

**MINUTES OF THE REGULAR MEETING OF THE  
GOVERNANCE AND POLICY COMMITTEE  
TUESDAY, MAY 8, 2018**

**PUBLIC SESSION**

**PRESENT:**

**Trustees:** A. Kennedy, Chair  
A. Andrachuk  
N. Crawford

**Staff:** R. McGuckin  
P. Matthews  
P. Aguiar  
S. Camacho  
C. Kavanagh  
M. Moffett  
J. Yan

S. Harris, Recording Secretary  
S. Tomaz, Assistant Recording Secretary

**1. Call to Order**

Sonia Tomaz, the new Assistant Recording Secretary, was introduced by Director McGuckin and received a warm welcome.

**3. Roll Call and Apologies**

Apologies were received on behalf of Trustees Davis, Poplawski and Rizzo.

**4. Approval of the Agenda**

MOVED by Trustee Andrachuk, seconded by Trustee Crawford, that the Agenda be approved.

Results of the Vote taken, as follows:

**In favour**

**Opposed**

Trustees Andrachuk  
Crawford  
Kennedy

The Motion was declared

CARRIED

**6. Approval and Signing of the Minutes of the Meeting**

MOVED by Trustee Crawford, seconded by Trustee Andrachuk, that the Minutes of the Regular Meeting held April 10, 2018 for PUBLIC Session be approved.

Results of the Vote taken, as follows:

**In favour**

**Opposed**

Trustees Andrachuk  
Crawford  
Kennedy

The Motion was declared

CARRIED

**12. Matters Referred or Deferred**

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

- 12a) Consideration of Motion from Trustee Davis regarding Planned Work of the Governance and Policy Committee** tabled until Trustee Davis is in attendance.

Results of the Vote taken, as follows:

**In favour**

**Opposed**

Trustees Andrachuk  
Crawford  
Kennedy

The Motion was declared

CARRIED

MOVED by Trustee Crawford, seconded by Trustee Andrachuk, that the Committee recommend to Board that Item 12b) be adopted as follows:

**12b) Update to Hand-Held (Mobile) Wireless Communication Device Policy (A.31)** that the Hand-Held (Mobile) Wireless Communication Device policy (A.31) provided in Appendix A be adopted.

MOVED in AMENDMENT by Trustee Crawford, seconded by Trustee Andrachuk, that “*caution*” be replaced with “*discretion*” in Regulation 12, page 24, and that “*this*” be deleted in Regulation 19, page 25, second sentence.

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

**In favour**

**Opposed**

Trustees Andrachuk  
Crawford  
Kennedy

The Amendment was declared

CARRIED

MOVED in AMENDMENT by Trustee Andrachuk, seconded by Trustee Crawford, that “*should*” be replaced with “*shall*” in Regulation 12, page 24.

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

**In favour**

**Opposed**

Trustees Andrachuk  
Crawford  
Kennedy

The Amendment was declared

CARRIED

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

**In favour**

**Opposed**

Trustees Andrachuk  
Crawford  
Kennedy

The Motion, as amended, was declared

CARRIED

**13. Staff Reports**

MOVED by Trustee Andrachuk, seconded by Trustee Crawford, that the Committee recommend to Board that Item 13a) be adopted as follows:

- 13.a) Update to Fair Practice in Hiring and Promotion Policy (H.M.40)** that Fair Practice in Hiring and Promotion policy (H.M.40) provided in Appendix A be adopted including the Operational Procedures (Appendix B):

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

“*Sr.*” or “*Senior*”, Regulation 7, page 38, be used consistently throughout the policy;

Regulation 8, page 38, be added as follows:

“External candidates who have unsuccessfully interviewed for a designated executive position will be afforded an opportunity to request feedback from the Director of Education or designate no later than 3 weeks after the date from which they received notification of the assessment/interview results.”;

“*relatives*” be replaced with “*relative*”, Regulation 7, page 38;

Definition: Immediate family, page 38, be revised as follows:

*Members consist of a person’s spouse, parent, parent-in-law, child, grandchild, brother or sister, son-in-law, daughter-in-law, and, in special circumstances recognized by the Director, a former legal guardian, or ward or fiancé.*;

Definition, Relative, page 39, “*Relative*” be replaced with “*Family*”, and revised as follows:

*Members consist of a person’s uncle, aunt, grandparent, brother-in-law, sister-in-law, niece or nephew.*

“*them self*” be replaced with “*themselves*”, Regulation 4.6, page 41;

“*of*” be inserted after “*completion*”, Operational Procedure 5.3, page 42”;

Trustee Kennedy relinquished the Chair to Trustee Crawford.

Trustee Kennedy reassumed the Chair.

Regulation 6.3, Operational Procedure, page 42, be added and should be reflective of the wording as per the new Regulation 8.

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

**In favour**

**Opposed**

Trustees Andrachuk  
Crawford  
Kennedy

The Amendment was declared

CARRIED

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

**In favour**

**Opposed**

Trustees Andrachuk  
Crawford  
Kennedy

The Motion, as amended, was declared

CARRIED

MOVED by Trustee Crawford, seconded by Trustee Andrachuk, that the Committee recommend to Board that Item 13.b) be adopted as follows:

**13.b) Review of Performance Appraisal: Director of Education Policy (H.C.06)** that Trustees review the Performance Appraisal: Director of Education Policy (H.C.06) found in Appendix A.

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

Regulation 5, page 48, be replaced with *“The Annual Performance Review process will alternate between a limited reviewer pool and a more fulsome reviewer pool”* and renumbered as 5a); and

Regulation 5b) be added to state, *“The fulsome reviewer format will include an expanded reviewer pool and may include a 360-degree format.”*

Director McGuckin recused himself from the meeting.

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

**In favour**

**Opposed**

Trustees Andrachuk  
Crawford  
Kennedy

The Amendment was declared

CARRIED



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

**In favour**

**Opposed**

Trustees Andrachuk  
Crawford  
Kennedy

The Motion, as amended, was declared

CARRIED

The following additional changes were made:

Regulation 7, page 48:

That “*In the event there is*” be replaced with “*Should*”;

That “*arises*” be replaced with “*arise*”;

That “*would*” be replaced with “*will*”; and

That “*in an effort to*” be replaced with “*in order to*”;

Performance Review Process, First Week of October, Point 4, Page 51:

That “*A*” be inserted before “*Different*”; and that the comma (,) be deleted after “*Different*”; and

That “*is*” be inserted after “*appraisal*”

Director McGuckin returned to the table.

MOVED by Trustee Andrachuk, seconded by Trustee Crawford, that the Committee recommend to Board that Item 13.c) be adopted as follows:

**13.c) Update to School Events Communications and Invitee Protocols Policy (S.02)** that the School Events Communications and Invitee Protocols policy (S.02) provided in Appendix A be adopted with the addition of the following Definition, page 80:

School event:

At the TCDSB, school events consist of, but not limited to, New School Openings/Blessings, School Anniversaries, School Graduations (Elementary and Secondary), Ground Breaking Ceremonies, and Celebrations or Initiatives organised jointly with National, Provincial, Municipal, local and community partners.

MOVED in AMENDMENT by Trustee Andrachuk, seconded by Trustee Crawford, that Regulation 6, page 80, be added, along with the Order of Speakers at Toronto Catholic District School Board (TCDSB) school events, as follows:

The order of speakers for school events shall be consistent with Blessing and Official Opening of Schools Policy (S.08), Regulation 3;

Order of Speakers at TCDSB School Events:

- Principal of the School
- Chair of the Board (Vice-Chair or designate)
- Archbishop/Bishop (Archdiocese Representative)

- Minister of Education
- Appropriate Trustee
- Local Member of Provincial Parliament
- Local Member of Parliament
- Representative of the Municipality
- Director of Education
- Chair of Catholic School Advisory Council
- Parish Priest
- President of the Student Council, where applicable;

Staff was requested to add the policy to the Governance and Policy Committee work plan for the development of an Omnibus policy.

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

**In favour**

**Opposed**

Trustees Andrachuk  
Crawford  
Kennedy

The Amendment was declared

CARRIED

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

**In favour**

**Opposed**

Trustees Andrachuk  
Crawford  
Kennedy

The Motion, as amended, was declared

CARRIED

MOVED by Trustee Andrachuk, seconded by Trustee Crawford, that the Committee recommend to Board that Item 13.d) be adopted as follows:

- 13.d) Update to Indigenous Voluntary Self-Identification Policy (A.32)** received and that the Indigenous Voluntary Self-Identification policy (A.32) provided in Appendix A be adopted with an amendment to change “*Uptdate*” to “*Update*” in the name of the policy.

Results of the Vote taken, as follows:

**In favour**

**Opposed**

Trustees Andrachuk  
Crawford  
Kennedy

The Motion was declared

CARRIED

MOVED by Trustee Crawford, seconded by Trustee Andrachuk, that the Committee recommend to Board that Item 13.e) be adopted as follows:

- 13.e) Update to Logo Use Policy (T.16)** that the Logo Use policy (T.16) provided in Appendix A be adopted.

Results of the Vote taken, as follows:

**In favour**

**Opposed**

Trustees Andrachuk  
Crawford  
Kennedy

The Motion was declared

CARRIED

**16. Updating of the Pending List**

MOVED by Trustee Andrachuk, seconded by Trustee Crawford, that a report regarding Item 4, Catholic Parent Involvement Committee's recommendations to the TCDSB Community Engagement Handbook T.07) be brought to the June 5, 2018 GAP Committee meeting and that Item 5 (Update to Rental of Surplus School Space and Properties Policies B.R.01, B.R.03 and B.R.04) be removed from the Pending List given that it is captured in the Calendar of Annual Reports.

Results of the Vote taken, as follows:

**In favour**

**Opposed**

Trustees Andrachuk  
Crawford  
Kennedy

The Motion was declared

CARRIED

**17. Adjournment**

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

Results of the Vote taken, as follows:

**In favour**

**Opposed**

Trustees Andrachuk  
Crawford  
Kennedy

The Motion was declared

CARRIED

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SECRETARY

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CHAIR