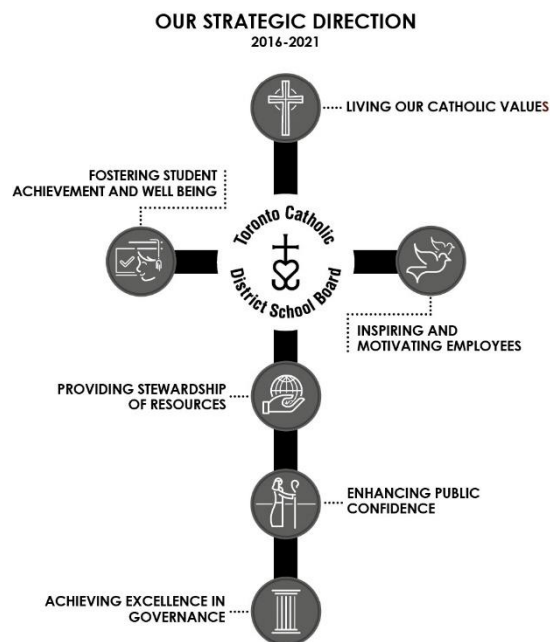
Ann Andrachuk, Vice Chair
Trustee Ward 2

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: Karen Eastburn, 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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through witness, faith, innovation and action.*



AGENDA THE REGULAR MEETING OF THE GOVERNANCE AND POLICY COMMITTEE

PUBLIC SESSION

Nancy Crawford, Chair

Ann Andrachuk, Vice Chair

Monday, June 5, 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 April 11, 2017 for Public Session.	1 - 15
7. Delegations	
8. Presentation	
9. Notices of Motion	
10. Consent and Review	
11. Unfinished Business	
12. Matters referred or deferred	
13. Staff Reports	

13.a	Update to Community Engagement Policy (T.7)	16 - 26
13.b	Update to Transportation Policies (S.T.01, 03, 04 and 05)	27 - 42
13.c	Update to Demolition Policies (R.02, R.03)	43 - 50
13.d	Update to Acceptance of Hospitality or Gifts Policy (H.M.33) Part II	51 - 58
13.e	Consolidated Donation Policy (F.F.02) and Sponsorship Policy (F.F.26)	59 - 82
13.f	Policy Priority Review- June 2017 (To Be Distributed)	
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, APRIL 11, 2017**

PUBLIC SESSION

PRESENT:

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

A. Gauthier
P. Matthews
A. Della Mora
M. Silva
C. Kavanagh
S. Coray

S. Harris, Recording Secretary
K. Eastburn, Assistant Recording Secretary

3) Roll Call and Apologies

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

Karen Eastburn, Assistant Recording Secretary, was introduced to the meeting.

4) Approval of the Agenda

MOVED by Trustee Andrachuk, seconded by Trustee Kennedy, that the Agenda, as amended, to include Item 14a) Communication from OCSTA regarding topics to be discussed at their 2017 AGM/Conference, be approved.

Results of the Vote taken, as follows:

In favour

Opposed

Trustees Andrachuk
 Crawford
 Davis
 Kennedy

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

CARRIED

6) Approval and Signing of the Minutes

MOVED by Trustee Andrachuk, seconded by Trustee Kennedy, that the Minutes of the Regular Meeting held March 21, 2017 for PUBLIC Session be approved.

Results of the Vote taken, as follows:

In favour

Opposed

Trustees Andrachuk
 Crawford
 Davis
 Kennedy

The Motion was declared

CARRIED

11) Unfinished Business

MOVED by Trustee Kennedy, seconded by Trustee Andrachuk, that Item 11a) be adopted as follows:

- 11a) Inquiry from Trustee Rizzo regarding whether the Chair can second a Motion** – received, along with advice from Paul Matthews confirming that the Chair, who has the same rights as any other member, can propose, second and debate a motion, but not while in the Chair and therefore would have to relinquish the Chair.

Results of the Vote taken, as follows:

In favour

Opposed

Trustees	Andrachuk
	Crawford
	Davis
	Kennedy
	Rizzo

The Motion was declared

CARRIED

12) Matters Referred or Deferred

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

12a) Development of the Framework for the Principles for Effective Trustee-Staff Relations that staff prepare a framework for the Principles for Effective Trustee-Staff Relations using the information that was provided to us by the facilitators and to bring back a draft to the Governance and Policy Committee meeting on May 10, 2017 for Trustees to review with cross-references to any of our existing policies e.g. Code of Conduct.

Staff was directed to include relevant information on past Retreats in the Framework.

Results of the Vote taken, as follows:

In favour

Opposed

Trustees Andrachuk
 Crawford
 Davis
 Kennedy
 Rizzo

The Motion was declared

CARRIED

Trustee Crawford relinquished the Chair to Trustee Andrachuk.

Trustee Crawford reassumed the Chair.

MOVED by Trustee Andrachuk, seconded by Trustee Kennedy, that Item 12b) be adopted as follows:

- 12b) Review of Consultation Policy** that staff review the Community Engagement Policy (T7) for any language that speaks specifically to community engagement with parents on changes to programs at the local level and to include any cross-reference to any other policies.

Results of the Vote taken, as follows:

In favour

Opposed

Trustees Andrachuk
 Crawford
 Davis
 Kennedy
 Rizzo

The Motion was declared

CARRIED

MOVED by Trustee Andrachuk, seconded by Trustee Kennedy, that Item 12c) be adopted as follows:

- 12c) Review of the Safe Arrival Policy** that staff develop a new Safe Arrival Policy for elementary students and special needs secondary students up to the age of 21 and consider the Adult Education Program students at Monsignor Fraser Catholic School.

Results of the Vote taken, as follows:

In favour

Opposed

Trustees Andrachuk
 Crawford
 Davis
 Kennedy
 Rizzo

The Motion was declared

CARRIED

MOVED by Trustee Andrachuk, seconded by Trustee Kennedy, that Item 12d) be adopted as follows:

12d) Review of the Anaphylaxis Policy that staff come to the SEAC meeting and outline the protocols that take place at the secondary level and explain how students with special needs and Anaphylaxis are cared for at the school level.

Results of the Vote taken, as follows:

In favour

Opposed

Trustees Andrachuk
 Crawford
 Davis
 Kennedy
 Rizzo

The Motion was declared

CARRIED

13) Staff Reports

MOVED by Trustee Andrachuk, seconded by Trustee Davis, that Item 13a) be adopted as follows.

13a) Update to Donation Policy (F.F.02) and Sponsorship Policy (F.F.26) – received.

MOVED in AMENDMENT by Trustee Kennedy, seconded by Trustee Rizzo that staff bring back the two original policies, the Donation (F.F.02) and Sponsorship (F.F.26) Policies, and the new consolidated policy accompanied with the Minutes of the meeting at which input was provided from the Governance and Policy Committee.

MOVED in AMENDMENT to the AMENDMENT by Trustee Davis, seconded by Trustee Kennedy, that staff bring back with the Donation and Sponsorship Policies an outline for schools on the process for applying to the Partnership and Development office and expected turnaround time.

Results of the Vote taken on the Amendment to the Amendment, as follows:

In favour

Opposed

Trustees Andrachuk
 Crawford
 Davis
 Kennedy
 Rizzo

The Amendment to the Amendment was declared

CARRIED

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

In favour

Opposed

Trustees Andrachuk
 Crawford
 Davis
 Kennedy
 Rizzo

The Amendment was declared

CARRIED

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

In favour

Opposed

Trustees Andrachuk
 Crawford
 Davis
 Kennedy
 Rizzo

The Motion, as amended, was declared

CARRIED

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

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

MOVED IN AMENDMENT by Trustee Andrachuk, seconded by Trustee Rizzo, that language be added in Regulation No. 3 to clarify “legally incapacitated” for special education students up to the age of 21.

MOVED in AMENDMENT by Trustee Kennedy, seconded by Trustee Andrachuk, that the Progressive Discipline Policy (S.S.10), Fresh Start Policy (S.S.12) and Suspension and Expulsion Policy (S.S.01) be cross-referenced with the Access to Pupil Information Policy (S.16).

Time for business expired and was extended by unanimous consent for 15 minutes as per Article 12.6.

Results of the Vote taken on the first Amendment, as follows:

In favour

Opposed

Trustees Andrachuk
 Crawford
 Davis
 Kennedy
 Rizzo

The first Amendment was declared

CARRIED

Results of the Vote taken on the second Amendment, as follows:

In favour

Opposed

Trustees Andrachuk
 Crawford
 Davis
 Kennedy
 Rizzo

The second Amendment was declared

CARRIED

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

In favour

Opposed

Trustees Andrachuk
 Crawford
 Davis
 Kennedy
 Rizzo

The Motion, as amended, was declared

CARRIED

The Chair declared a five-minute recess.

The meeting continued with Trustee Crawford in the Chair.

MOVED by Trustee Davis, seconded by Trustee Andrachuk, that item 13c) be adopted as follows:

13c) Update to Acceptance of Hospitality or Gifts Policy (H.M.33) that the Acceptance of Hospitality of Gifts Policy (H.M.33) be adopted – received.

MOVED in AMENDMENT by Trustee Andrachuk, seconded by Trustee Davis, that under Policy (first paragraph), “hospitality of less than \$100 per person” be changed to “hospitality of less than \$500 per person, per accumulated total per calendar year”.

MOVED in AMENDMENT by Trustee Rizzo, seconded by Trustee Davis, that this policy be referred to staff for further review.

Results of the Vote taken on the first Amendment, as follows:

In favour

Opposed

Trustees Andrachuk
 Crawford
 Davis
 Kennedy
 Rizzo

The Motion was declared

CARRIED

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

- 13d) Update to Records Management (A.20) and Archives (A.21) Policies** that the Records Management & Archives Policy (A.20) provided in APPENDIX A be adopted and the current Archives Policy (A.21) be rescinded – received.

MOVED in AMENDMENT by Trustee Andrachuk, seconded by Trustee Rizzo, that for the Records Management Policy (A.20), “antecedent” be simplified, “Board” be defined in the Definitions section as “Corporate Board” and that the Art Collection Policy (A.22) be cross-referenced in the Records Management Policy (A.20) and that the current Archives Policy (A.21) be rescinded.

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

In favour

Opposed

Trustees Andrachuk
 Crawford
 Davis
 Kennedy
 Rizzo

The Amendment was declared

CARRIED

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

In favour

Opposed

Trustees Andrachuk
 Crawford
 Davis
 Kennedy
 Rizzo

The Motion, as amended, was declared

CARRIED

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

13e) Update on Current Policies received and referred to the Board for its information.

Results of the Vote taken, as follows:

In favour

Opposed

Trustees Andrachuk
 Crawford
 Davis
 Kennedy
 Rizzo

The Motion was declared

CARRIED

14) Listing of Communications

MOVED by Trustee Kennedy, seconded by Trustee Andrachuk, that Item 14a) be adopted as follows:

14a) Communication from Nick Milanetti, Executive Director, Ontario Catholic School Trustees' Association regarding OCSTA's 2017 AGM/Conference – received.

Trustee Andrachuk will lead in gathering information, along with the Director, for the OCSTA 2017 AGM/Conference topics.

Results of the Vote taken, as follows:

In favour

Opposed

Trustees Andrachuk
 Crawford
 Davis
 Kennedy
 Rizzo

The Motion was declared

CARRIED

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

The Motion was declared

CARRIED

SECRETARY

CHAIR



REPORT TO

GOVERNANCE AND POLICY COMMITTEE

UPDATE TO COMMUNITY ENGAGEMENT POLICY (T. 7)

So we, though many, are one body in Christ, and individually members one of another.
Romans 12:5

Created, Draft	First Tabling	Review
May 2, 2017	May 10, 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 updating the Community Engagement policy (T.7) to include cross-reference to the Elementary French Programming policy (S.P.02) to address Trustee requests to ensure that there is language in the policy specifically speaking to community engagement with parents on changes to programs at the local level.

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 April 11, 2017:

That staff review the Community Engagement Policy (T. 7) for any language that speaks specifically to community engagement with parents on changes to programs at the local level and include any cross-reference to other policies.

C. BACKGROUND

1. The Community Engagement policy was introduced and approved on December 13, 2012 at a Board meeting. It has not been reviewed since.
2. The Elementary French Programming policy (S.P. 02) was last amended on June 11, 2015. This would account for why it was not cross-referenced in the current Community Engagement policy.

D. EVIDENCE/RESEARCH/ANALYSIS

1. The current Community Engagement policy covers a broad scope, which includes changes to programs at the local school level. The purpose of the policy “promotes the need to engage community members in decision-making processes that foster student achievement and well-being, identify new and emerging issues, support the implementation of Toronto Catholic district

School Board plans and strategies, and provide direction about policy decisions.”

2. Regulation 16(e) of the Elementary French Programming policy (S.P.02) states, “Elementary French Immersion programs in schools of the Toronto Catholic District School Board shall be established within the context of the board’s Long Term Accommodation and Program Plan for Elementary Schools and shall be approved by the Board of Trustees upon the recommendation of the Director of Education. Factors that shall be considered in establishing French Immersion Centres are: [...] *e) Consultation with the school community and community-at- large to assess desire for the program, consistent with the Community Engagement policy.* (emphasis added)
3. The Community Engagement policy amendment includes cross-referencing the Elementary French Programming policy.
4. Additional amendments include removing the financial and legal impact sections to comply with meta policy format.

E. METRICS AND ACCOUNTABILITY

1. Recommendations in this report will be monitored by policy development staff.
2. Further reports to Board will be brought in accordance with the policy review schedule.

F. IMPLEMENTATION, STRATEGIC COMMUNICATIONS AND STAKEHOLDER ENGAGEMENT PLAN

The updated policy will be posted on the policy register and updates to the policy will be communicated to relevant stakeholders.

G. STAFF RECOMMENDATION

Staff recommend that the Engagement policy (T.7) provided in APPENDIX A be adopted.



POLICY SECTION: **TRUSTEES**

SUB-SECTION:

POLICY NAME: **COMMUNITY ENGAGEMENT**

POLICY NO: **T. 7**

Date Approved:
December 13, 2012-
Board

**Date of Next
Review:**
May 2022

Dates of Amendments:
May 18, 2017

Cross References:

- S.S. 04, Access to School Premises
- H.M. 24, Catholic Equity and Inclusive Education
- S. 09, School Accommodation Review
- S. 10, Catholic School Advisory Councils
- S.S. 09, Code of Conduct
- **S.P. 02- Elementary French Programming**

Ministry of Education:

O. Reg. 612/00 School Councils and Parent Involvement Committees

[Parents in Partnership - A Parent Engagement Policy for Ontario Schools, 2010](#)

Appendix A – Community Engagement Handbook, revised September 2012

Purpose:

This policy affirms and promotes the need to engage community members in decision-making processes that foster student achievement and well-being, identify new and emerging issues, support the implementation of Toronto Catholic District School Board plans and strategies, and provide direction about policy decisions.

Scope and Responsibility:

The policy extends to all activities designed to bring about ongoing stakeholder engagement by building and strengthening the relationship between the TCDSB and its communities. Guidelines about suitable methods of engagement and



POLICY SECTION: TRUSTEES

SUB-SECTION:

POLICY NAME: COMMUNITY ENGAGEMENT

POLICY NO: T. 7

facilitating input and feedback from community members and the general public on the TCDSB's activities will be provided. All who advocate for the TCDSB are responsible to adhere to this policy.

Alignment with MYSP:

Living Our Catholic values

Strengthening Public Confidence

Fostering Student Achievement and Well-Being

Excellence in Governance

Financial Impact:

~~The implementation of a comprehensive Community Engagement policy requires leadership, resourcing, data management, communication and reporting systems. Building the capacity of Staff within the TCDSB is also required.~~

Legal Impact:

~~Liability insurance is required for all locations where engagements are conducted on an in-person basis.~~

Policy:

The Board of Trustees, embracing its governance mandate, strives to engage Catholic and community stakeholders, ratepayers, and all involved in Toronto Catholic schools to contribute their input to the ongoing development and strategic direction of the Toronto Catholic District School Board.

The TCDSB will commit to ensuring that that meaningful input from our community members is considered to ensure initiatives, policies and practices



POLICY SECTION: TRUSTEES

SUB-SECTION:

POLICY NAME: COMMUNITY ENGAGEMENT

POLICY NO: T.7

reflect our mission and meet the needs and expectations of the communities served by the TCDSB.

Regulations:

1. Community members have both the right and the responsibility to be involved in decisions.
2. The TCDSB will provide community engagement opportunities that are open, honest, transparent and accessible to all, and that value the input obtained in its decision making.
3. The authority to implement community engagement is as follows:
 - (i) Internal TCDSB staff – Director of Education;
 - (ii) Board wide engagement – Board of Trustees;
 - (iii) Ward level engagement – Director of Education and the Ward Trustee.
4. The TCDSB shall engage community members and the general public in meaningful ways on matters in the purview of the Board to allow deeper conversations about values, beliefs and concerns, to emphasize the desired future, appreciate the positives and build on past successes and create effective networks.
5. The Board of Trustees will take into consideration the views of all community members in making policy decisions by facilitating ongoing exchange of information and feedback among the TCDSB, its communities and the public.



POLICY SECTION: TRUSTEES

SUB-SECTION:

POLICY NAME: COMMUNITY ENGAGEMENT

POLICY NO: T. 7

6. The following principles form the foundation of effective engagements: commitment, evaluation, timing, inclusiveness, accessibility, location, clarity, respect, accountability and transparency.
7. The Board of Trustees, TCDSB Staff, Catholic communities and the general public will use the Community Engagement Handbook to support this policy. The TCDSB Staff will develop procedures and a community engagement strategy to ensure ongoing and effective implementation of this policy.
8. The Continuum of Engagement comprises six different levels of engagement that could be sought with community members: Inform, Consult, Involve, Collaborate, Consensus and Empower.
9. In preparing for a community engagement process, the Board or designated leader will select one or more of these levels of engagement to ensure that the community is appropriately engaged.
10. At the completion of each community engagement process, stakeholders will be informed by TCDSB staff of the outcome.
11. Stakeholders involved in each engagement process will be solicited for their feedback consistent with the level of engagement used in the process.



POLICY SECTION: TRUSTEES

SUB-SECTION:

POLICY NAME: COMMUNITY ENGAGEMENT

POLICY NO: T.7

Definitions:

Continuum of Engagement

The continuum comprises the six different levels of engagement that could be sought with community members: Inform, Consult, Involve, Collaborate, Consensus, and Empower.

Inform

To provide community members and the general public with balanced and objective information to assist them in understanding issues, the alternatives, opportunities and solutions.

Consult

To obtain input from community members and the general public on proposed Board directions and decisions.

Involve

To work directly with the community members throughout the process to ensure that their concerns and aspirations are consistently understood and considered in decision-making processes.

Collaborate

To partner with the community members in each aspect of the decision, including the development of alternatives and the identification of the preferred solution.

Consensus

To work together with community members until the decision is reached through appropriate consensus.



POLICY SECTION: TRUSTEES

SUB-SECTION:

POLICY NAME: COMMUNITY ENGAGEMENT

POLICY NO: T. 7

Empower

To provide elements of the final decision or implementation in the hands of the community.

Toronto Catholic District School Board or The Board (abbreviated TCDSB)

Refers to the complete corporate entity and includes the Board of Trustees and all Staff and students.

The Board of Trustees

The twelve elected officials charged with governing the TCDSB.

Community Engagement

An active, intentional, purposeful and ethical relationship between the Catholic communities, the general public and the TCDSB.

Catholic Communities

Include students, parents, Catholic ratepayers, Staff, Trustees, and the Catholic Church.

General Public

Includes residents within the TCDSB boundaries, and levels of government in Ontario.



POLICY SECTION: TRUSTEES

SUB-SECTION:

POLICY NAME: COMMUNITY ENGAGEMENT

POLICY NO: T. 7

Evaluation and Metrics:

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

1. Catholic schools and the TCDSB are accessible and welcoming to parents and other community members;
2. Community members and the general public have open access to information and a growing understanding of educational policies, programs and services;
3. Predefined and Board approved metrics for each community engagement and feedback solicited from stakeholders on the process and participation.
4. A report of community engagement process as reported by staff to be reviewed by the Board annually.

Details on the process by which planning for, and implementation of, community engagement may be carried out at the Board can be found in the Community Engagement Handbook, revised September 2012.



REPORT TO

GOVERNANCE AND POLICY COMMITTEE

UPDATE TO TRANSPORTATION POLICIES (S.T.01, 03, 04 & 05)

*For he will command his angels concerning you to guard you in all your ways.
Psalm 91:11*

Created, Draft	First Tabling	Review
May 2, 2017	May 10, 2017	

Caitlin Kavanagh, Coordinator, Employee Relations & Policy Development

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.
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R. McGuckin

Associate Director of Academic Affairs

A. Sangiorgio

Associate Director of Planning and Facilities

C. Jackson

Executive Superintendent of Business Services and Chief Financial Officer

Angela Gauthier

Director of Education

A. EXECUTIVE SUMMARY

This report recommends consolidating the Transportation-Procedure for Annual Review and Removal of Non-Qualifying Bus Routes policy (T.03) and Program Transportation policy (S.T.05) into the current Transportation policy (S.T.01) and updating the policy to clarify that all transportation is subject to available budget being approved by the Board and also to align with current legislation. This report also recommends rescinding T.T.C. Identification Cards policy (S.T.04).

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 Transportation policy (S.T.01) was last reviewed at the November 19, 2015 Board meeting.
2. The Transportation-Procedure for Annual Review and Removal of Non-Qualifying Bus Routes policy (T.03) was last approved on January 27, 2010 by the Ministry Supervisor (the Board).
3. The T.T.C. Identification Cards policy (S.T.04) was last amended November 19, 1987.
4. Program Transportation policy (S.T.05) was last amended June 16, 1988.

D. EVIDENCE/RESEARCH/ANALYSIS

1. The current T.T.C. Identification Cards policy (S.T.04) (found in APPENDIX B) simply states, “The Toronto Catholic District School Board shall cooperate with the Toronto Transit Commission in providing student identification cards to Toronto Catholic District School Board students at no cost to the Board.”

As the other transportation policies address TTC procedures, this policy can be rescinded.

2. Both the Transportation-Procedure for Annual Review and Removal of Non-Qualifying Bus Routes policy (T.03) and Program Transportation policy (S.T.05) (both found in APPENDIX B) are very brief and can be easily consolidated into the current transportation policy (T.01).
3. The Financial and Legal Impact sections have been removed to align with meta policy format.
4. Other amendments include: clarifying that all transportation is subject to available budget being approved by Board and updating the policy to reflect legislative requirements under Subsection 190(3) of the *Education Act*.

E. METRICS AND ACCOUNTABILITY

1. Recommendations in this report will be monitored by policy development staff.
2. Further reports to Board will be brought in accordance with the policy review cycle.

F. IMPLEMENTATION, STRATEGIC COMMUNICATIONS AND STAKEHOLDER ENGAGEMENT PLAN

The updated policy as approved will be posted to the TCDSB policy register.

G. STAFF RECOMMENDATION

1. Staff recommend that the Transportation policy (T.01) provided in APPENDIX A be adopted.
2. Staff recommend that the T.T.C. Identification Cards policy (S.T.04) be rescinded.



POLICY SECTION: TRANSPORTATION
SUB-SECTION:
POLICY NAME: TRANSPORTATION
POLICY NO: S.T. 01

Date Approved: June 6, 2007- Board	Date of Next Review: May 2020	Dates of Amendments: November 19, 2015- Board May 18, 2017- Board
<p>Cross References: <i>Education Act, Section 190</i> <i>Education Act, Section 21(2)(c)</i> <i>Accessibility for Ontarians with Disabilities Act, 2005, Section 75</i> <i>Highway Traffic Act, Regulation 612, School Buses</i> <i>Elementary Admission and Placement Policy, S.A.01</i> <i>Placement of Pupils, S.A.02</i> <i>Elementary School Attendance Boundary Review Policy, S.A.03</i> <i>Code of Conduct, S.S. 09</i></p> <p><i>Consolidating: S.T.03- Procedure for Annual Review and Removal of Non-Qualifying Bus Routes; S.T.05- Program Transportation</i> <i>Rescinding: S.T.04- T.T.C Identification Cards</i></p>		
Appendix		

Purpose:

This policy outlines the conditions required in order for transportation services to be provided to students attending schools in the Toronto Catholic District School Board.

Scope and Responsibility:

This policy extends to all students who may require student transportation services to support their regular daily routine in travelling to and from school. The Director of Education is responsible for this policy, supported by the Toronto Student Transportation Group.



POLICY SECTION: TRANSPORTATION

SUB-SECTION:

POLICY NAME: TRANSPORTATION

POLICY NO: S.T. 01

Alignment with MYSP:

Strengthening Public Confidence

Fostering Student Achievement and Well-Being

Providing Stewardship of Resources

Financial Impact:

~~Funding for student transportation services is provided by the Ministry of Education through the Annual Grants for Student Needs.~~

Legal Impact:

~~When student transportation services are provided by the TCDSB, the Board assumes the same responsibility as if the student has been received at a school facility.~~

Policy:

Transportation may be provided to pupils in Special Education Programs and Services or where a substantial number of pupils have difficulty in availing themselves of a Catholic education. **All transportation is subject to available budget being approved by Board.**

Regulations:

The Toronto Catholic District School Board will cooperate with the Toronto Transit Commission and the Toronto Student Transportation Group to facilitate transportation services for students.

1. Home to school transportation shall:

- (a) be provided for elementary level pupils who are deemed exceptional by an IPRC and require programs not offered in their home school;



POLICY SECTION: TRANSPORTATION

SUB-SECTION:

POLICY NAME: TRANSPORTATION

POLICY NO: S.T. 01

- (b) be provided for elementary level pupils who are certified by a medical practitioner to be temporarily or permanently unable to walk to school due to ongoing medical issues and supported through Board approved documentation n signed by a physician and live within the school attendance area;
- (c) be provided for qualified pupils living within the attendance area to an Eastern Rite Catholic elementary school where the walking distance to the school is more than 1.5 km;
- (d) be provided where elementary school pupils live within the defined attendance boundary and more than 1.5 km from the Catholic school or the proposed site thereof; or where safety hazards, as defined, exist.
- (e) be considered by the school principal for elementary level pupils as a temporary service where individual hardship exists and home to school transportation is the most appropriate response in accordance with the guidelines for extenuating circumstances as established by the Board from time to time;
- (f) be considered where funds are available, for all (resident) pupils attending the gifted program who reside more than 1.5 km from the centre school which they attend;
- (g) be considered where funds are available, for all French Immersion students (JK to grade eight) who reside more than 1.5 km from the centre school they attend;
- (h) be considered for students in select geographical areas whose home school is oversubscribed and redirection to another local facility with sufficient capacity best addresses the needs of the community and the School Board.



POLICY SECTION: TRANSPORTATION

SUB-SECTION:

POLICY NAME: TRANSPORTATION

POLICY NO: S.T. 01

2. TTC tickets shall:

- (a) be provided for elementary pupils attending St. Michael Choir School who live more than 1.5 km from the school;
- (b) be provided for individual resident pupils attending Eastern Rite Catholic Schools who do not live within an Eastern Rite school attendance area;
- (c) be provided for elementary school pupils attending partial immersion programs (middle immersion grades 5 to 8) where the walking distance to the program is 1.5 km or more and TTC service is available and utilized;
- (d) be provided one way for resident and non-resident secondary school pupils enrolled in cooperative education programs provided that TTC service is available and utilized.
- (e) be considered where funds are available, for elementary and secondary school pupils as a temporary service where individual hardship exists and TTC tickets are the most appropriate response;
- (f) be considered where funds are available, for resident and non-resident pupils attending the Gifted Program who reside 1.5 km or more from the centre school and TTC service is available and utilized.

3. Regular home to school transportation for kindergarten programs shall:

- (a) be provided for all pupils who reside more than 1.5 km from the school to which transportation is normally provided; and
- (b) be considered by the school principal for any pupil residing less than 1.5 km from school where adequate parental supervision cannot be provided while en route to or from school or personal hardship, family



POLICY SECTION: TRANSPORTATION

SUB-SECTION:

POLICY NAME: TRANSPORTATION

POLICY NO: S.T. 01

circumstances or unusual hazards warrant.

4. Where funds are available, School to School transportation shall be provided for all Grade 5 and 6 pupils enrolled in the gifted program.

Program Transportation

5. Transportation may be provided for pupils to and from an activity or program when such activity or program is not available in the home school and is considered by the Toronto Catholic District School Board to be:
 - (a) part of the school curriculum; or
 - (b) necessary for the program modification needs of the pupil as determined by an IPRC or appropriate Supervisory Officer.
6. Transportation may be provided in the form of T.T.C. Tickets, or home-to-school/school-to-school busing, whichever is the most appropriate response.
7. Programs which are considered to fall within this policy are:
 - (a) English as a Second Language/Dialect;
 - (b) Physical Education;
 - (c) Family Studies/Design Technology;
 - (d) Variety Village; and
 - (e) Programs described in the *Education Act*, Revised 1990, Subsection 190 (3):
 - i. Ontario School for the Blind;
 - ii. Ontario School for the Deaf;
 - iii. A demonstration school established or operated under an agreement with the Minister for pupils with severe learning disabilities;



POLICY SECTION: TRANSPORTATION

SUB-SECTION:

POLICY NAME: TRANSPORTATION

POLICY NO: S.T. 01

- iv. A centre classified as a Group K hospital under the *Public Hospitals Act*;
- v. **a supported group living residence or an intensive support residence under the *Services and Supports to Promote the Social Inclusion of Persons with Developmental Disabilities Act, 2008*, A facility designated under the *Developmental Services Act*;**
- vi. A psychiatric facility designated as such under the *Mental Health Act*; and
- vii. **a place where an agency approved under subsection 8 (1) of Part I (Flexible Services) of the *Child and Family Services Act* provides a child development service, a child treatment service or a child and family intervention service.**

Annual Review and Removal of Non-Qualifying Bus Routes

- 8. The Toronto Catholic District School Board shall undertake an annual review of all school bus routes and transportation boundaries
- 9. The Transportation Department shall review all school bus routes and transportation boundaries for compliance with Board approved criteria in November of each year.
- 10. All non-qualifying bus stops and boundaries that no longer service students shall be discontinued immediately pending confirmation with the School Principal.
- 11. All non-qualifying boundaries which do not service a significant number of students shall be reduced in size to logical proportions in order to minimize service that does not qualify under Board policy.
- 12. There will be no changes to existing bus routes until the first day of the next school year.



POLICY SECTION: TRANSPORTATION

SUB-SECTION:

POLICY NAME: TRANSPORTATION

POLICY NO: S.T. 01

13. Anyone wishing to appeal a decision or recommendation made by staff can appear in person at the Board's Administrative and Corporate Services Committee to present their case to the Board of Trustees.

APPENDIX A



POLICY SECTION: TRANSPORTATION

SUB-SECTION:

POLICY NAME: TRANSPORTATION

POLICY NO: S.T. 01

Definitions:

Eastern Rite

The TCDSB supports three Eastern Rite schools that provide educational instruction with the Ukrainian Church as the primary religious doctrine.

Extenuating Circumstances

The individual application for student transportation that does not meet transportation eligibility requirements, but may receive consideration to receive TTC tickets.

Non-Qualifying Students

Students transported from a select geographical area that do not meet transportation eligibility but have received approval through a Board motion.

Resident Student

Students whose primary address falls within the City of Toronto.

Toronto Student Transportation Group (TSTG)

This group facilitates the student transportation services for the Toronto Catholic District School Board and the Toronto District School Board.

Toronto Transit Commission (TTC)

The public transit service for the City of Toronto



POLICY SECTION: TRANSPORTATION

SUB-SECTION:

POLICY NAME: TRANSPORTATION

POLICY NO: S.T. 01

Evaluation and Metrics:

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

1. Transportation statistics ranging from operational performance to policy adherence will be included in the Toronto Student Transportation Group's 'Annual Report'.
2. Key performance indicators are collected on a monthly basis and provided to the TSTG Operations Committee for review.

APPENDIX A

Transportation- Procedure For Annual Review And Removal Of Non-Qualifying Bus Routes.T.03

Date Approved: January 27, 2010 – Ministry Supervisor (The Board)	Dates of Amendment: September 15, 2005 – Board Meeting, BM p 193, 24 Jan 85.
Cross Reference:	

The Toronto Catholic District School Board shall undertake an annual review of all school bus routes and transportation boundaries.

Regulations:

1. The Transportation Department shall review all school bus routes and transportation boundaries for compliance with Board approved criteria in November of each year.
2. All non-qualifying bus stops and boundaries that no longer service students shall be discontinued immediately pending confirmation with the School Principal.
3. All non-qualifying boundaries which do not service a significant number of students shall be reduced in size to logical proportions in order to minimize service that does not qualify under Board policy.
4. There will be no changes to existing bus routes until the first day of the next school year.

T.T.C. Identification Cards S.T.04

Date Approved: Aug 77	Date of Review: June 6, 2006	Dates of Amendment: 19 Nov 87
Cross Reference:		

Policy:

The Toronto Catholic District School Board shall cooperate with the Toronto Transit Commission in providing student identification cards to Toronto Catholic District School Board students at no cost to the Board.

PROGRAM TRANSPORTATION S.T.05

Date Approved: Feb 73	Date of Review: June 6, 2006	Dates of Amendment: 16 Jun 88
Cross Reference:		

Policy:

Transportation may be provided for pupils to and from an activity or program when such activity or program is not available in the home school and is considered by the Toronto Catholic District School Board to be:

1. part of the school curriculum; or
2. necessary for the program modification needs of the pupil as determined by an IPRC or appropriate Supervisory Officer.

Regulations:

(i) Transportation may be provided in the form of T.T.C. Tickets, or home-to-school/school-to-school busing, whichever is the most appropriate response.

(ii) Programs which are considered to fall within this policy are:

(a) English as a Second Language/Dialect;

(b) Physical Education;

(c) Family Studies/Design Technology;

(d) Variety Village; and

(e) Programs described in the Education Act, Revised 1990, Subsection 190 (3):

- (i) Ontario School for the Blind;
- (ii) Ontario School for the Deaf;
- (iii) A demonstration school established or operated under an agreement with the Minister for pupils with severe learning disabilities;
- (iv) A centre classified as a Group K hospital under the Public Hospitals Act;
- (v) A facility designated under the Developmental Services Act;
- (vi) A psychiatric facility designated as such under the Mental Health Act; and
- (vii) A place approved under the Child and Family Services Act.



REPORT TO

GOVERNANCE AND POLICY
COMMITTEE

UPDATE TO DEMOLITION POLICIES(R.02, R.03)

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

Created, Draft	First Tabling	Review
March 6, 2017	April 13, 2017	Click here to enter a date.
M. Loberto, Sr. Coordinator Development Services M. Puccetti, Superintendent of Facilities Services M. Silva, Comptroller Planning & 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 that the Demolition of Existing Buildings and Portables (R.02) and Demolition of Purchased Real Property (R.03) policies be amended and consolidated into Demolition (R.02) policy and updated in meta policy format to reflect current legislation and practice.

The cumulative staff time dedicated to developing this report was 23 hours.

B. BACKGROUND

1. The Toronto Catholic District School Board (TCDSB) approved the following Real Property policies in June 1986:
 - Demolition of Existing Buildings and Portables (R.02).
 - Demolition of Purchased Real Property (R.03).

For more detail on the policies listed above, refer to *Appendix 'A'*.

2. Due primarily to the Ministry of Education's directive to reduce excess capacity, encourage Community partnerships, as well as, the reality that these policies have not been amended in over 30 years, these policies require an amendment, consolidation, and update into current meta policy format.

C. EVIDENCE/RESEARCH/ANALYSIS

1. Demolition of excess facilities reduces the impact of annual operations, utilities, maintenance and repair costs associated with keeping an empty school operational.
2. For example, St. Veronica closed in 2002 and kept as a core hold, costs approximately \$60,000 a year (electricity, gas, water, grass cutting, snow removal, caretaking costs) to remain operational.

3. Staff are of the opinion that a review be applied to non-operational schools that cannot be sold, rented, and are not needed as a core hold after acquisition. The annual review of these facilities will evaluate the need to demolish – subject to Board approval, available funding, and receipt of demolition permit.
4. The Demolition of Existing Buildings and Portables (R.02) policy, approved in January 1986, states that an existing building or portable which is no longer required for educational purposes and cannot be sold, shall be demolished.
5. The average moving and demolition costs associated with one portable is \$18,645 (including consulting and designated substance survey fees). In addition, the average cost to renovate a portable at 20-30 year to current standards is \$28,250.

Renewal staff have been able to sell portables that are prohibitive to repair, instead of demolishing them, essentially avoiding the costs associated with moving and demolition. Staff are of the opinion that this method be reflected in the policy.

6. Currently, Board staff are free to salvage any building components where designated substances are not involved, prior to the bidding contractor mandatory site visit.
7. Staff recommend that this policy be amended and consolidated based on the following reasons:
 - All references to MET (Ministry of Education and Training) be changed to Ministry of Education.
 - The Ministry of Labour under the Occupational Health and Safety Act, requires that any substances designated as hazardous be investigated and disclosed prior to demolition.
 - Portables over the age of 20, and in a state of poor repair, will be disposed of in the most economically efficient way possible.

8. The Demolition of Purchased Real Property (R.03) policy approved in June 1986, states that all buildings acquired by the TCDSB with the intent to demolish shall be demolished as soon as the land can be used for its intended purpose.
9. Staff recommends that this policy be amended based on the following reasons:
 - All Board demolitions are dealt with on a case-by-case basis and are subject to available funding, as well as, Municipal, Ministry of Education, and Board approval.
 - This policy should be amended and consolidated to highlight the safety procedures required to ensure compliance and wellbeing of the surrounding community.

D. METRICS AND ACCOUNTABILITY

1. Recommendations in this report will be monitored jointly by Policy Development, Facilities, and Development Services staff.
2. Further reports to Board regarding recommended changes or updates to the policy will be brought as necessary.

E. IMPLEMENTATION, STRATEGIC COMMUNICATIONS AND STAKEHOLDER ENGAGEMENT PLAN

The proposed amended and consolidated policy will be communicated to all affected staff and departments.

F. STAFF RECOMMENDATION

That the amended and consolidated policy Demolition (R.02), as found in *Appendix 'B'* be approved.

CURRENT POLICIES

DEMOLITION OF EXISTING BUILDINGS AND PORTABLES R.02

Policy

An existing building or portable which is no longer required for educational purposes and cannot be sold shall be demolished.

Regulations:

1. MET approval to abandon the facility(ies), other than single portables, will be obtained prior to tendering for demolition.
2. The school or portable accommodation facility(ies) will be tendered for sale and/or demolition in accordance with MET regulations.
3. Demolition shall be done in accordance with jurisdictional requirements.
4. Usable fixtures and furniture will be salvaged prior to sale or demolition.

BM p 126, 19 Jun 86; BM, 70; BM, 68.

DEMOLITION OF PURCHASED REAL PROPERTY R.03

Policy

All buildings acquired by the TCDSB with the intent to demolish shall be demolished as soon as the land can be used for the purpose for which it was purchased.

Regulations:

1. Pending the demolition of vacant buildings, all basement and main floor windows and doors shall be boarded up immediately upon vacancy of all such properties.
2. Where the site will be used immediately for school purposes, tenders shall be called for the demolition of buildings upon acquisition of the property subject to approval by the municipality.
3. Buildings on sites which cannot be used immediately for school purposes may be rented according to Board policy.

BM p 126, 19 Jun 86; BM, 70; BM, 68.



POLICY SECTION: REAL PROPERTY

SUB-SECTION:

POLICY NAME: DEMOLITION

POLICY NO: R. 02

Date Approved: June 19, 1986 - Board	Date of Next Review: May 2022	Dates of Amendments: May 18 2017
Cross References: <i>Amending and Consolidating: R.02 Demolition of Existing Buildings and Portables, R. 03 Demolition of Purchased Real Property</i>		

Purpose:

The purpose of this policy is intended to provide guidance to the Board with respect to demolition of existing buildings, portables, and purchased Real Property.

Scope and Responsibility:

This policy applies to all school sites and other TCDSB property. The Director of Education is responsible for this property with the support of Facilities and Development Services.

Alignment with MYSP:

Strengthening Public Confidence

Providing Stewardship of Resources

Policy:

The TCDSB is committed to ensuring demolition of school sites and other TCDSB property is developed in accordance with relevant legislation and in conjunction with the plans of municipal councils, other school boards and other authorities to achieve maximum safety and service to the community.



POLICY SECTION: REAL PROPERTY

SUB-SECTION:

POLICY NAME: DEMOLITION

POLICY NO: R. 02

Regulations:

1. Demolition of Existing Buildings and Portables:

- a. An existing building or portable which are no longer required for education purposes and cannot be sold, shall be demolished.
- b. ~~MET~~ **Ministry of Education** approval to abandon the school facility(ies), other than single portables, will be obtained prior to tendering for demolition.
- c. **If non-operational facilities cannot be sold, leased, subject to a rebuild, and are not needed as a core hold after its acquisition, it will be reviewed annually to evaluate the need to demolish – subject to Board approval, available funding, and receipt of demolition permit.**
- d. **Hazards, including designated substances must be investigated and disclosed prior to demolition.**
- e. The school or portable accommodation facility(ies) will be tendered for sale and/or demolition in accordance with **Ministry of Education** regulations.
- f. Demolition **process** ~~shall be done in accordance with~~ **will follow all Board, MET Ministry of Education, and** jurisdictional requirements **and legislation.**
- g. **Board staff are free to salvage any building components where designated substances are not involved, prior to the bidding contractor mandatory site visit.**
- h. **Where possible, Board staff will find the most economical way to remove, or demolish portables over the age of 20 that are prohibitive to repair.**

POLICY SECTION: REAL PROPERTY

SUB-SECTION:

POLICY NAME: DEMOLITION

POLICY NO: R. 02

2. Demolition of Purchased Real Property:

- a. All buildings acquired by the TCDSB with the intent to demolish, shall be demolished as soon as the land can be used for ~~the purpose for which it was purchased~~ **its intended** purpose.
- b. Pending the demolition of vacant buildings, **the site will be temporarily fenced, and if required**, all basement, main floor windows, and doors shall be boarded up. **No trespassing signs will be placed on site** immediately upon vacancy of all such properties.
- c. Where the site will be used immediately for school purposes, tenders shall be called for the demolition of buildings ~~upon~~ **after** acquisition of the property, subject to a Demolition Permit. ~~approval by the municipality.~~
- d. Buildings on sites which cannot be used immediately for school purposes, ~~may be rented according to~~ **will be referred to lease in accordance with Board policy.**

Evaluation and Metrics:

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

Facilities and Development Services will continue to monitor and review the policy to ensure compliance with current Statutory and Regulatory requirements with respect to Demolition.



REPORT TO

GOVERNANCE AND POLICY
COMMITTEEUPDATE TO ACCEPTANCE OF HOSPITALITY OR
GIFTS POLICY (H.M.33) PART II

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	May 10, 2017

Caitlin Kavanagh, Coordinator, Employee Relations & Policy Development

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

This report recommends reformatting the current Acceptance of Hospitality or Gifts policy (H.M.33) in meta policy format incorporating modifications discussed during the April 11, 2017 Governance and Policy Committee meeting; specifically, that the TCDSB will not accept gifts other than contributions to student achievement and will only accept moderate hospitality in accordance with the regulations (APPENDIX A).

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 April 11, 2017:

That staff modify and bring back given discussion.

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. Updates to align the policy with meta format include adding cross references, Purpose, Scope and Responsibility and Evaluation and Metrics sections.
2. The policy has been amended to reflect that the TCDSB, its Trustees and employees will not accept gifts other than contributions to student achievement and will only accept moderate hospitality in accordance with the regulations.

E. METRICS AND ACCOUNTABILITY

1. Recommendations in this report will be monitored by policy development staff.
2. Further reports will be brought to Board in accordance with the policy review schedule.

F. IMPLEMENTATION, STRATEGIC COMMUNICATIONS AND STAKEHOLDER ENGAGEMENT PLAN

1. The new initiative and updated policy will be communicated to all TCDSB stakeholders and the wider TCDSB community.
2. The Communications Department will ensure the message is sent to all relevant stakeholders.

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: May 2022	Dates of Amendments: May 18, 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 clarifies that the Toronto Catholic District School Board, its Trustees and employees will not accept gifts other than contributions to student achievement and will only accept hospitality on a limited basis in accordance with the regulations of this policy.

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 **that are contributions to student achievement.** ~~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 **as set out in the regulations** ~~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. **However, the TCDSB will not accept any gifts which do not contribute to student achievement and will only accept hospitality in accordance with the regulations in this policy.**

Elected officials and employees may accept a gift **which contributes to student achievement** 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 contribute to student achievement;**



POLICY SECTION: HUMAN RESOURCES

SUB-SECTION: MISCELLANEOUS

POLICY NAME: ACCEPTANCE OF HOSPITALITY OR GIFTS

POLICY NO: H.M. 33

- ~~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.
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.~~
4. **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.
5. **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.
6. **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



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

Board, the employee may accept **if it contributes to student achievement**. 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.

7. **Non Charity Events:** No elected official or employee shall accept hospitality/gifts to non-charity events such as sporting or cultural events from any 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.~~

8. **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 **and contributes to student achievement**.
9. 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~~ **500.00**.

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 which contribute to student achievement will be reported by the Director to the Board of Trustees.



REPORT TO

GOVERNANCE AND POLICY
COMMITTEE

CONSOLIDATED 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
May 9, 2017	April 11, 2017	May 10, 2017
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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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 provides parameters and clarifies the process required for school donations and sponsorships. 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) in Appendix A. Included in the policy is a “Terms of Reference of Donations (Appendix B),” a “Protocol Governing Acceptance of Donations (Appendix C)” and parameters to assist in “Determining Whether to Have a Sponsorship—The Sponsorship Process (Appendix D).” An update of the proposed policy in meta format is attached as Appendix A.

The cumulative staff time dedicated to this report was 54 hours.

B. PURPOSE

1. 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.
2. This Recommendation Report is on the Order Paper of the Governance and Policy Committee as it recommends a policy revision.
3. This report responds to a Trustee request through an approved motion regarding the Donation Policy (F.F.02) and Sponsorship Policy (F.F.26) during the Governance and Policy Committee Policy meeting held on April 11, 2017:

That staff bring back the two original policies, the Donation and Sponsorship, and the new consolidated policy accompanied with the minutes of the meeting at which this input was provided from the Governance Committee.

That staff bring back with the Donation and Sponsorship policy an outline for schools on the process for applying to the Partnership and Development office and expected turnaround time.

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 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.
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. During the Committee discussion, the Trustees commented on the duplication of procedures in the revised Donation Policy (F.F.02) and Sponsorship Policy (F.F.26) and considered consolidating the two policies.
4. At the January 18, 2017 meeting, the Governance and Policy Committee approved a motion regarding Donation Policy (F.F.02):
 - That Regulation 4 change to Regulation 5
 - That Regulation 4 read that all Art donations and gifts-in-kind be recorded in an Art Registry under the supervision of the Board Archivist
 - That the Governance and Policy Committee recommend to the Board of Trustees that a report be provide regarding the inventory process
 - That *TCDSB* be inserted before Operational Procedures in Procedures Number 2
 - That the following sentence be added as the last sentence in Procedure Number 3: “Acknowledgement of receipt of a communication should be made within three business days.”
 - That under Terms of Reference for Gifts, add: “... and forwarded to the Partnership Development Department” to the last sentence.
 - That Regulation number 2 be removed.

Additionally, the Governance and Policy Committee approved a motion regarding

Sponsorship Policy (F.F.02):

- Received and that staff review the Sponsorship Policy with the same lens as the Donation Policy feedback at the earliest opportunity.
5. 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).
 6. Arising from the Committee discussion regarding the duplication of procedures in the revised Donation Policy (F.F.02) and Sponsorship Policy (F.F.26), staff were prompted by a need to clarify and simplify processes. To that end, staff updated and consolidated the Donation Policy (F.F.02) and Sponsorship Policy F.F.26 into the Donation and Sponsorship Policy (F.F.02).
 7. At the April 11, 2017 meeting of the Governance and Policy Committee, staff provided a report regarding the Donation Policy (F.F.02) and Sponsorship Policy (F.F.26) consolidated into the Donation and Sponsorship Policy (F.F.02) to the Committee.
 8. Arising from the Committee discussion, staff were requested to report back to the May 9, 2017 meeting of the Governance and Policy Committee with a final revised draft of the consolidated Donation and Sponsorship Policy (F.F.02) Policy (F.F.26) with the input provided by the Committee at the January 18, 2017 meeting of the Governance and Policy Committee.

D. EVIDENCE/RESEARCH/ANALYSIS

1. The current process to engage in sponsorships is not clear nor consistent across the system despite the existing protocol which is reflected in the current policy.
2. Although the protocols for the Sponsorship policy are distinct from the Donation policy, the two policies can be seen as companion pieces.

3. Since there is a common thread throughout the two policies, the policies have been updated and combined into the Donation and Sponsorship Policy (F.F.02).
4. Given the need for clarity and permissions in terms of acceptance of donations by schools and school sponsorships, the policy has been updated to include TCDSB operational procedures outlining the terms of reference for donations, protocols governing acceptance of donations and sponsorship process as a reference for principals and stakeholders (see Appendices B, C and D).
5. Additionally, the unedited, current Donation Policy (F.F.02) and Sponsorship Policy (F.F.26) are included (see Appendix E and Appendix F respectively).

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 recommend that the updated Donation and Sponsorship Policy (F.F.02) provided in Appendix A along with Appendices B, C and D be adopted, and that 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: May 2021	Dates of Amendments: May 2017
Cross References: <i>Consolidating F.F.26 Sponsorship</i> S.M.04 Fundraising in Schools Education Act, Reg. 298, Sec. 24 Advertising and Announcements 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		
TCDSB Operational Procedures: Terms of Reference for Donations Protocols Governing Acceptance of Donations Determining Whether to Have a Sponsorship - The Sponsorship Process		

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, 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.



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

Alignment with MYSP:

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



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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.

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



POLICY SECTION: FINANCE

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~~acceptance is incompatible with its mission, image and values; limits or imposes conditions on academic freedom; or compromises the autonomy of the institution.~~

5. Donors are required to complete and submit a letter outlining the terms of reference for all donations in accordance with TCDSB Operational Procedures, Terms of Reference for Donations and forwarded to the Partnership Development Department.

6. The letter outlining the terms of reference for all donations from the donor can be addressed to the school or TCDSB and forwarded to the Partnership Development Department. Acknowledgment of receipt of a communication shall be made within two business days. Within 10 business days of that acknowledgment, the Partnership Development Department shall respond to the donor regarding the course of action required to implement the proposed donation.

7. The principal shall determine acceptance of donations in accordance with TCDSB Operational Procedures, Protocols Governing Acceptance of Donations.

8. 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.

9. ~~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.

10. ~~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



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~~sponsorships and private benevolence~~ **donations and sponsorships received from corporations.**

11. 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

12. 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~~ **shall** discuss the proposal with Director's Council before rendering a decision.

13. Acknowledgment of receipt of a communication should be made within two business days. Within 10 business days of that acknowledgment, the Partnership Development Department shall respond to the sponsor regarding the course of action required to implement the proposed sponsorship.

14. The principal shall determine the suitability of sponsorships in accordance with TCDSB Operational Procedures, Determining Whether to Have a Sponsorship - The Sponsorship Process.

~~15. 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.~~



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16. 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);~~

~~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~~



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~~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

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.



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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

TCDSB Operational Procedures: Terms of Reference for Donations

Terms of Reference for Donations

The donor is to submit a letter outlining the donation and terms of reference for the donation:

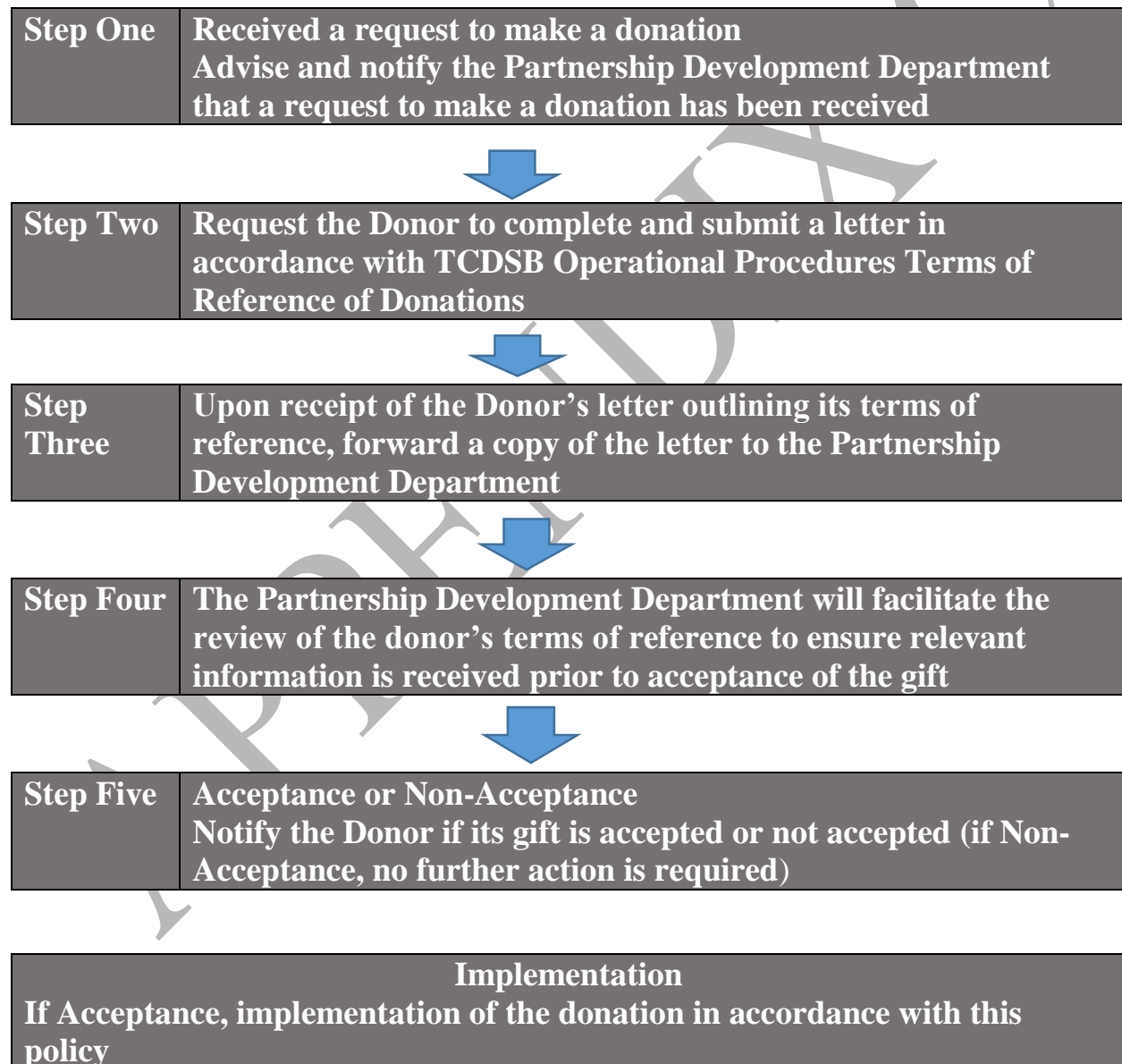
- recipient of the donation
- description of the donation
- details of cash and/or in-kind (i.e. installation services) portions
- information regarding costs of on-going support and maintenance, if any
- recognition and stewardship activities, if any
- timing
- any other requirements by the donor in terms of satisfying the donation
- confirmation that “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”
- any other information that the donor may feel is pertinent to ensuring the donation can be satisfied

Since school sites are the property of and owned by TCDSB, the letter from the donor can be addressed to the school or TCDSB.

TCDSB Operational Procedures: Protocol Governing Acceptance of Donations

Protocol Governing Acceptance of Donations

The steps below are intended to govern the process regarding the acceptance of donations from persons, groups, communities and business entities and organizations. The Partnership Development Department staff are available for consultation to ensure relevant information is received prior to acceptance of a donation.



TCDSB Operational Procedures: Determining Whether to Have a Sponsorship – The Sponsorship Process

Determining Whether to Have a Sponsorship – The Sponsorship Process

The process can be segmented into five general phases. Each phase is designed to assure alignment with TCDSB Multi-Year Strategic Plan and foster student well-being and achievement. The TCDSB appreciates the unique characteristics of school-based fundraising, sponsorships, advertising, donations and/or partnership activities and has accounted for this in the flexibility of the process.

This approach is to be used whether contacted by and/or approaching an organization regarding school-based fundraising, sponsorships, advertising, donations and/or partnership activities.

Phase 1: Establish Goals

Articulate goals to get a clear understanding of the challenges and how the opportunity you are proposing will link to TCDSB Multi-Year Strategic Plan and foster student achievement and well-being. Categories of interest include:

- teaching and learning
- research collaboration
- institution and program-building
- applied and development work
- enhancing community connections
- faculty and staff development

Phase 2: Exploration

Identify and start a dialogue with all relevant external organizations and/or individuals and review resources before moving into a more formal evaluation process.

Phase 3: In-Depth Evaluation

Work in collaboration with appropriate TCDSB central departments (see TCDSB Central Staff Contacts) and enter into a more formal evaluation process (due diligence). Since due diligence is such a critical part of the process, serious attention is given to the topic before getting involved with any organization or individual. Planning is essential, as it may take some time to gather appropriate information,

TCDSB Operational Procedures: Determining Whether to Have a Sponsorship – The Sponsorship Process

consult subject matter, analyze the information, etc. before consideration can be given to working or cooperating with any organization or individual.

Step 3 - Competitors

See if there are other companies that may provide the same and/or comparable opportunity.

Phase 4 –Collaboration and Building

Build a working relationship with appropriate TCDSB central departments, by agreeing on the goals, objectives and core principles that will underpin the opportunity you are thinking of doing. Also in this stage, a deal structure is established and formalized with an opportunity that will produce success. As a contingency, it is prudent in this phase to agree on an appropriate conclusion (termination) to the opportunity.

Phase 5 – Maintenance

School staff working in collaboration with external organizations and/or individuals regarding the initiative and central TCDSB departments implement the joint initiative and monitor, evaluate and review the initiative to ensure longer-term commitment and continuity. A key element in this phase is to sustain and embed the initiative by communicating with all stakeholders with the goal to ensure a growing productive relationship to maximize the chances of success.

TCDSB Operational Procedures: Determining Whether to Have a Sponsorship – The Sponsorship Process

Other Factors to Consider

- What are the benefits of the sponsorship?
- What are the obligations upon TCDSB arising from the sponsorship?
- What are the risks associated with the sponsorship?
- Is it within the principal's power and capability to carry out those obligations?
- Will the school have the resources to carry out those obligations?
- Is legal documentation required for the sponsorship?
- Is all the information presented factually accurate?
- Are any trademarks or logos included, and if so, have all licenses, consents or permissions been obtained to use that trade mark or logo?

TCDSB Policy Register

Donation F.F.02

Date Approved: August 26, 2010 - Board	Date of Review:	Dates of Amendment:
Cross Reference:		

Policy

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

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

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

Definitions

Donation (Gift)

A donation (gift) is a voluntary transfer of property without valuable consideration. 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 of property other than cash. It can be real property (e.g. real estate, securities), personal property (e.g. art, jewelry) or intangible property (e.g. patents, license). However, a gift 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.

Regulations

1. The Toronto Catholic District School Board will encourage donations from persons, groups, communities and business entities and organizations which are consistent with the goals of the Board, will not compromise or exploit students or staff, and will strive to balance educational opportunities for students.
2. The Board shall encourage donations from donors whose ethical and political values correspond to the common good as defined in Ontario Catholic Education and the Corporate Sector published by the Institute for Catholic Education: "the common good balances harmoniously the recognition, respect, and interests of the human person with the needs and expectations of the community".
3. Donations 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.
4. 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

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 on going support and maintenance, recognition and stewardship activities.
2. The TCDSB has set forth the signing authorities required to accept gifts. While the TCDSB will make every effort to accept all gifts, it retains the right to refuse the offer of any gift. 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.
3. 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 at the date the ownership is transferred to the TCDSB. In most cases, this will require some pre-advice and planning with TCDSB Business Services.

4. Gifts will qualify for current calendar year charitable tax receipts if they are post marked in the current year or officially received at the TCDSB in the current year.
5. 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 provided for corporate sponsorships and private benevolence.
6. 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 parties are consulted prior to gift acceptance in the light of donor stipulations, fund matching possibilities, ongoing costs including insurance coverage, and other implications.
7. 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.
8. Where events or information available subsequent to gift acceptance occurs, which constitutes a significant and continuing challenge to the TCDSB's reputation, the TCDSB will seek legal counsel to resolve the issue within the law.
9. 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.

TCDSB Policy Register

Sponsorship F.F.26

Date Approved: August 26, 2010 - Board	Date of Review:	Dates of Amendment:
Cross Reference:		

Policy

It is the purpose of the Toronto Catholic District School Board to endorse the use of sponsorships that support the Mission, Vision and Goals of the Board 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.

All sponsorships shall be related to charitable, humanitarian, educational, or service activities consistent with the tenets of Catholicism.

Definitions

Sponsorship

Sponsorship may be an arrangement to exchange advertising for the responsibility of funding a popular event or entity.

Sponsor

A corporation or organization that enters into a sponsorship agreement with a “property” and pays cash or value-in-kind in return for access to exploitable commercial potential associated with the property.

For the purpose of this Policy, a sponsor is any organization or individual providing resources to the TCDSB, for use in achieving TCDSB objectives, in return for specific benefits. A sponsor is not an organization or individual providing a ‘gift’ with no benefits in return.

Regulations

1. The Toronto Catholic District School Board will seek sponsorships with and from persons, groups, communities and business entities and organizations which will benefit the educational objectives of the Board, and are consistent with the goals of the Board, will not compromise or exploit students or staff, and will strive to balance educational opportunities for students.
2. The Board shall encourage contributions from sponsors whose ethical and political values correspond to the common good as defined in Ontario Catholic Education and the Corporate Sector published by the Institute for Catholic Education: *“the common good balances harmoniously the recognition, respect, and interests of the human person with the needs and expectations of the community”*.
3. Sponsorships are to fall under the auspices of the Partnership Development Department, and under its guidance.
4. 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

1. All school based sponsorship agreements require the approval of the Principal, in consultation with the School Council, and the appropriate Superintendent of Education. The Superintendent may discuss the proposal with Director’s Council before rendering a decision.
2. 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 fall under the auspices of the Partnership Development Department and require the approval of the Board of Trustees.
3. 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);
- 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.