

# GOVERNANCE AND POLICY COMMITTEE REGULAR MEETING Public Session

## AGENDA OCTOBER 10, 2017

**Nancy Crawford, Chair**  
Trustee Ward 12

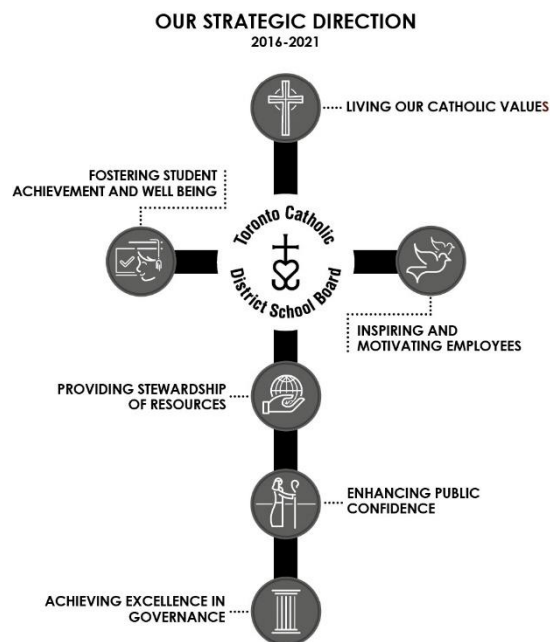
**Ann Andrachuk, Vice Chair**  
Trustee Ward 2

**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

**Rory McGuckin**  
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**

Tuesday, October 10, 2017

7:00 P.M.

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	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 September 12, 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	

Referred from September 21, 2017 Regular Board Meeting

## 12.a TCDSB Community Engagement Handbook T07

That the following be referred to the Governance and Policy Committee for its review and consideration:

Toronto CPIC recommend for consideration and request that the Members of the Board, direct Staff to:

**PART A:** Incorporate the following recommendations in a new section of the TCDSB Community Engagement Handbook T07, in consultation with CPIC and OAPCE (Toronto):

1. Surveys requesting parent feedback should allow sufficient time for parent response to permit a CSPC to discuss the issues and to send it out to the school parents.
2. Survey deadlines, where there are multiple surveys on different topics, should be staggered with discreet deadlines
3. A form of an Executive Summary including a brief Problem Statement, and Requested Action, should be included in any solicitation for parent feedback.

**PART B:** To provide a report on the costs and benefits of investing in School Connects email at the elementary panel so that the parents of elementary students can be reached by email.

## 13. Staff Reports

13.a	Status Update to Transportation Policies (S.T.01, 03, 04 & 05) (Information)	16 - 18
13.b	Acceptance of Hospitality or Gifts (H.M.33) (Recommendation)	19 - 28
13.c	Employee Expenses (F.M.01) (Recommendation)	29 - 42
13.d	Update to Use of School Facilities in Emergency Situations (B.R.06) (Recommendation)	43 - 49

- 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, SEPTEMBER 12, 2017**

**PUBLIC SESSION**

**PRESENT:**

**Trustees:**

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

**Staff:**

R. McGuckin  
P. Matthews  
C. Kavanagh  
P. Aguiar  
P. De Cock  
C. Fernandes  
M. Puccetti  
S. Coray  
P. Marra-Stapleton

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

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

MOVED by Trustee Andrachuk, seconded by Trustee Kennedy, that the Agenda, as amended, to reorder Items in the order of 13e), 13d), 13c), 13b), 13a), add 13f) Verbal Report from the Director of Education regarding Multi-Language Schools, and an Inquiry from Trustee Kennedy, be approved.

Results of the Vote taken, as follows:

**In favour**

**Opposed**

Trustees Andrachuk  
Crawford  
Davis  
Kennedy  
Rizzo

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

CARRIED

MOVED by Trustee Andrachuk, seconded by Trustee Kennedy, that the Minutes of the Regular Meeting held June 5, 2017 for PUBLIC Session be approved.

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 Rizzo, that Item 13e) be adopted as follows:

- 13e) Mental Health and Wellbeing Policy (S.03)** received and that the TCDSB Mental Health Crisis Response Guidelines (Appendix A) be appended to the updated TCDSB Mental Health and Well-Being Policy (S.03).

MOVED in AMENDMENT by Trustee Andrachuk, seconded by Trustee Rizzo, that on page 97, Crisis Response Procedures, the sentence “*The school superintendent informs the local Trustee of the crisis incident*” be added to the third bullet.

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

**13d) Consolidated Donation Policy (F.F.02) and Sponsorship Policy (F.F.26)** received and that the updated Donation and Sponsorship Policy (F.F.02) provided in Appendix A along with Appendices B, C, D and E be adopted, and that Sponsorship Policy (F.F.26) be rescinded.

Results of the Vote taken, as follows:

**In favour**

**Opposed**

Trustees Andrachuk  
Crawford  
Davis  
Kennedy  
Rizzo

The Motion was declared

CARRIED

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

**13c) Acceptance of Hospitality and Gifts Policy (H.M.33)** received and that the Acceptance of Hospitality of Gifts Policy (H.M.33) provided in APPENDIX A be adopted and that Regulation 4 (page 56) be revised to read, “Where it would be inappropriate to refuse a gift of obvious value, the gift may be accepted on behalf of the TCDSB. *The Director of Education will ensure that such a gift is retained as property of the TCDSB*”.

MOVED in AMENDMENT by Trustee Rizzo, seconded by Trustee Andrachuk, that:

Purpose (Page 54) be reworded to read “This policy clarifies that the Toronto Catholic District School Board, its Trustees and employees will not accept gifts, *hospitality or other benefits that may have a real, apparent or potential influence on carrying out duties or that place them under obligation to the gifter. Contributions to student achievement may be accepted in accordance with the regulations of this policy. Employees of school communities may accept a small token of appreciation from families in the community.*”

MOVED in AMENDMENT by Trustee Andrachuk, seconded by Trustee Kennedy, that contributions to Student Achievement be defined in Definitions (Page 59).

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

MOVED by Trustee Andrachuk, seconded by Trustee Kennedy, that the item be referred to staff to incorporate all the changes and provide a revised policy for review at the October 10, 2017 Governance and Policy Committee Meeting.

Results of the Vote taken, as follows:

**In favour**

**Opposed**

Trustees Andrachuk  
Crawford  
Davis  
Kennedy  
Rizzo

The Motion was declared

CARRIED

The Chair declared a 10-minute recess.

The meeting reconvened with Trustee Crawford in the Chair.

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

**13b) Key and Security Card Access Control Policy (B.B.05)** received and that the Access Control Policy (B.B.05) and Operating Guidelines provided in Appendix A be adopted.

MOVED in AMENDMENT by Trustee Andrachuk, seconded by Trustee Kennedy, that

1. a sentence be inserted in Regulation 12, page 39, such that it would read, “All Employees of the Board are expected to familiarize themselves with this policy and comply with its regulations. *Employees must read the policy before the access card is issued and sign to acknowledge receipt.*
2. that a phrase be inserted in Operational Guideline 4, page 43, second bullet, such that it would read, “All Internal School Pass Key and Security Access Agreement Forms are to be kept in the School Key/Access Card Management Binder *and also filed electronically with Human Resources.*
3. that a phrase be inserted in Operational Guideline 5, page 44, third bullet, such that it would read “All completed forms must be kept in the Key/Access Management Binder *and also filed electronically with Human Resources.*

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

**13a) Whistleblower Policy (A.39)** received and that the Whistleblower Policy (A.39) provided in APPENDIX A be adopted subject to feedback to be received from public consultation including unions and associations.

MOVED in AMENDMENT by Trustee Andrachuk, seconded by Trustee Davis, that

1. a phrase be inserted in Regulation 6, page 21 such that it would read “The identity of the whistleblower shall remain confidential to *the Director of Education or designate*, unless the issue requires investigation by law enforcement, in which case internal and external stakeholders of the TCDSB community are subject to subpoena.”;
2. the sentence *Employees who are in doubt* be deleted in the last paragraph in Wrongdoing, page 25 such that it would read “The above list is not

- exhaustive but is intended to provide guidance to individuals as to the kind of conduct which constitutes wrongdoing under this policy.”;
3. *Board of Trustees* be inserted in Evaluation and Metrics 1, page 26, such that it would read “A report of the number and classification of disclosures of information and substantiation of reports and concerns including themes regarding the concerns shall be provided to the Audit Committee and *Board of Trustees* quarterly.”;
  4. a third Evaluation and Metrics be added such that it would read “*The report will be provided to the Board of Trustees and Audit Committee.*”;
  5. a phrase be inserted in Operational Procedure 2a), page 28, such that it would read “The Director of Education shall ensure that all instances of alleged wrongdoing are appropriately investigated and reported to the Audit Committee *and Board of Trustees* on a quarterly basis.”;
  6. the sentence *Any person who violated this directive is subject to disciplinary measures including suspension or termination* be inserted at the end of Operational Procedure 2f);
  7. the consultation be done at the consult level with a focus on staff;
  8. the heading “*Purpose*”, page 19, be switched with the heading “*Policy*”, page 20 (content remains);
  9. 8(a) be replaced with 7(a), Operational Procedure 7b), page 30, such that it would read “The Third party whistleblower hotline may also be contacted where the individual who feels that they have suffered reprisal is uncomfortable with reporting the matter through the process noted in 7(a)”;
  10. “Suffering” be replaced with “*Suffered*”, Operational Procedure 8, page 30, such that it would read “Investigating a Complaint From an Individual Who Believes That They Have *Suffered* From Retaliation or Reprisal”.

Trustee Crawford relinquished the Chair to Trustee Andrachuk.

MOVED in AMENDMENT by Trustee Crawford, seconded by Trustee Davis, that Stakeholder be defined in the Definition section, page 24.

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

Trustee Crawford reassumed the Chair.

Trustee Rizzo requested that the Question be divided to separate Amendment 1 from Amendments 2 to 10 in the first set of Amendments moved by Trustee Andrachuk.

Results of the Vote taken on Amendment 1, as follows:

**In favour**

**Opposed**

Trustees Andrachuk	Rizzo
Crawford	
Davis	



Kennedy

Amendment 1 was declared

CARRIED

Results of the Vote taken on Amendments 2 to 10, as follows:

**In favour**

**Opposed**

Trustees Andrachuk  
Crawford  
Davis  
Kennedy  
Rizzo

Amendments 2 to 10 were 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

Staff was directed to report to the Audit Committee on the status of this Policy.

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

- 13f) Verbal Update from the Director of Education on the Multi-Language School** received and referred to the September 21, 2017 Regular Board Meeting for an update to include communication from the Ministry of Education.

Results of the Vote taken, as follows:

**In favour**

**Opposed**

Trustees Andrachuk  
Crawford  
Davis  
Kennedy  
Rizzo

The Motion was declared

CARRIED

## **15. Inquiries and Miscellaneous**

Trustee Crawford relinquished the Chair to Trustee Andrachuk.

MOVED by Trustee Crawford, seconded by Trustee Kennedy, that Item 15a) be adopted as follows:

- 15a) Inquiry from Trustee Crawford regarding Gaining greater Order Paper, Report, and Backup Materials Efficiencies with e-Scribe** received and that staff look at options to improve efficiencies for Trustees, staff and the public to gain greater Order Paper, report and back-up materials.

Results of the Vote taken, as follows:

### **In favour**

### **Opposed**

Trustees Andrachuk  
Crawford  
Davis  
Kennedy  
Rizzo

The Motion was declared

**CARRIED**

Trustee Crawford reassumed the Chair.

- 15b) Inquiry from Trustee Kennedy regarding the Best Mechanism to Raise Items from Minutes not included in the Order Page.**

Trustee Kennedy will discuss this with the Parliamentarian in a public meeting.

**17. Adjournment**

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

Results of the Vote taken, as follows:

**In favour**

**Opposed**

Trustees Andrachuk  
Crawford  
Davis  
Kennedy

The Motion was declared

CARRIED

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SECRETARY

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CHAIR



## REPORT TO

## GOVERNANCE AND POLICY COMMITTEE

### STATUS 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
October 3, 2017	October 10, 2017	
Caitlin Kavanagh, Coordinator, Employee Relations & Policy Development John Volek, Comptroller, Planning & Development		
<b>INFORMATION REPORT</b>		

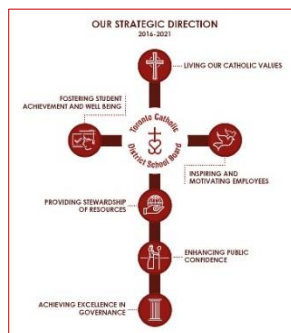
#### **Vision:**

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Rory McGuckin  
Director of Education

D. Koenig  
Associate Director  
of Academic Affairs

A. Sangiorgio  
Associate Director  
of Planning and Facilities

T.B.D.  
Executive Superintendent  
of Business Services and  
Chief Financial Officer

## **A. EXECUTIVE SUMMARY**

This report provides an update on the status of the Transportation Policies (S.T.01, 03, 04 & 05) subsequent to the June 5, 2017 Governance and Policy Committee meeting where the report was deferred to the October 10, 2017 Governance and Policy Committee meeting.

*The cumulative staff time required to prepare this report was <1 hour*

## **B. PURPOSE**

This Information Report is on the Order Paper of the Governance and Policy Committee by Trustee request through approved motion:

*[...] that the item be deferred to the October 10, 2017 Governance and Policy Committee meeting i.e. until after the Ministry of Education's Transportation report is considered.*

## **C. BACKGROUND**

1. On June 5, 2017, staff brought forward a recommendation report to Trustees at the Governance and Policy Committee meeting recommending policies S.T.01, 03, 04 and 05 be updated and consolidated into one Transportation Policy (T.01).
2. Trustees deferred the item to the October 10, 2017 Governance and Policy Committee meeting i.e. until after the Ministry of Education's Transportation Report is considered.

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

The Associate Director of Planning and Facilities confirmed that a Ministry of Education Transportation Report has not yet been issued for consideration. The Ministry has announced the establishment of an expert panel, led by Joan Green. It is not expected that the panel will issue a report in the near future.

## **E. METRICS AND ACCOUNTABILITY**

1. The Planning & Development team will review the Ministry Report to be issued regarding Transportation once it has been issued.
2. Once the Ministry Report has been issued and reviewed, staff will bring back a recommendation report to the Governance and Policy Committee.

## **F. CONCLUDING STATEMENT**

This report is for the consideration of the Committee.



## REPORT TO

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

*Give instruction to a wise man, and he will be still wiser; teach a righteous man, and he will increase in learning.  
Proverbs 9:9*

Created, Draft	First Tabling	Review
October 3, 2017	October 10, 2017	
Caitlin Kavanagh, Coordinator, Employee Relations & Policy Development		
<b>RECOMMENDATION REPORT</b>		

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Rory McGuckin  
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Executive Superintendent  
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Chief Financial Officer



## **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, June 5, 2017 and September 12, 2017 Governance and Policy Committee meetings; specifically limiting the acceptance of hospitality or gifts according to the regulations (APPENDIX A).

*The cumulative staff time required to prepare this report was 2 hours*

## **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 September 12, 2017:

*Received and that the Acceptance of Hospitality or Gifts Policy (H.M.33) provided in APPENDIX A be adopted and that Regulation 4 (page 56) be revised to read ...be accepted on behalf of the TCDSB. The Director of Education will ensure that such a gift is retained as property of the TCDSB.*

*Other Amendments:*

*That Purpose (Page 54) be reworded:*

*Delete ... on behalf of the Board and replace it with ... hospitality or other benefits that may have a real, apparent or potential influence on carrying out duties or that place them under obligation to the gifter.*

*Add:*

*Contributions to student achievement may be accepted in accordance with the regulations of this policy.*

*Employees of school communities may accept a small token of appreciation from families in the community.*

*Define Contributions to Student Achievement in Definition section.*

*That the language relating to Board Officials and Elected Officials be consistent throughout the policy.*

*That the item be referred to staff to incorporate all the changes and provide a revised policy for review at the October 10 GAP Meeting.*

## **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. 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.

## **E. 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.

## **F. 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

<b>Date Approved:</b> March 28, 2007	<b>Date of Next Review:</b> October 2022	<b>Dates of Amendments:</b> October 19, 2017
<b>Cross References:</b> Conflict of Interest: Employees (H.M.31) Conflict of Interest: Trustees (T.01) Code of Conduct Policy (S.S.09) Art Collection (A.22) Donation and Sponsorship Policy (F.F.02)		
<b>Appendix</b>		

**Purpose:**

This policy clarifies that the Toronto Catholic District School Board, its Trustees and employees will not accept gifts, hospitality or other benefits that may have a real, apparent or potential influence on carrying out duties or that place them under obligation to the gifter. Contributions to student achievement may be accepted in accordance with the regulations of this policy. Board employees in school communities may accept a small token of appreciation from families in the community.

**Scope and Responsibility:**

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

**Alignment with MYSP:**

Living Our Catholic values



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

**Strengthening Public Confidence**

**Achieving Excellence in Governance**

**Providing Stewardship of Resources**

**Inspiring and Motivating Employees**

**Policy:**

It is the policy of the Toronto Catholic District School Board that elected officials and employees may only accept and retain gifts of low intrinsic value or business hospitality of less than \$100.00 per person **and will not accept gifts, hospitality or other benefits that may have a real, apparent or potential influence on carrying out duties or that place them under obligation to the gifter.** 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.

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

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



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

**Regulations:**

1. The acceptance of gifts, hospitality and other benefits is permissible provided that:
  - a. they are infrequent and of minimal value (low-cost promotional objects, simple meals, souvenirs with no cash value) and are within the normal standards of business practice; and
  - b. they do not obligate or compromise the integrity of the recipient or the Board.
2. Gifts and benefits to an immediate family member or close associate of an elected official or employee, which can be reasonably attributed to the employee's official duties or association with the Board are prohibited.
3. An elected official or employee may accept moderate hospitality during the normal course of business that would not significantly exceed what the Board would likely approve on an individual's expense account form.
- ~~4. Acceptance of a gift or hospitality must be legal and consistent with generally accepted ethical standards relevant to the person's position.~~
- ~~5. **Notification Requirement:** Employees must notify by e-mail their immediate supervisor of any gifts or hospitality received with a nominal value of more than \$100; in the case of trustees, the Director of Education or designate; the Chair of the Board should receive notification of gifts or hospitality received by the Director of Education.~~
4. **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. **The Director of Education will ensure that such a gift is retained as property of the**



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

**TCDSB. 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 in an annual report.** ~~and donated to the Angel Foundation for Learning unless directed otherwise by the Director of Education /Board of Trustees.~~

5. **Charity Events:** Where the hospitality/gift offered to an elected official or employee is for attending a charity event with an ongoing relationship to the Board, the employee may accept **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.~~
6. **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.~~
7. **Solicitation of Gifts or Sponsorship**
  - a. **Elected Board** ~~Board~~ officials or employees shall not solicit hospitality, gifts, benefits or sponsorships for their personal benefit from any individual, company or organization that has 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



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

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.

8. 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.

APPENDIX A



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

### **Definitions:**

#### **Gift or Benefit**

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

#### **Gifts of Considerable Value**

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

#### **Hospitality**

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

#### **Donation**

**A voluntary transfer of property without any benefit received by the donor. Generally, a donation is made if the transfer is voluntary and 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.**

#### **Contributions to Student Achievement**

**Items directly gifted or funds provided in the form of a gift card or gift certificate to improve and/or enhance the classroom or school environment. Examples include books and classroom supplies.**





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

**Evaluation and Metrics:**

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

**All gifts of considerable value which contribute to student achievement received and accepted on behalf of the TCDSB will be reported by the Director to the Board of Trustees in an annual report.**

APPENDIX I



## REPORT TO

GOVERNANCE AND POLICY  
COMMITTEEUPDATE TO EMPLOYEE EXPENSES POLICY  
(F.M.01)

*Let no debt remain outstanding, except the continuing debt to love one another, for whoever loves others has fulfilled the law.*

*Romans 13:8*

Created, Draft	First Tabling	Review
October 3, 2017	October 10, 2017	
Caitlin Kavanagh, Coordinator, Employee Relations & Policy Development		
<b>RECOMMENDATION REPORT</b>		

**Vision:**

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

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T.B.D.  
Executive Superintendent  
of Business Services and  
Chief Financial Officer

## **A. EXECUTIVE SUMMARY**

This report recommends updates to the current Employee Expenses policy (F.M.01) to reflect current practices. The proposed policy with amendments is attached at APPENDIX A.

*The cumulative staff time required to prepare this report was 4 hours*

## **B. PURPOSE**

This recommendation report is on the Order Paper of the Governance & Policy Committee as it recommends a Policy revision.

## **C. BACKGROUND**

This policy was approved at the April 20, 2011 Board. It has not been reviewed since.

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

1. The current policy is not in meta policy format and requires updates to align with current practice.
2. The Ontario Public Service (OPS) Travel, Meal and Hospitality Expenses Directive was recently amended on January 1, 2017.
3. The Broader Public Sector Expenses Directive was recently updated on February 23, 2017.
4. The policy and Meal Rate appendix have been updated to reflect the January 2017 amendments to the OPS rates.
5. The Mileage Reimbursement Rates have been updated to reflect current Canada Revenue Agency (CRA) automobile allowance rates.

## **E. METRICS AND ACCOUNTABILITY**

1. Recommendations in this report will be monitored by policy development staff as well as the Payroll and Business Services departments.
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 updated policy as approved will be posted on the TCDSB policy register.
2. The Communications Department will send out a notification to all employees notifying them of the updates.

## **G. STAFF RECOMMENDATION**

Staff recommend that the Employee Expenses policy (F.M.01) provided in APPENDIX A be adopted.



POLICY SECTION: FINANCE  
SUB-SECTION: MISCELLANEOUS  
POLICY NAME: EMPLOYEE EXPENSES  
POLICY NO: F.M. 01

**Date Approved:**  
April 20, 2011- Board

**Date of Next Review:**  
**October 2022**

**Dates of Amendments:**  
**October 19, 2017**

**Cross References:**

**Ontario Public Service (OPS) Travel, Meal and Hospitality Expenses Directive (Ontario Management Board of Cabinet, November 2004; amended January 1, 2017)**

***Public Sector Expenses Review Act, 2009***

**Broader Public Sector Expenses Directive (Ontario, updated February 23, 2017)**

**Broader Public Sector Perquisites Directive (Ontario)**

***Broader Public Sector Accountability Act, 2010 (Part IV – Expense Claims: Allowable Expenses)***

**Trustee Services and Expenditure policy (T.17)**

**TCDSB Employee Travel Allowance Guidelines- Revised**

**Appendices: Meal and Mileage Rates; Travel Directive Allowances**

**Purpose:**

The objective of this policy is to comply with the Broader Public Sector Expenses Directive which took effect April 1, 2011 **(amended January 1, 2017)** in a manner that achieves value for money while treating all employees both fairly and equitably. All expenditures related to employee expenses will be made available for Freedom of Information (FOI) requests.

**Scope and Responsibility:**

**This policy applies to any person in the TCDSB making an expense claim. The Director is responsible for this policy with the support of the Payroll and Business Services Departments.**



**POLICY SECTION:** FINANCE  
**SUB-SECTION:** MISCELLANEOUS  
**POLICY NAME:** EMPLOYEE EXPENSES  
**POLICY NO:** F.M. 01

**Alignment with MYSP:**

**Living Our Catholic Values**

**Strengthening Public Confidence**

**Achieving Excellence in Governance**

**Providing Stewardship of Resources**

**Inspiring and Motivating Employees**

**Policy:**

Unless previously negotiated or identified contractually, the Toronto Catholic District School Board shall reimburse employees for reasonable expenditures incurred on the Board's behalf in the execution of their duties. This process is based on widely accepted best practices and must be both transparent and accountable.

**Regulations:**

**Approval**

1. All employees are required to obtain the appropriately designated approval **prior to** committing to or incurring an expense. Approval should also be contingent on **budget availability** and **total ongoing cost**. Expenses must be submitted to the most senior manager available for approval and they should be at least one level higher than the applicant. In the case of the Director of Education this would be the Chair of the Board or his/her delegate.
2. Approvers are only authorized to approve expenses that were incurred in the performance of organizational business within the context of this policy. Approvers are only authorized to approve expenses that include all appropriate documentation itemized on the approved expense form for



**POLICY SECTION:** FINANCE  
**SUB-SECTION:** MISCELLANEOUS  
**POLICY NAME:** EMPLOYEE EXPENSES  
**POLICY NO:** F.M. 01

reimbursement. In situations when a payment must be made without the appropriate documentation available a written explanation must accompany the expense form. Reimbursement will be at the discretion of the Associate Director, Business Services.

3. All eligible expenses incurred must be claimed for reimbursement by the most senior staff member present.
4. All travel outside of the province of Ontario must first have the written permission of the Director of Education.

#### **Documentation**

5. Reimbursement must be made on either a Payroll Expense Form or an Employee Expense Form and will have all original itemized receipts attached, indicate the date and nature of each charge and have the approval of the attendee's authorized supervisor.

#### **Equipment**

6. Products and services issued by the TCDSB will remain the property of the TCDSB and will be returned either when it is no longer useful to the employee, it is replaced or the employee leaves the employment of the TCDSB.
7. The employee shall reimburse to the TCDSB any expenditure incurred due to personal use of the equipment.
8. Where a TCDSB standard or contract for equipment has been established the employee will choose this standard or receive written permission from the standard holder exempting them from this standard. Any contracts or



**POLICY SECTION:** FINANCE  
**SUB-SECTION:** MISCELLANEOUS  
**POLICY NAME:** EMPLOYEE EXPENSES  
**POLICY NO:** F.M. 01

purchases entered into by employees without prior approval will become the responsibility of the employee.

9. Consumables for Board issued equipment should be sourced from Board approved vendors using a purchase order or TCDSB purchasing card whenever possible.

### **Home Technology**

10. The Board will reimburse employees for long distance or cell phone charges incurred on a personal line for Board business by way of an approved employee expense form with original receipts and documentation attached.

### **Travel and Professional Development**

11. Employee expenses incurred on Board business including attending conferences, conventions and other professional development activities as an approved representative of the TCDSB shall be reimbursed as follows:
  - a. Prior approval will be obtained from the appropriately designated individual and/or superintendent before any costs or commitments are incurred.
  - b. Employees shall be reimbursed for out of pocket travel expenses incurred while on Board business. Eligible expenses include:
    - i. A rate per kilometer not to exceed the predetermined rate for the employee group.
    - ii. ~~The distance paid will be the lesser of the distance from the employee's home department location or the actual distance incurred.~~
    - ii. Paid parking associated with the travel.
    - iii. TTC tokens or day passes.
  - c. Allowable expenses for an approved representative will be determined as follows:





**POLICY SECTION: FINANCE**

**SUB-SECTION: MISCELLANEOUS**

**POLICY NAME: EMPLOYEE EXPENSES**

**POLICY NO: F.M. 01**

- i. Course, conference, workshop or registration fees or charges.
- ii. Meals at reasonable cost during the scheduled event which are **not** included in registration. The maximum daily charges for 3 meals should not exceed the suggested meal rate maximums published on the Business Services intranet site. The rates include taxes and gratuities and are not an allowance. They are for individual meals and you must have eaten the meal in order to submit a receipt for reimbursement. These suggested maximums will be reviewed each year as part of the budget process and will be kept in alignment with the rates published by the Ontario Public Service (OPS) Travel Meal and Hospitality Expenses Directive. Expenses for alcoholic beverages will not be reimbursed and must be deducted from the bill.
- iii. Mileage and parking expenses for use of a personal vehicle.
- iv. Public transportation at cost.
- d. Standard hotel accommodation at the government rate with prior approval. It is expected that one call, of reasonable length, per day to your residence is appropriate while traveling on Board business.
- e. Transportation costs at Economy Class or the lowest fare practical for conferences or conventions outside of the GTA. This could include air, rail or vehicle rental if a personal vehicle is not available or practical.
- f. Other **business** expenses at the lowest cost option (telephone, fax and internet).
- g. Reasonable gratuities for porter, hotel room services and taxis using the following as a reasonability test:
  - i. 10 – 15% on a restaurant meal.
  - ii. 10% on a taxi fare.
  - iii. \$2 - \$5 per 2 night stay in a hotel for housekeeping.



**POLICY SECTION:** FINANCE  
**SUB-SECTION:** MISCELLANEOUS  
**POLICY NAME:** EMPLOYEE EXPENSES  
**POLICY NO:** F.M. 01

- iv. \$2 - \$5 per bag for a porter.
  - v. The following will not be reimbursed:
  - vi. Recreational costs (fitness facilities, video rentals, mini bar charges, golf tournament fees, etc.)
  - vii. Alcoholic beverages.
  - viii. Ticket costs for theatre, concert, movie or sporting events.
  - ix. Purchase of promotional items.
  - x. Parking tickets, traffic violations or other automobile expenses not listed above.
- h. Mileage claims must be submitted to Payroll using a fully completed payroll expense form. Claims for parking, transit and taxis will be submitted to the Business Services Department using a fully completed employee expense form and when appropriate may be paid from petty cash. All itemized receipts will be attached and a brief description of the purpose of the travel will accompany the request.
- i. **Unless otherwise specified,** all requests for employee reimbursement must be received in either Payroll or Business Services with the appropriate approval within 90 days of the event. Expenses incurred prior to the Board's year end of August 31<sup>st</sup> must be submitted by September 30<sup>th</sup> for reimbursement. Failure to comply with these deadlines will result in the form being returned unpaid. **Submission deadlines for mileage are located on the Payroll Department Intranet site.**
- j. Exceptions to this policy and resolution of any dispute arising shall be at the discretion of the Director of Education for staff.

### **Automobile Expenses**

12. All employees not within a collective agreement who use their automobile on Board approved business shall be reimbursed a mileage allowance at the



**POLICY SECTION:** FINANCE  
**SUB-SECTION:** MISCELLANEOUS  
**POLICY NAME:** EMPLOYEE EXPENSES  
**POLICY NO:** F.M. 01

equivalent rate paid by the Province of Ontario to its employees and will be reviewed on an annual basis as part of the budget process.

- 13.A table of mileage rates paid to all work groups will be maintained by the Payroll Services department and will be posted on the Payroll intranet site.

### **Meals**

- 14.Meals will be reimbursed to salaried non-union personnel whose work requires them to attend meetings or perform required duties beyond the working day and a meal is not provided otherwise.
- 15.To qualify, an employee must work a minimum of three hours beyond the working day and it must be approved by their immediate supervisor or equivalent. A receipt will be required for reimbursement and the meal should have been eaten by the employee in order to be eligible.
- 16.Reimbursement will be made by way of an approved employee expense form with all receipts and documentation attached. The form must have the appropriate approval of the individual's supervisor, an explanation and date for each claim and cannot be submitted later than 90 days past the event.
- 17.The maximum rate will be determined annually as part of the budget process and will be posted on the Business Services intranet site. This rate will be maintained in accordance with Canada Revenue Agency (CRA) guidelines so as to remain a non-taxable benefit.

### **Out of Pocket Expenses**

- 18.Employees are expected to follow the Board's Purchasing Policy which requires the use of a Purchase Order or Departmental Purchasing Card for



**POLICY SECTION:** FINANCE  
**SUB-SECTION:** MISCELLANEOUS  
**POLICY NAME:** EMPLOYEE EXPENSES  
**POLICY NO:** F.M. 01

supplies. Occasionally, employees may be required to purchase supplies out of pocket.

19. Employees will be reimbursed for out of pocket expenses for supplies as per the following:

- k. The employee's appropriately designated supervisor will approve of the purchase **prior** to the purchase being made.
- l. Reimbursement must be made on an Employee Expense Form and submitted to Accounts Payable within 90 days of the purchase. The form will have all original and itemized receipts attached and will indicate the date and nature of each charge.

APPENDIX A



**POLICY SECTION:** FINANCE  
**SUB-SECTION:** MISCELLANEOUS  
**POLICY NAME:** EMPLOYEE EXPENSES  
**POLICY NO:** F.M. 01

**Evaluation and Metrics:**

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

- 1. Meal and Mileage Reimbursement rates are reviewed annually by the Payroll and Business Services Departments.**
- 2. The Annual Budget estimates report to Board includes budget provisions for employee expenses.**

APPENDIX A



# Meal Rates in Canada

*pursuant to Ontario Travel, Meal and Hospitality Expenses Directive*

Meal	Maximum Amount*
Breakfast	\$10.00
Lunch	\$12.50
Dinner	\$22.50
After Hours Meal Replacement	\$19.50

*\*Taxes and Gratuities included; Receipts required*

Meal Rates for travel to the USA and International Travel: [https://www.njc-cnm.gc.ca/directive/app\\_d/en](https://www.njc-cnm.gc.ca/directive/app_d/en)



## Mileage Reimbursement Rates

*(Not covered by a collective agreement)*

Total Kilometres Driven Per Year	Rate Per Kilometre
0-5,000 kilometres	54¢
Over 5,000 kilometres	48¢

APPENDIX A



## REPORT TO

GOVERNANCE AND POLICY  
COMMITTEEUPDATE TO USE OF SCHOOL FACILITIES IN  
EMERGENCY SITUATIONS (B.R.06)

*God is our refuge and strength, an ever-present help in trouble.  
Psalm 46:1*

Created, Draft	First Tabling	Review
October 3, 2017	October 10, 2017	
Caitlin Kavanagh, Coordinator, Employee Relations & Policy Development		
<b>RECOMMENDATION REPORT</b>		

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T.B.D.  
Executive Superintendent  
of Business Services and  
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## **A. EXECUTIVE SUMMARY**

This report recommends updates to the current Use of School Facilities in Emergency Situations policy (B.R.06) to reflect current practices. The proposed policy with amendments is attached at APPENDIX A.

*The cumulative staff time required to prepare this report was 1 hour*

## **B. PURPOSE**

This recommendation report is on the Order Paper of the Governance & Policy Committee as it recommends a Policy revision.

## **C. BACKGROUND**

This policy was approved on June 21, 1990 and has not been reviewed or updated since.

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

The current policy is not in meta policy format and requires updates to align with current practice.

## **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**

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

## **G. STAFF RECOMMENDATION**

Staff recommend that the Use of School Facilities in Emergency Situations policy (B.R.06) provided in APPENDIX A be adopted.



**POLICY SECTION:** BUILDINGS/PLANT/GROUNDS  
**SUB-SECTION:** RENTALS/PERMITS  
**POLICY NAME:** USE OF SCHOOL FACILITIES IN EMERGENCY SITUATIONS  
**POLICY NO:** B.R. 06

<b>Date Approved:</b> June 21, 1990	<b>Date of Next Review:</b> October 2022	<b>Dates of Amendments:</b> October 19, 2017
<b>Cross References:</b> Province of Ontario Emergency Response Plan, 2008 Provincial Nuclear Emergency Response Plan, 2009 The City of Toronto Emergency Plan, December 19, 2013 TCDSB School Emergency Response Plan, Third Edition		
<b>Appendix</b>		

**Purpose:**

This policy sets out parameters to follow when the nature of an emergency requires the temporary use of Toronto Catholic District School Board (TCDSB) facilities by non-TCDSB groups.

**Scope and Responsibility:**

This policy applies to all TCDSB facilities and non-TCDSB groups, organizations, government agencies, public health authorities and first responders (Police, Fire, EMS) who may need shelter and assistance or set up a command post in times of emergency. The Director is responsible for this policy.

**Alignment with MYSP:**

Living Our Catholic values

Strengthening Public Confidence



**POLICY SECTION: BUILDINGS/PLANT/GROUNDS**  
**SUB-SECTION: RENTALS/PERMITS**  
**POLICY NAME: USE OF SCHOOL FACILITIES IN EMERGENCY SITUATIONS**  
**POLICY NO: B.R. 06**

**Fostering Student Achievement and Well-Being**

**Providing Stewardship of Resources**

**Inspiring and Motivating Employees**

### **Policy:**

The Toronto Catholic District School Board is conscious of its moral and corporate responsibility to provide shelter and care to groups in local **and provincial** emergency situations on a temporary basis. The nature of such circumstances requires an immediate response and thus the Board delegates authority to the Director of Education to permit the temporary use of Toronto Catholic District School Board facilities by Non-TCDSB groups, organizations, or government agencies, **public health authorities or first responders (Police, Fire, EMS)** in times of emergency, without prior Board approval.

### **Regulations:**

1. The request for temporary use of facilities will be made by an Officer or Senior Official of the group, organization, or government agency experiencing the emergency indicating the nature of the emergency, anticipated duration of need, and specific facility needs.
2. The response to any request for temporary emergency use of facilities by Non-TCDSB groups, organizations, or government agencies will be coordinated by the appropriate ~~Curriculum Support Unit~~ **Area Superintendent and School Principal** who will:
  - a. communicate directly with the requesting body to clarify need;
  - b. communicate directly with ~~administrative personnel responsible for the school or other facility in which space has been requested~~ **TCDSB**



**POLICY SECTION: BUILDINGS/PLANT/GROUNDS**  
**SUB-SECTION: RENTALS/PERMITS**  
**POLICY NAME: USE OF SCHOOL FACILITIES IN EMERGENCY SITUATIONS**  
**POLICY NO: B.R. 06**

- Facilities Operations and Planning Services**, to determine availability and to orchestrate any necessary movement of furniture or equipment; and
- c. make any other non-permanent physical arrangements necessary to accommodate the request.
3. All such arrangements will be made at no cost to the Board with the exception of labour/supervision costs necessary to address the emergency nature of the request.
4. The Toronto Catholic District School Board will set aside annually a contingency budget fund to cover these potential costs.

APPENDIX A



**POLICY SECTION:** BUILDINGS/PLANT/GROUNDS  
**SUB-SECTION:** RENTALS/PERMITS  
**POLICY NAME:** USE OF SCHOOL FACILITIES IN EMERGENCY SITUATIONS  
**POLICY NO:** B.R. 06

**Evaluation and Metrics:**

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

The Director of Education will report to the Board, at the earliest opportunity following the use of a facility in an emergency, the following information:

- a. the group utilizing the facility;
- b. the nature of the emergency;
- c. location of facility used; and
- d. the duration of use.

APPENDIX A



REPORT TO

## GOVERNANCE AND POLICY COMMITTEE

### UPDATE TO EMERGENCY SCHOOL CLOSURE POLICY (A.16)

*The Lord is a refuge for the oppressed, a stronghold in times of trouble.  
Psalm 9:9*

Created, Draft	First Tabling	Review
October 3, 2017	October 10, 2017	
Caitlin Kavanagh, Coordinator of Employee Relations & Policy Development		
<b>RECOMMENDATION REPORT</b>		

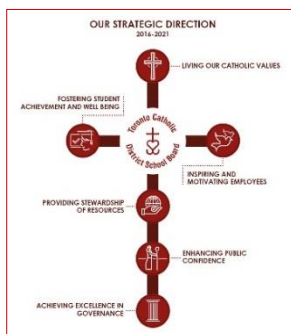
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Executive Superintendent  
of Business Services and  
Chief Financial Officer

## **A. EXECUTIVE SUMMARY**

This report recommends updates to the current Emergency School Closure policy (A.16) to reflect current practices. The proposed policy with amendments is attached at APPENDIX A.

*The cumulative staff time required to prepare this report was 1 hour*

## **B. PURPOSE**

This recommendation report is on the Order Paper of the Governance & Policy Committee as it recommends a Policy revision.

## **C. BACKGROUND**

This policy was approved on June 19, 1986 and has not been reviewed or updated since June 2006.

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

The current policy is not in meta policy format and requires minor updates to align with current practice.

## **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**

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



## **G. STAFF RECOMMENDATION**

Staff recommend that the Emergency School Closure policy (A.16) provided in APPENDIX A be adopted.



**POLICY SECTION:** ADMINISTRATION

**SUB-SECTION:**

**POLICY NAME:** EMERGENCY SCHOOL CLOSURE

**POLICY NO:** A.16

**Date Approved:**

June 19, 1986- Board

**Date of Next Review:**

October 2021

**Dates of Amendments:**

June 2006

October 19, 2017

**Cross References:**

TCDSB School Emergency Response Plan, Third Edition

Province of Ontario Emergency Response Plan, 2008

The City of Toronto Emergency Plan, December 19, 2003

Provincial Nuclear Emergency Response Plan, 2009

**Appendix**

**Purpose:**

To provide requirements regarding the closing of schools as the result of an emergency.

**Scope and Responsibility:**

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

**Alignment with MYSP:**

Living Our Catholic values

Strengthening Public Confidence

Fostering Student Achievement and Well-Being

Inspiring and Motivating Employees



POLICY SECTION: ADMINISTRATION

SUB-SECTION:

POLICY NAME: EMERGENCY SCHOOL CLOSURE

POLICY NO: A.16

**Policy:**

A school or schools may be closed for a temporary period in case of an emergency arising out of inclement weather, fire, flood, breakdown of heating plant, the failure of an essential utility or a similar emergency, when the health, welfare or safety of children are in jeopardy.

This procedure will apply only after all efforts have failed to keep the school or schools open or to provide alternate accommodation or programs for the temporary period.

**Regulations:**

1. One school may be temporarily closed upon the authority of the ~~Deputy~~ Director of Education, when the emergency affects that school.
2. Where the emergency affects more than one school, the schools may be temporarily closed upon the authority of the Director of Education.
3. **If the Director of Education makes the decision to close schools as a result of inclement weather and the decision is made in the morning before the school day begins, the Communications Department will inform the media and TCDSB community.**
4. **The Director of Education or designate will notify the local Trustee of the school closure.**



**POLICY SECTION: ADMINISTRATION**

**SUB-SECTION:**

**POLICY NAME: EMERGENCY SCHOOL CLOSURE**

**POLICY NO: A.16**

**Evaluation and Metrics:**

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

**Trustees will be notified of all school closures.**

APPENDIX A