

## OUR 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.*

## OUR VISION

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



# MINUTES OF THE REGULAR MEETING OF THE GOVERNANCE AND POLICY COMMITTEE PUBLIC SESSION

**Held Tuesday, October 9, 2018**

## **PRESENT:**

### **Trustees:**

A. Kennedy, Chair  
J. A. Davis, Vice-Chair - via Teleconference  
A. Andrachuk  
N. Crawford

### **Staff:**

R. McGuckin  
P. Matthews  
S. Camacho  
P. Aguiar  
J. Yan  
  
M. Moffett (for Items 12a and 13d)  
S. Coray (for Item 13b)  
  
S. Harris, Recording Secretary  
S. Tomaz, Assistant Recording Secretary

**1. Call to Order**

The meeting commenced with Trustee Andrachuk in the Chair.

**3. Roll Call & Apologies**

Apologies were extended on behalf of Trustees Poplawski and Rizzo.

**4. Approval of the Agenda**

MOVED by Trustee Crawford, seconded by Trustee Davis, that the Agenda, as amended to include the Addendum, reorder Item 13e) Changes to the Policy Website to Improve Public Transparency prior to Item 12a) Report of the Governance and Policy Committee: Update to the Fair Practice in Hiring and Promotion Policy (H.M.40), add Items 15a) Inquiry from Trustee Crawford regarding Catholic School Board Workplace and 16a) Policy Priority Review, be approved.

Results of the Vote taken, as follows:

**In Favour**

**Opposed**

Trustees Andrachuk  
Crawford  
Davis  
Kennedy

The Motion was declared

CARRIED

**5. Declarations of Interest**

There were none.

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

MOVED by Trustee Davis, seconded by Trustee Crawford, that the Minutes of the Meeting held September 11, 2018 for PUBLIC Session be approved with the following amendments:

Page 1 – Replace *Jackman-Maselli* with *Maselli-Jackman*;

Page 4 – Item 13a), fourth line, replace *Hour* with *Hours*; and

Page 7 – Replace *d)* with *13d)*

Results of the Vote taken, as follows:

**In Favour**

**Opposed**

Trustees Andrachuk  
Crawford  
Davis  
Kennedy

The Motion was declared

CARRIED

Trustee Kennedy disconnected via Teleconference and joined in person at 7:28 pm.

Trustee Andrachuk relinquished the Chair to Trustee Kennedy.

**8. Presentation**

MOVED by Trustee Davis, seconded by Trustee Crawford, that Items 8a) and 13e) be adopted as follows:

8a) **Presentation regarding Changes to the Policy Website to Improve Public Transparency; and**

**13. Staff Reports**

13e) **Changes to the Policy Website to Improve Public Transparency** that staff proceed with the recommended solution to make the Policy Review Plan clear to everyone with the changes discussed, as follows:

1. Add column titles;
2. Change *referred to Board* to *recommended to Board*; and
3. Add link to archived policies

Results of the Vote taken, as follows:

**In Favour**

**Opposed**

Trustees Andrachuk  
Crawford  
Davis  
Kennedy

The Motion was declared

CARRIED

**12. Matters Referred/Deferred**

MOVED by Trustee Crawford, seconded by Trustee Davis, that Items 12a) and 13d) be adopted as follows:

Referred from Student Achievement and Wellbeing, Catholic Education and Human Resources Committee May 31, 2018 Meeting

**12a) Report of Governance and Policy Committee: Update to the Fair Practice in Hiring and Promotion Policy (H.M.40); and**

**13. Staff Reports**

**13d) Update to Fair Practice in Hiring and Promotion Policy (H.M.40)** that the Committee recommend to the Board that the revised Fair Practice in Hiring and Promotion Policy (H.M.40) provided in Appendix A and the accompanying Operational Procedures provided in Appendix B be adopted, with the following changes:

Add *Trustees* after *Consultant*, Page 61, Regulation 4;

Revise last sentence, Page 62, Definition, Conflict of Interest, to read:

*In the context of this policy, a conflict of interest occurs when:*

1. *A family member has a direct reporting relationship; or a*
2. *Staff member has a personal relationship with a candidate being interviewed; and*

Replace *TCDSB* with *Director of Education*, Page 65, Operational Procedure 4.7.

Results of the Vote taken, as follows:

**In Favour**

**Opposed**

Trustees Andrachuk  
Crawford  
Davis  
Kennedy

The Motion was declared

**CARRIED**

Trustee Kennedy relinquished the Chair to Trustee Crawford.

**12. Matters Referred/Deferred**

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

Referred from Corporate Services, Strategic Planning and Property Committee September 13, 2018 Meeting

**12b) Staff Identification Badges received.**

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

That the Director, or designate, engage in a consultation/dialogue with our union and non-union partners regarding wearing Identification (photo ID) tags to identify staff for safety and security reasons;

That Staff come back with the costing of plastic photo ID cards with name, for all staff who do not currently possess an access card; and

That Staff come back to the Committee with the results of the consultation by February 2019.

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

**In Favour**

**Opposed**

Trustees Andrachuk  
Crawford  
Davis  
Kennedy

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

The Motion, as amended, was declared

CARRIED

Trustee Crawford relinquished the Chair to Trustee Kennedy.

The Chair declared a five-minute recess.

The meeting resumed with Trustee Kennedy in the Chair.

Attendance list remained unchanged.

**13. Staff Reports**

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

- 13a) Update to Copyright Policy (A.11)** that the revised Copyright Policy (A.11) provided in Appendix A be adopted and that the following changes be incorporated:

Add *and enforcement after compliance*, Page 26, Evaluation and Metrics;  
and

Add an additional Regulation after Regulation 3 to state what is required to reproduce copyright materials and that the Board will enforce its legal rights in respect of copyright infringement.

MOVED in AMENDMENT by Trustee Crawford, seconded by Trustee Andrachuk, that *from unauthorized use of but not limited to* be inserted after *protection*, Page 26, Definition of Copyright.

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

**In Favour**

**Opposed**

Trustees Andrachuk  
Crawford  
Davis  
Kennedy

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

The Motion, as amended, was declared

CARRIED

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

**13b) Update to Access to Students in Schools Policy (S.S.04)** received and that the Committee recommend to Board that the revised Access to Students in Schools Policy (S.S.04) provided in Appendix A be adopted and that the *Police/School Board Protocol* be cross referenced as well as include hyperlink, Page 36, Regulation 10;

MOVED in AMENDMENT by Trustee Crawford, seconded by Trustee Andrachuk, that the following changes be incorporated:

Remove *s* from *Sections 212*, Page 30, Cross References;

Fix line break, Page 30, Cross References, Manual;

Fix line breaks Page 32, Alignment with MYSP;

Replace *Immigration Officers* with *Canadian Border Services Agents*, Page 34, Regulation 2e;

Remove *in appropriate cases* and end sentence; capitalize *t* to start new sentence, Page 34, Regulation 3;

Insert *teachings of the Catholic Church*, after *in harmony with*, Page 36, Regulation 8;

Revise Regulation 15, Page 38 as follows:

*During a writ period of a Federal, Provincial or Municipal election, no political party or candidate may make public announcements or have access to Toronto Catholic District School Board (TCDSB) school sites for political purposes other than to participate in all*

*candidates meetings. A Trustee currently in office may have access to TCDSB schools for the purpose of carrying out his or her duties as an elected Trustee;*

Replace *Between Provincial Elections* with *Outside of the write period*, Page 38, Regulation 14;

Remove *secondary school*, Page 38, Regulation 16;

Insert *promptly* before *inform* and insert *including elected officials* after *visitors*, Page 39, Regulation 17;

Replace *use* with *engage* and remove *teachers*, Page 40, Regulation 23:

Insert *Parent* before *Council*, Page 41, Regulation 23e.;

Replace *Judgement* with *Judgment*, Page 43, Line 4;

Remove *As far as reasonably possible* and capitalize *t (those)* to start a new sentence Page 45, Guiding Principle 7; and

That *Principals* rather than *principals* be kept consistent throughout the Policy.

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

**In Favour**

**Opposed**

Trustees Andrachuk  
Crawford  
Davis  
Kennedy

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

The Motion, as amended, was declared

CARRIED

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

**13c) Update to Filling a Trustee Vacancy Policy (T.18)** received and that the the revised Filling a Trustee Vacancy Policy (T.18) provided in Appendix A be adopted, with the following changes:

Replace the last paragraph on Page 51, Policy, with *The holding of a By-election will be the normal message for filling Trustees' vacancy unless circumstances do not allow for it;*

Add *ratepayers* before *schools*, Page 51, Regulation 3;

Change *may* to *will* and insert *unless circumstances do not allow for it* after *vacancy*, Page 51, Regulation 4 ;

Add *While not legally binding, the potential appointee will be asked to declare that they will not run for election in the next election*, Page 52, Regulation 5;

Add *Outlined below are potential methods for appointment*, Page 52, Regulation 5; and

Include how the vacancy will be communicated to the public, Page 52, Regulation 7.

MOVED by Trustee Crawford, seconded by Trustee Andrachuk, that the Policy be referred to staff to incorporate all the changes.

Results of the Vote taken on the Motion to Refer, as follows:

**In Favour**

**Opposed**

Trustees Andrachuk  
Crawford  
Davis  
Kennedy

The Motion to Refer was declared

CARRIED

**15. Inquiries and Miscellaneous**

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

- 15a) Inquiry from Trustee Crawford regarding Prayer in Catholic School Board workplace** that this item be discussed in DOUBLE PRIVATE Session.

Results of the Vote taken, as follows:

**In Favour**

**Opposed**

Trustees Andrachuk  
Crawford  
Davis  
Kennedy

The Motion was declared

CARRIED

**16. Updating of Pending List**

MOVED by Trustee Davis, seconded by Trustee Crawford, that Item 16a) be adopted as follows:

- 16a) Policy Priority Review** received.

Staff was directed to ensure that this Item is included in every Agenda.

MOVED by Trustee Crawford, seconded by Trustee Davis, that the meeting resolve into DOUBLE PRIVATE Session.

Results of the Vote taken, as follows:

**In Favour**

**Opposed**

Trustees Andrachuk  
Crawford  
Davis  
Kennedy

The Motion was declared

CARRIED

**Present: (Following DOUBLE PRIVATE Session)**

**Trustees:**

A. Kennedy, Chair  
J. A. Davis, Vice-Chair - via Teleconference  
A. Andrachuk  
N. Crawford

**Staff:**

R. McGuckin  
  
S. Harris, Recording Secretary

**17. Adjournment**

MOVED by Trustee Davis, seconded by Trustee Crawford, 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