



## TORONTO CATHOLIC PARENT INVOLVEMENT COMMITTEE

### Minutes of a Meeting of the Toronto CPIC

Monday June 18, 2018

~ Catholic Education Centre ~

7:00 P.M.

Meeting Time & Location:	7:00 PM to 10:00 PM	CEC – Catholic Teachers Centre
Chair:	Geoffrey Feldman	
Secretary (note-taker):	NTC Reporting & Transcription Inc.	

<b>Parent &amp; Community Members Present (voting Members):</b>	W1 – Alison Canning ☎ W2 – Geoffrey Feldman – Chair W3 - OPEN W4 – Annalisa Crudo-Perri W5 – W6 – W7 – W8 – Ruth Oliveros W9 – OPEN W10 – Kana Muthiah W11 – Ben Xavier ☎ W12 – Paulina Corpuz <hr/> PMAL 1 – Karla Coto PMAL 3 – <hr/> Com Rep 1 – Natalia Marriott Com Rep 3 – Dennis Hastings	W1 – W2 – W3 – OPEN W4 – Joe Fiorante – Treasurer W5 – W6 – Gus Gikas W7 – W8 – W9 – OPEN W10 – OPEN W11 – Desmond Alvares: Communictns ☎ W12 – John Del Grande – Vice Chair <hr/> PMAL 2 – PMAL 4 – <hr/> Com Rep 2 – David Rodriguez ☎ Telephone Symbol
<b>Other Members In Attendance (ex officio and non-voting):</b>	TCDSB Director of Education or Designate – John Wujek & Rory McGuckin (part-time) TCDSB Trustee Representative or Designate – Garry Tanuan TCDSB Parent Engagement & Toronto CPIC Liaison – Manuela Sequeira TCDSB Communications : TCDSB Staff Support:	
<b>Apologies for Absence:</b>	Mark de Domenico (W1), Nilo Ang (W5)	
<b>Absent:</b>	Sandra Mastronardi (W2), Paul Matos (W6), Joyel Augustine (W7), Yvonne Yeung (W8)	

<b>Guests and Public in Attendance:</b>	Alasdair Robertson (Parliamentarian) <b>No other guests present</b>
<b>Next Meeting:</b>	<b>Monday September 17, 2018      Location: CEC @ 7:00 PM</b>

AGENDA ITEMS	DISCUSSION & DECISIONS
<b>1 Welcome, Call to Order, Roll Call, Declaration of Quorum and Prayer</b>	The Chair welcomed everyone, called the meeting to order and led the roll call at <b>07:03 PM</b> .  After a determination of Members present, the Chair declared that as quorum was confirmed, the meeting was duly convened and legally constituted.  <b>R. Oliveros</b> led the opening prayer.
<b>2 Adoption of Proposed Agenda</b>	After those present had an opportunity to read and review the proposed Agenda, and a call for additions and changes was made, the following motion was proposed:  <b>Motion 18/06-01 MOVED THAT the proposed Agenda, including additions and changes, be formally adopted as the Meeting Agenda.</b> <i>Mover: J. Del Grande W12</i> <span style="float: right;"><i>Seconded: N. Marriott CR1</i></span> <b>Carried By Consent</b>
<b>3 Review, Approval &amp; Confirmation of Minutes of Prior CPIC Meetings</b>	The Minutes of the Meeting of Monday, May 14, 2018 were distributed  After those present had an opportunity to review the Minutes, the following was proposed:  <b>Motion 18/06-02                      MOVED THAT the Minutes of the Meeting of May 14, 2018, with</b>

**APPROVED MONDAY SEPTEMBER 17, 2018 MOTION: 18/09-02**



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	<p>corrections and changes, be formally approved and confirmed as the official record of proceedings.  Mover: A. Crudo-Perri W4 <span style="float: right;">Seconded: R. Oliveros W8</span>  Carried By Consent</p>
<p><b>4 Report from the Chair</b></p>	<p><b>Vice-Chair presided over the Meeting.</b></p> <p>G Feldman Reported</p> <ul style="list-style-type: none"> <li>• Executive approval was provided in the amount of \$800 for the Filipino Heritage Day Proclamation as per motion 16/01-15 event held June 12th.</li> <li>• Attended Filipino Heritage Day Proclamation on June 12, 2018.</li> <li>• Prepared and reviewed documents and reports</li> <li>• Drafted and reviewed meeting minutes, and signed cheque requisitions</li> <li>• Research undertaken on O’Reg 612/00 and Toronto CPIC Constitution questions raised by a member with respect to a limit on attending meetings by teleconference. O’Reg 612/00 paragraph 40(3) and paragraph 40(4) states that reasonable efforts must be made to provide a member with a teleconference service but the Regulation does not state that a PIC cannot place a limit on teleconferencing.</li> <li>• Approved a budget for the CPIC video for promotional activities in the amount of \$350.00. This approval was based on the positive member’s comments to this idea at our last meeting which approved the CPIC Video. The Crew will arrive tonight at 8:00 p.m.</li> </ul> <p><b>Chair presided over the Meeting.</b></p>
<p><b>5 Report from the Trustee Representative or Designate</b></p>	<p><b>Trustee Tanuan reported.</b></p> <ul style="list-style-type: none"> <li>• Thanks everyone for their efforts at CPIC meetings throughout this school year. We have had more collegial discussions of late. More fruitful collaboration has also been noted between CPIC and other entities, i.e. OAPCE</li> <li>• Nine ethnic formal parent group events will start in September 2018. This will provide members with more opportunities to attend and promote CPIC and Parent Engagement. As a suggestion, the Budget &amp; Priority Setting Subcommittee should consider preparing a budget in advance knowing that these heritage events are coming and set some RFF money aside to assist this Parent Engagement opportunity.</li> <li>• To shorten CPIC meeting, members with a proposal are encouraged to speak to the Chair or other members prior to presenting their proposal.</li> </ul>
<p><b>6 Report from the Director of Education or Designate</b></p>	<p><b>Superintendent Wujek reported.</b></p> <ul style="list-style-type: none"> <li>• The Director's designate raised an inquiry pertaining to transparency of subcommittee meeting notices</li> <li>• Year end email was sent to schools pertaining to checklist for CSPC Chairs relating to closing off filing &amp; paperwork for CSPC activities, financials &amp; grants. Staff have recorded a 20% improvement in compliance year over year</li> <li>• Staff is preparing workshops once more to take place with partnership of CPIC &amp; OAPCE to further clarify roles, and partnerships with staff and parents.</li> </ul>
<p><b>7 Financial Report from the Treasurer</b></p>	<p><b>CPIC Treasurer reported.</b></p> <p>An overview of spending (attached as Appendix “A”) as reported by the TCDSB for May 31 2018 was provided and discussed by the members.</p> <p><b>Motion # 18/06-03</b>      MOVED THAT the Financial Report as presented be accepted with the proviso that ‘Speaker Fees’ be analysed and discussed at the next meeting.  Mover: A. Crudo-Perri W4 <span style="float: right;">Seconded: K. Muthiah W10</span></p>

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	Carried By Consent
<p><b>8 Unfinished (Old) Business and Matters Arising Minutes of Prior Meetings</b></p>	<p><b><u>Unfinished Business/Items Deferred from Prior Meeting</u></b></p> <p><b><u>8.1 Report on FIOC events:</u></b>            The remaining FIOC events have been delayed until September 2018. Ward 5 FIOC event was cancelled due to a communication error. The \$5,000 in Funds authorized by CPIC under Motion 18/02-18 and amended under Motion 18/02-19 as five independent RFF's of \$1,000 each. Will be carried over into the next CPIC Fiscal Year. Treasurer requested an analysis of expenditures to date and will discuss this offline with the appropriate CPIC Members.</p> <p><b><u>8.2 Two-hour election meeting:</u></b>            Members were requested to suggest some topics that could be used for a 2-hour election meeting. The goal was to have to make CPIC Elections into Parent Engagement events with childcare and refreshments.</p> <p><b>Suggestions From Members:</b></p> <ul style="list-style-type: none"> <li>• Toronto Public Health offer free workshops: nutrition, staying home alone, sex education, et al. They limit each workshop to 25 or 30 parents. They do need lots of notice and it is suggested to reach out to them over the summer break.</li> <li>• Organize a Trustee All Candidates Meeting by Ward.</li> <li>• No other events were suggested</li> </ul> <p>Events are to be guided by this committee, but TCDSB Staff need to help with the execution. The Budget and Priority Subcommittee should plan the funding of these expenditures as a CPIC annual event.</p> <p>Timing is a major issue as all promotions with respect to the Elections needs to be distributed by September 4<sup>th</sup>, 2018. Locations are needed to be decided upon. Staff will ask the Education Council for suggestions and query if locations used for Elections in the past should be changed</p> <p>The Nominations &amp; Elections Subcommittee is to build a framework and create a template for these CPIC Elections Events.</p> <p>For further information, In a survey undertaken by OAPCE out of the 210 parents that responded about their understanding of CPIC's mandate, 54 percent had no understanding. So consideration must be made to increase parent awareness of CPIC. Same can be said about OAPCE and CSPCs.</p>
<p><b>9 Subcommittee Reports &amp; Recommendations</b></p>	<p><b><u>STANDING (PERMANENT) SUBCOMMITTEES</u></b></p> <p><b><u>9.1 Budget &amp; Priority Setting Subcommittee</u></b>            No one came to meeting. However, the Treasurer and Co-Chair have had some conversations on this matter and we will bring forward suggestions around the budget allocation. Our idea was to look at annual dollars spent see if it is repetitive. We would then compute an annual allocation for items which will include: Election, Reimbursement, Special Projects etc.</p> <p>Please contact me at <a href="mailto:cpic.cochair@tcdsb.org">cpic.cochair@tcdsb.org</a> if you have any suggestions.</p> <p><b><u>9.2 Governance &amp; Procedure Subcommittee</u></b>            One Policy and two Amending Recommendations were made and presented to the Committee for discussion and approval. These reports are attached:            Appendix "B" - Policy #1 Expense Reimbursement - 8 pages            Appendix "C" - Limit on Number of Meetings Attended by Teleconference – 2 pages            Appendix "D" - Amendments to Community Representative Article - 2 pages</p>

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	<p style="text-align: center;"><u>Proposed Amendments to Policy #1 Expense Reimbursement</u></p> <p><b>Motion # 18/06-04</b> MOVED THAT the revised Policy #1 “<b>EXPENSE REIMBURSEMENT (including Procedures)</b>” as presented be accepted.  Mover: <a href="#">Governance &amp; Procedure Subcommittee</a> <span style="float: right;">Seconded: Not Required</span>  Recorded Vote Requested:  <b>FOR:</b> J. Fiorante W4; G. Gikas W6; D. Rodriguez CR2; D. Hastings CR3; K. Muthiah W10; R. Oliveros W8; P. Corpuz W12; K. Coto PMAL1; D. Alvares W11  <b>AGAINST:</b> J. Del Grande W12; A. Crudo-Perri W4  <b>ABSTAIN AS NOT PROVIDED WITH COPY OF CONSITUTION:</b> N. Marriott CR1  <b>ABSTAIN AS ON PHONE &amp; NO COPY OF POLICY PROVIDED:</b> B. Xavier W10; A. Canning W1</p> <p><b>Vote 9 out of 14</b> – Policy as per By-Law 19.7 require a majority vote  <b>Carried</b></p> <p>Chair Ruled on a Point Of Order made by a Member:  <b>All Subcommittees must follow the established rule for calling a meeting and provide 7-days notice of the intended meeting.</b></p> <p><b>Ruling Passed as no appeal was tabled</b></p> <p style="text-align: center;"><u>Proposed Amendments to Toronto Catholic PIC Constitution</u></p> <p>The Chair of the Governance and Procedure Subcommittee started the discussion with an explanation of the proposed changes with respect to placing a limit on number of meetings a member can attend using the teleconference facility.</p> <p><b>John Wujek, Director Designate removed himself and Staff from the Meeting causing the Meeting to Adjourn. He sated the following reasons for this action:</b></p> <ol style="list-style-type: none"> <li>1. Concerned about how this item was brought forward, and how much notice was given to the appropriate people.</li> <li>2. One Member does not have a copy of the Constitution to refer to.</li> <li>3. No provisions made of what the expectation is of other TCDSB groups.</li> <li>4. Amending sheets were not forwarded to this Committee as part of the Meeting Agenda and there has been no time to digest this valuable information.</li> </ol> <p><b><u>9.3 Nominating &amp; Election Subcommittee</u></b>  Discussions took place on this matter under 8.2.</p> <p><b><u>9.4 Conference Planning Subcommittee</u></b>  No report presented as Meeting was adjourned.</p> <hr/> <p><b><u>SPECIAL (TEMPORARY / AD HOC) SUBCOMMITTEES</u></b></p> <p><b><u>9.5 Making Your Voices Heard</u></b>  No report presented as Meeting was adjourned.</p> <p><b><u>9.6 Communications and Dissemination Planning Subcommittee</u></b>  No report presented as Meeting was adjourned.</p>
<b>10 Reports from Parent Members: Ward Representatives</b>	No report presented as Meeting was adjourned.
<b>11 New Business and Motions Arising</b>	No report presented as Meeting was adjourned.



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Therefrom	
<b>12 Announcements &amp; Date, Time &amp; Location of Next Meeting</b>	<p>The formal meetings to be held in the CPIC FY 2018/18 are on:</p> <p><i>Inaugural Meeting Monday October 15, 2017</i>  <b>Meeting #1 - Monday, November 20, 2017</b>  <i>Meeting #2 Monday, December 11, 2017</i>  <i>Meeting #3 Monday, January 15, 2018</i>  <i>Meeting #4 Monday, February 12, 2018</i>  <i>Meeting #5 Monday, April 16, 2018</i>  <i>Meeting #6 Monday, May 14, 2018</i>  <i>Meeting #7 Monday, June 18, 2018</i>  <i>Meeting #8 Monday, September 17, 2018</i></p> <p>The formal meetings to be held in the CPIC FY 2018/19 will be on:</p> <p><u>Elections 2018:</u>  Elections for Even Wards Tuesday Oct 2, 2018  By-Elections for Odd Wards Wednesday Oct 3, 2018  2018/19 Inaugural Meeting Monday Oct 15, 2018  2018/19 Meeting 1 Monday Nov 19, 2018  2018/19 Meeting 2 Monday Dec 10, 2018</p> <p>There will be subcommittee and Executive meetings as needed.</p> <p align="center">All at the: Catholic Education Centre, 80 Sheppard Avenue East.  Room to be announced.</p>
<b>13 Adjournment</b>	<p>The Chair declared the meeting is automatically adjourned as the Director Designate has left the meeting.</p> <p>Meeting Adjourned as a formal quorum is no longer present. The Members rose at <b>09:24 PM</b></p>

Respectfully submitted to the Members of Toronto CPIC,

  
Geoffrey Feldman, Chair

By resolution of the assembly (18/09-02) on  
Monday, September 17, 2018



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APPENDIX "A" – Financial Report

<b>CPIC Grant &amp; Expenditure Summary</b>	<b>CPIC 2017-18</b>	<b>PRO GRANT 2017-18</b>
<b>As at May 31, 2018</b>	<b>FR 1394</b>	<b>FR 1417</b>
<b>APPROVED FUNDING</b>	<b>20,106.00</b>	<b>10,000.00</b>
<b>CARRYOVER FROM PREVIOUS YEAR</b>	<b>46,133.49</b>	<b>5,724.51</b>
<b>TOTAL FUNDING</b>	<b>66,239.49</b>	<b>15,724.51</b>
<b>EXPENSES:</b>		
Childcare & Supplies	1,591.21	1,381.03
Election-Parent Recruitment Expenses		
Media Advertising		
Transcriptions		
Mileage	696.18	
Parent Resources		
Printing & Supplies	920.71	
Promotional Materials	1,890.73	504.67
Refreshments - Events	1,075.15	2,972.86
Refreshments - Meeting	1,335.48	
Speaker Expenses	3,258.77	3,307.57
Telecommunication	2,436.97	
Translation Services		
TTC Tokens - Buses		
<b>TOTAL EXPENDITURES</b>	<b>13,205.20</b>	<b>8,166.13</b>
<b>Balance</b>	<b>53,034.29</b>	<b>7,558.38</b>

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**Appendix "B"**  
**Governance & Procedure Subcommittee Recommendations**  
**Policy #1 Expense Reimbursement - 8 pages**

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## TORONTO CATHOLIC PARENT INVOLVEMENT COMMITTEE POLICY MANUAL

<b>EXPENSE REIMBURSEMENT</b> (including Procedures)		Policy No. <b>1</b>	Page <b>I of 8</b>
		Revision No. <b>1</b>	Issued [YYYY-MMM-DD] <b>2011-June-02</b>
Scope  Toronto CPIC Members	Effective On [YYYY-MMM-DD]  2018-July-18	Approved By <b>Toronto Catholic Parent Involvement Committee</b>	
		Approved On [YYYY-MMM-DD] <b>Monday, 2018-June-18</b>	

### POLICY PERSPECTIVE

Toronto CPIC wishes to provide a process for members of the Committee to receive reimbursement for “all or part of their out-of-pocket expenses reasonably incurred in connection with the normal performance of their duties as a Committee Member or Subcommittee member, including attendance at Committee or Subcommittee Meetings.” [per Article 17.2 **Reimbursement for Out-of-Pocket Expenses, Constitution of Toronto Catholic Parent Involvement Committee (Toronto CPIC) Effective June 1, 2011** and in accordance with Education Act Regulation 612/00 Subsection 39 (3)].

### Guiding Principles for Expense Reimbursement

Toronto CPIC will strive for *fairness, reasonableness* and *equitableness* in its approach to expense reimbursement:

**No Member shall suffer economic loss, distress or hardship solely because the Member is performing his or her duties and responsibilities as a Member of the Committee or a Subcommittee of the Committee.**

### POLICY

This policy outlines the expense types and categories and the process for claiming reimbursement for out-of-pocket expenses.

### Compliance With Constitution & Broader Public Sector (BPS) Expenses Directive

Pursuant to the Constitution and Bylaws of Toronto CPIC, and concordant with the Broader Public Sector (BPS) Expenses Directive issued by Management Board of Cabinet and effective April 1, 2011, Members of Toronto CPIC shall be reimbursed for *reasonable*, legitimate, authorized expenditures incurred in the *normal* execution of the Member’s duties as a Member of Toronto CPIC or one of its Subcommittees.

This process is based on widely accepted best practices and is **transparent** (the rules for incurring and reimbursing travel, meal and other expenses are clear, easily understood, and available to everyone), **accountable** (all expenditures are to be in furtherance of the organization’s purpose and business objectives) and **responsible** (funds are used prudently and thriftily, with an eye to value for money). Expense reimbursements shall be documented in the Committee’s Annual Report and made available for Freedom of Information (Fol) requests by the public.

The Policy Guideline describes allowable expenses for which Toronto CPIC Members shall be reimbursed for expenses incurred while carrying out Toronto CPIC business.



# TORONTO CATHOLIC PARENT INVOLVEMENT COMMITTEE POLICY MANUAL

Policy	Policy No.	Page
<b>EXPENSE REIMBURSEMENT</b>	<b>1</b>	<b>2 of 8</b>

### **Method to Claim Reimbursement**

All claims for reimbursement for expenses, including those not supported by a receipt, such as TTC cash fares, cash parking, kilometrage, or other out-of-pocket cash expenses must be made via a fully completed **“Toronto CPIC Expense Reimbursement Claim”** form (page 7 of this document). The **“Toronto CPIC Expense Reimbursement Claim”** form, along with all original receipts, where applicable, must be submitted to the TCDSB Liaison with Toronto CPIC for appropriate approvals as per the Committee’s Constitution and Bylaws.

All claims for reimbursement should be submitted within 90 days of the expenditure being incurred. Any expenditure item submitted more than 90 days after it was incurred may not be reimbursed. As a “best practice” Members are encouraged to submit claims for reimbursement at the first Toronto CPIC meeting immediately after the expenditure was incurred.

### **Approval Guideline**

Those persons authorized to approve claims for expense reimbursement may not approve their own expense claims, and are only authorized to approve expenses that were necessarily incurred in the performance of Toronto CPIC business. Those persons authorized to approve claims for expense reimbursement are only authorized to approve expenses that include all appropriate documentation itemized on the **“Toronto CPIC Expense Reimbursement Claim”** form (page 7 of this document) and submitted for approval.

### **POLICY STATEMENTS**

1. The Policy Guidelines contained in this document provide specific and detailed guidance for Members. However, common sense and compassion shall prevail at the discretion of the Committee Chair and Executive.
2. This Policy shall be reviewed bi-annually (every two years) and, if necessary, reimbursement amounts adjusted in accordance with prevailing economic conditions in Toronto.
3. It is the expectation of the Committee that employees of the Toronto Catholic District School Board employed in Finance and Accounting will be mindful of this Policy and exhibit deference and respect for the aims and objectives of this Policy, the Constitution of Toronto CPIC from which it derives, and the Education Act Regulation which provides the legal underpinning.

### **DOCUMENT REVISION HISTORY**

Revision	Date	Document Change History
01	2011-June-02	<b>Original Approved by Motion 11/06-14 on June 2, 2011</b>
02	2018-June-18	<b>Revisions Approved by Motion 18/06-04 on June 18, 2018</b>



TORONTO CATHOLIC PARENT INVOLVEMENT COMMITTEE

Toronto CPIC Expense Reimbursement Policy Guidelines

Category	Policy Guidelines
<p><b>Travel – Outside the Province of Ontario</b></p>	<p>All travel outside the Province of Ontario must be pre-authorized by a vote of the Toronto CPIC by motion duly proposed, seconded and passed.</p>
<p><b>Travel Costs – Automobile</b></p>	<p>CPIC Members will be reimbursed kilometrage for meetings, etc., when attending Toronto CPIC authorized activities.</p> <p>For Toronto CPIC Members required to drive on Toronto CPIC business, reimbursement for use of a rental car / taxi service in lieu of a personal vehicle will be approved, provided the cost is <i>less than</i> the personal vehicle reimbursement cost or the need is on an emergency basis.</p> <p>The reimbursement for kilometrage should not exceed the travel costs of the lowest economy airfare or land transportation to the destination. Toronto CPIC will not reimburse traffic and parking violations or any other fines.</p> <p><b><u>Independent Kilometrage Rate</u></b>            The kilometrage or “mileage” rate as approved by the Canada Revenue Agency effective <b>January 1, 2018</b> is <b>\$0.55 / kilometre</b> for Ontario. This is the Toronto CPIC allowable “kilometrage rate.” The CRA rate in effect on <b>June 1 of each year</b> shall become the allowable rate for Toronto CPIC effective the following <b>Sept. 1</b>.</p> <p>By motion approved by simple majority at the September CPIC Meeting, or any Meeting thereafter, the Committee shall authorize the revised CRA rate and this revised rate shall be a) noted in the Minutes of the Meeting and b) transmitted to the Chief Financial Officer and Director of Education of the TCDSB by the Chair.</p>
<p><b>Travel Costs – Taxis</b></p>	<p>While traveling on approved Toronto CPIC business, transportation between the CPIC Member's home or work place and the airport / train / bus station as well as the station and hotel or other location will be reimbursed</p> <p><u>Original receipts are required</u></p> <p>Reasonable gratuities will be reimbursed at 10% to 15% of taxi fare</p>
<p><b>Travel Costs – Airfare</b></p>	<p>All airfare claims must be supported by a trip itinerary and detailed charges</p> <p>Payment will be made for ‘economy’ or ‘coach’ air fare only. Purchase of travel gift certificates or pre-payments to travel agents is not allowed</p> <p>Credit card slips are not acceptable as supporting documentation</p>
<p><b>Travel Costs – Train / Bus</b></p>	<p>Expense claim must be supported by a train or bus ticket receipt (credit card slips are not acceptable as supporting documentation). <u>For TTC trips, receipts are not required</u></p> <p>If VIA 1 travel is claimed, the applicable meal allowance cannot be claimed</p>



<p><b>Hotels</b></p>	<p>Standard lodging expenses (supported by detailed original hotel invoice; credit card slips are not acceptable) at the government rate, including:</p> <ul style="list-style-type: none"><li>• Hotel Accommodation</li><li>• Necessary telephone calls and faxes</li><li>• Parking</li><li>• Internet services</li><li>• Photocopy charges</li><li>• Hotel food service, subject to the applicable meal allowance provisions</li><li>• 1 personal phone call, of reasonable length, per day to the individual's home or residence</li></ul> <p>Reasonable gratuities for porters, bell hops, hotel room services:</p> <ul style="list-style-type: none"><li>• 15% to 20% on hotel or restaurant meal costs</li><li>• \$2 to \$5 per night for housekeeping</li><li>• \$2 to \$5 per bag for porters and bell hops</li></ul> <p>Non-allowable expenses include:</p> <ul style="list-style-type: none"><li>• Movie and video rentals</li><li>• Fitness facilities</li><li>• In-room mini-bar, water, snacks</li><li>• Bar charges</li><li>• Other similar miscellaneous charges</li></ul>
<p><b>Meals</b></p>	<p>Maximum meal allowance is as follows:</p> <ul style="list-style-type: none"><li>• Breakfast: <b>\$ 19.45</b></li><li>• Lunch: <b>\$ 19.20</b></li><li>• Dinner: <b>\$ 48.15</b></li></ul> <p>The Canadian National Joint Council (NJC) meal allowance shall be the Toronto CPIC meal allowance. The NJC rate in effect on <b>June 1 of each year</b> shall become the meal allowance for Toronto CPIC effective the following <b>September 1</b>.</p> <p>The NJC approved meal allowance can be found at: <a href="http://www.njc-cnm.gc.ca/directive/d10/v238/s659/en">http://www.njc-cnm.gc.ca/directive/d10/v238/s659/en</a></p> <p>For part days (either ending before 3 PM or beginning after 3 PM) only the applicable meal allowance will apply. If a group of individuals is eating a meal together, individual members of the group should either:</p> <ul style="list-style-type: none"><li>i) obtain an itemized receipt for the individual's meal and indicate the person's name and the reason for the meal and the receipt when submitting an expense claim;</li></ul> <p>or</p> <ul style="list-style-type: none"><li>ii) if all members of the group pay an identical amount, submit an itemized receipt for the group, indicating the names of all persons attending and the reason for the meal;</li></ul> <p>or</p> <ul style="list-style-type: none"><li>iii) have one person pay the bill, submit an itemized receipt for the entire meal indicating the names of all person's attending and the reason for the meal</li></ul> <p>Reasonable gratuities of 15% to 20% of meal costs will be reimbursed</p>



<b>Working Meals</b>	<p>From time to time, Toronto CPIC Members have working meals to conduct Toronto CPIC business. Working meals will be reimbursed according to the applicable meal allowance. An agenda for the meeting must be included with the request for reimbursement.</p>
<b>Alcohol</b>	<p>Reimbursement of expenditures for alcohol is <b>not</b> permitted</p>
<b>Travel Costs – Parking</b>	<p>Original receipts, where available, should be provided</p>
<b>Dependant Care</b>	<p>A maximum of <b>\$75</b> (5 hours @ \$15 per hour) per Toronto CPIC Committee Meeting or Subcommittee meeting or sanctioned event will be reimbursed. Receipts, where available, should be provided</p>
<b>Conferences, Workshops &amp; Symposia</b>	<p>Conference, Workshop and Symposium attendance must be pre-approved by the Committee, appropriate Subcommittee, or the Executive Subcommittee</p> <p>Conference, Workshop and Symposium registration fees must be supported by a detailed registration package</p> <p>Where meals are not included in the registration fee, the applicable meal allowance, or actual meal cost, whichever is lower, shall be reimbursed</p> <p><u>Non-allowable expenses include:</u></p> <ul style="list-style-type: none"> <li>• Sight-seeing Tours</li> <li>• Golf Tournaments</li> <li>• Ticket costs for theatre, concert, movie or sporting events</li> <li>• Guest Programs</li> <li>• Any other social activities</li> </ul> <p>Expense claims for conferences, workshops and symposia are subject to the terms outlined in this policy and must be supported by original invoices and include a fully completed registration form that provides dates and details of any meals included</p>
<b>Office Supplies</b>	<p>Reasonable office supplies expenses including printing, photocopying, envelopes, postage, etc. will be reimbursed supported by receipts, where available</p>
<b>Telephone &amp; Telecommunications</b>	<p>Reasonable telephone and telecommunications expenses supported by receipts, including telephone, long-distance and cell phone charges incurred on a personal line for Toronto CPIC business, and pre-paid phone cards, etc. will be reimbursed. Any claim of \$100 or more must be supported by a detailed log.</p>
<b>Foreign Exchange</b>	<p>Out-of-pocket expenses will be reimbursed in Canadian funds at the current rate of exchange</p>



<p><b>Hospitality</b></p>	<p>All hospitality must be pre-authorized by a vote of the Toronto CPIC by motion duly proposed, seconded and passed.</p> <p>Hospitality is the offering of food, beverage, accommodation, transportation and other amenities, paid out of Toronto CPIC funds, to persons who are not affiliated with Toronto CPIC. The hospitality offered must be directly related to Toronto CPIC business.</p> <p>Hospitality offered to others may include the moderate consumption of alcoholic beverages with a meal.</p> <p>The cost of alcohol must be reasonable and cannot exceed the cost of the meal.</p> <p>Alcoholic beverages may be offered during a reception approved by the Committee.</p> <p>Preference should be given to Ontario-produced wine, beer and spirits but should not include premium brands or vintage wine.</p> <p>Detailed, itemized receipts are required when submitting an expense claim.</p>
<p><b>Recognition of Individuals for Preparation of Approved Presentations and Short-Term Projects</b></p>	<p><b>Honoraria:</b></p> <p>A maximum of <b>\$200.00</b> (for short session presenter i.e. up to 2 hours payable by gift or gift certificate).</p> <p>A maximum of <b>\$400.00</b> (for half-day presenter i.e. up to 4 hours payable by gift or gift certificate).</p>
<p><b>Expense Claim Procedures</b></p>	
<p><b>Toronto CPIC Expense Reimbursement Claim</b></p>	<p>Only original signed <b>Toronto CPIC Expense Reimbursement Claim</b> forms will be accepted – not faxes or photocopies.</p> <p>The form for all requests for reimbursement is the "<b>Toronto CPIC Expense Reimbursement Claim</b>" form.</p>
<p><b>Support for Reimbursement</b></p>	<p>Subject to the Constitution and Bylaws of the Toronto CPIC and the terms of this policy, claims for reimbursement should be fully supported by <b>original</b> paid invoices or itemized receipts.</p> <p>In certain circumstances photocopies of invoices or receipts may be acceptable.</p> <p>Credit / debit card slips are not acceptable as supporting documentation.</p>
<p><b>Authorization for Reimbursement</b></p>	<p><b>Toronto CPIC Expense Reimbursement Claim</b> forms are to be signed by the individual claimant and submitted to the TCDSB Liaison with Toronto CPIC.</p> <p>Expense Reimbursement Claim forms will be reviewed as to the appropriateness of the expenditures and approved in accordance with the provisions of the Constitution and Bylaws of Toronto CPIC.</p>





**TORONTO CATHOLIC PARENT INVOLVEMENT COMMITTEE  
EXPENSE REIMBURSEMENT CLAIM (SAMPLE)**

First Name <b>PAULINA</b>	Last Name <b>PARENT</b>	Date [YYYY.MM.DD] <b>2011.05.31</b>	Control Number
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Toronto CPC Business Purpose  
**2011 OARCE CONFERENCE IN BURLINGTON & MISCELLANEOUS**

Currency and Conversion Rate Used  
 US \$  Other @ \_\_\_\_\_

Date	Kilometrage		Meals & Gratuities	Office Supplies	Hotel & Lodging	Conferences & Symposia	Other Expense	Specify Category ‡	
	KM	Rate / KM							
2011.05.13	40	\$ 0.545	\$ 21.80	\$	\$	\$	\$		<input type="checkbox"/>
2011.05.13		\$ 0.	\$	\$	\$	\$ 125.00	\$		<input checked="" type="checkbox"/>
2011.05.13		\$ 0.	\$	\$ 25.00	\$	\$	\$		<input checked="" type="checkbox"/>
2011.05.14		\$ 0.	\$	\$ 12.00	\$	\$	\$		<input checked="" type="checkbox"/>
2011.05.14		\$ 0.	\$	\$ 16.00	\$	\$	\$		<input checked="" type="checkbox"/>
2011.05.14		\$ 0.	\$	\$	\$ 75.00	\$	\$		<input checked="" type="checkbox"/>
2011.05.14	40	\$ 0.545	\$ 21.80	\$	\$	\$	\$		<input type="checkbox"/>
2011.05.15		\$ 0.	\$	\$	\$	\$	\$		<input checked="" type="checkbox"/>
<b>TOTALS</b>	<b>80</b>	<b>\$ 0.545</b>	<b>\$ 43.60</b>	<b>\$ 53.00</b>	<b>\$ 75.00</b>	<b>\$ 125.00</b>	<b>\$ NIL</b>		

**GRAND TOTAL \$ 314.60**

**EXPENSE CLAIMS ARE SUBJECT TO REVIEW AND APPROVAL**

**Advance Issued \$ NIL**

**NET DUE \$ 314.60**

Submitted By <b>PAULINA PARENT</b>	Approved By <b>CPC TREASURER</b>	Cheque Amount <b>\$ 314.60</b>	Internal Use Only <input type="checkbox"/> Receipts Verified
Date <b>2011.05.31</b>	Date <b>2011.06.02</b>	Cheque No. <b>4789365</b>	Internal Use Only <input type="checkbox"/> Complies with Motion



**TORONTO CATHOLIC PARENT INVOLVEMENT COMMITTEE**  
**Minutes of a Meeting of the Toronto CPIC**

Monday June 18, 2018

~ Catholic Education Centre ~

7:00 P.M.

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**Appendix "C"**

**Governance & Procedure Subcommittee Recommendations**  
**Limit on Number of Meetings Attended by Teleconference – 2 pages**



**TORONTO CATHOLIC PARENT INVOLVEMENT COMMITTEE  
GOVERNANCE & PROCEDURE SUBCOMMITTEE  
REPORT & RECOMMENDATION  
2018-Jun-16**



At a meeting duly convened on Tuesday, June 12, 2018, the Governance and Procedure Subcommittee (hereafter the “Subcommittee”) considered whether a limit should be placed on the number of meetings in a fiscal year which a member may be permitted to attend by electronic means.

Six persons, four (4) Parent Members and two (2) Community representatives, attended the Subcommittee meeting and were recorded as present.

The matter was referred to the Subcommittee at the Toronto Catholic Parent Involvement Committee’s (hereafter the “Committee” or the “PIC”) meeting of May 14, 2018.

The Constitution and Bylaws (hereafter the “Constitution”) currently contains no restriction on the number of meetings (both regular Committee and various Subcommittees) which a member may attend by teleconference.

The Committee holds eight (8) regular meetings each fiscal year — not including the Inaugural Meeting in October.

Article 3.7 defines “Meeting” as follows (**bold** and *italics* inserted for clarity):

**3.7 “Meeting”** means an official assembly of the Members of the Toronto Catholic Parent Involvement Committee or one of the Subcommittees thereof – ***including Members in attendance by interactive audio or video conference who shall be deemed to be present*** – during which there is no separation of the Members except for a recess, and which continues until adjournment, where the Committee or Subcommittee, as the case may be, assembles to discuss, determine or decide matters under its purview.

The Committee’s Constitution does impose a restriction on the number of meetings a Member may miss, either in total in a fiscal year, or consecutively, upon which the Member may be removed from their seat. This is noted in Article 10.8 (**bold** and *italics* inserted for clarity):

**10.8 Attendance & Missed Committee Meetings.** Any Member who is unable to attend at a Committee Meeting shall provide the Chair or Vice-Chair and the Secretary with a minimum of **twenty-four (24) hours** written notice of regrets or apologies for absence, via electronic mail, with a copy to the TCDSB Liaison with Toronto CPIC. The Minutes of each Meeting shall include a notation of those Members absent and those advising apologies for absence. ***Any Member who misses either (a) three (3) or more consecutive Committee Meetings without advising apologies for absence, or (b) a total of four (4) Committee Meetings in any fiscal year,*** may be removed from their seat. The Secretary may move for the removal of any Member with the matter requiring a simple majority to pass.

Ontario Regulation 612/00 to the Education Act (hereafter the “Regulation”) permits members of a PIC to attend PIC meetings by teleconference. It does not permit school council members to attend school council meetings by teleconference. The rationale for this difference is to accommodate Northern Ontario school boards which cover vast geographic areas where transportation to a PIC meeting may involve a one-way trip of four or more hours. Toronto is blessed with first rate public transportation and an excellent road system.

Attendance at a PIC meeting via teleconference is a privilege and not a right. The Regulation imposes no duty on either the PIC or the school board to guarantee that PIC members can attend via teleconference. In fact,

while section 40 (4) notes that a “member of a parent involvement committee who participates in a meeting through electronic means shall be deemed to be present at the meeting” section 40 (3) states that the school board “shall make **reasonable** efforts to enable members to participate fully in meetings of the committee by electronic means.”

The Committee — and not the school board — pays for a teleconference service from its general revenue fund. The Committee also generously allows other parent bodies to make use of the teleconference facility.

It is the belief of the Subcommittee that to permit one or more Committee members to attend PIC meetings by teleconference — with no reasonable limit of the number of such attendances — is not in keeping with the mission and mandate of the Committee or the spirit of the Regulation.

**Therefore, by unanimous vote of six (6) in favour, the Subcommittee recommends that, in accordance with Article 19.3 (reproduced below for reference), the Constitution be amended as follows:**

Amend §3.7 and the definition of “Meeting” to insert after “deemed to be present” the following:  
***such deemed presence not to exceed three (3) assemblies of the Members each fiscal year***

**Amended wording**

**3.7 “Meeting”** means an official assembly of the Members of the Toronto Catholic Parent Involvement Committee or one of the Subcommittees thereof – including Members in attendance by interactive audio or video conference who shall be deemed to be present, ***such deemed presence not to exceed three (3) assemblies of the Members each fiscal year*** – during which there is no separation of the Members except for a recess, and which continues until adjournment, where the Committee or Subcommittee, as the case may be, assembles to discuss, determine or decide matters under its purview.

Respectfully submitted by the Chair of the Governance and Procedure Subcommittee to the Members of the Committee,

David Rodriguez

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**19.3 Amendment of Constitution and Bylaws.** This Constitution and individual Bylaws may be amended by a **three-fourths (3/4) vote** of Committee voting Members present and voting at a Meeting at which the amendment is scheduled for consideration, subject to the following: the proposed motion, including the text of the amendment and a brief statement of the rationale and purpose of the amendment shall first be provided to the Governance & Procedure Subcommittee, which shall consider the merits of the amendment and recommend passage of the amendment by the full Committee if a majority of the members of the Governance & Procedure Subcommittee so concur.

**19.5 Proposed Amendments Which Pass at the Subcommittee.** Any amendment to this Constitution, any Standing Rule or any amendment to a Standing Rule, considered pursuant to Articles 19.3 and 19.4 and recommended by the Governance & Procedure Subcommittee shall be added to the Meeting Agenda of the next scheduled Committee Meeting for consideration by the Committee. Any amendment to this Constitution, any Standing Rule or any amendment to a Standing Rule so passed shall come into force **thirty (30) days** after its passing.



**TORONTO CATHOLIC PARENT INVOLVEMENT COMMITTEE**  
**Minutes of a Meeting of the Toronto CPIC**

Monday June 18, 2018

~ Catholic Education Centre ~

7:00 P.M.

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**Appendix "D"**

**Governance & Procedure Subcommittee Recommendations**  
**Amendments to Community Representative Article - 2 pages**



**TORONTO CATHOLIC PARENT INVOLVEMENT COMMITTEE  
GOVERNANCE & PROCEDURE SUBCOMMITTEE  
REPORT & RECOMMENDATION  
2018-Jun-16**

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At a meeting duly convened on Tuesday, June 12, 2018, the Governance and Procedure Subcommittee (hereafter the “Subcommittee”) considered the following:

- 1) whether there was a clause, paragraph or Article in the Constitution and Bylaws (hereafter the “Constitution”) of the Toronto Catholic Parent Involvement Committee (hereafter the “Committee” or the “PIC”) which prohibited a Community Representative from serving in an office considered an “Executive Office” or considered a member of the “Executive Committee” and
- 2) Given that OAPCE Toronto members routinely serve as Parent Members and Parent Members-at-Large, if it is reasonable to continue set aside a Community Representative seat — in light of the fact that only three (3) such seats exist — for the exclusive use of OAPCE and /or OAPCE Toronto.

Six persons, four (4) Parent Members and two (2) Community representatives, attended the Subcommittee meeting and were recorded as present.

The matters were referred to the Subcommittee at the Committee’s meetings of November 20, 2017 and February 12, 2018.

There is no clause, paragraph or Article in the Constitution which would serve to prohibit a Community Representative from serving in an office considered an “Executive Office” or considered a member of the “Executive Committee.”

When the document was going through its five (5) draft versions, several persons provided comments that the widest possible net should be cast for potential Executive Officer talent with the exception of Chair and Vice Chair. It was thought that excluding competent, qualified and willing persons from serving on the Executive, merely because they occupied a Community Representative seat was a disservice to the Committee. As a result of this feedback, the Order of Business for the Inaugural Meeting (Article 9.2) was modified to place the election of Executive Officers — other than the Chair and Vice Chair, which occurs **after** the recognition of the new Parent Members — after the election of Parent Members: At Large and the appointment of Community Representatives so that an additional seven (7) persons were eligible to serve.

It is the belief of the Subcommittee that explicit wording should be inserted into the appropriate Article so as to convey that there are no clauses which would prohibit a Community Representative from serving in an office considered an “Executive Office” or considered a member of the “Executive Committee.”

With respect to the setting aside of one (1) of only three (3) available Community Representative seats for OAPCE or OAPCE Toronto, it was determined that this was no longer needed as OAPCE Toronto members are not barred from serving as Parent Members and Parent Members-at-Large and may still be considered for the position of Community Representative.

Furthermore, the Subcommittee saw no value in maintaining an enumeration of potential organizations from which the Committee may (or may not) appoint Community Representatives as this may be interpreted by some as to be a finite enumeration.

**Therefore, by unanimous vote of six (6) in favour, the Subcommittee recommends that, in accordance with Article 19.3 (reproduced below for reference), the Constitution be amended as follows:**

Amend §4.4 and the requirements related to “Community Representatives” to:

- 1) delete all text after the sentence “Employees of the Board are ineligible to serve as Community Representative” and
- 2) insert the following:

***Nothing in this Constitution shall be construed so as to exclude a Community Representative from serving in an Executive Office, or any other position, except the offices of Chair and Vice Chair.***

**Amended wording**

**4.4 Community Representatives.** [Per Ontario Regulation 612/00 Section 33 (1), 33 (6) and 38(3)] A maximum of three (3) persons appointed by the other Members of the Committee. Employees of the Board are ineligible to serve as a Community Representative. ***Nothing in this Constitution shall be construed so as to exclude a Community Representative from serving in an Executive Office, or any other position, except the offices of Chair and Vice Chair.*** One (1) Community Representative shall be appointed from the Ontario Association for Parents in Catholic Education (OAPCE) or their regional affiliate the Toronto Association for Parents in Catholic Education (TAPCE). ~~The other two (2) Community Representatives may be appointed from among:~~

- a) the Greater Toronto Catholic Parent Network (GTCPN)
- b) the Archdiocese of Toronto — and
- c) a student representative nominated by the Catholic Student Leadership Impact Team (CSLIT).

Respectfully submitted by the Chair of the Governance and Procedure Subcommittee to the Members of the Committee,

David Rodriguez

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**19.3 Amendment of Constitution and Bylaws.** This Constitution and individual Bylaws may be amended by a **three-fourths (3/4) vote** of Committee voting Members present and voting at a Meeting at which the amendment is scheduled for consideration, subject to the following: the proposed motion, including the text of the amendment and a brief statement of the rationale and purpose of the amendment shall first be provided to the Governance & Procedure Subcommittee, which shall consider the merits of the amendment and recommend passage of the amendment by the full Committee if a majority of the members of the Governance & Procedure Subcommittee so concur.

**19.5 Proposed Amendments Which Pass at the Subcommittee.** Any amendment to this Constitution, any Standing Rule or any amendment to a Standing Rule, considered pursuant to Articles 19.3 and 19.4 and recommended by the Governance & Procedure Subcommittee shall be added to the Meeting Agenda of the next scheduled Committee Meeting for consideration by the Committee. Any amendment to this Constitution, any Standing Rule or any amendment to a Standing Rule so passed shall come into force **thirty (30) days** after its passing.