



Toronto Catholic Parent Involvement Committee  
CEC • 80 Sheppard Avenue East • North York, ON • M2N 6E8 • [www.tcdsb.org/cpic](http://www.tcdsb.org/cpic)

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December 4, 2019

Via: Corporate Services Committee

Trustees of the Board,

As noted from previous communications, CPIC has completed a comprehensive rewrite of our bylaws. CPIC has harmonized its practices to those of the Board in terms of committee function and templates used for agendas and minutes.

Previous discussions with Board staff, CPIC was on the understanding if we no longer utilized outside notetaking services, the Committee would be able to reinvest upwards of \$2,000/yr back into Committee functions & parent engagement activities. CPIC cancelled its external services contract effective September 2019.

The Committee has been without support of a Board recording secretary for its previous held Inaugural Meeting and does not appear to have support for its December meeting (including both agenda compiling & minute taking)

Ontario Regulation 612/00 provisions:

40.(3) The board shall make available to its parent involvement committee the facilities that the board considers necessary for the proper functioning of the committee....

44.(1) A parent involvement committee shall keep minutes of all of its meetings and records of all of its financial transactions.

We would ask for the Trustees assistance to ensure CPIC is covered, similar to other Board statutory committees with required Board support services.

Thank you in advance for your consideration.

John Del Grande  
CPIC Chair