



REPORT TO

GOVERNANCE AND POLICY  
COMMITTEE

UPDATE TO DONATION POLICY F.F.02

And looking at them Jesus said to them, "With people this is impossible,  
but with God all things are possible."  
Matthew 19:26

Created, Draft	First Tabling	Review
November 15, 2016	November 21, 2016	<a href="#">Click here to enter a date.</a>
S. Coray, Sr. Manager, Partnership Development C. Kavanagh, Sr. Manager, Employee Relations and Policy Development M. Loberto, Senior Coordinator of Development M. Silva, Comptroller of Planning and Development Services		
<b>RECOMMENDATION REPORT</b>		

**Vision:**

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

**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.*



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## **A. EXECUTIVE SUMMARY**

In order to provide parameters and clarify the process required for school donations, staff recommend updating the current Donation policy (F.F.02) along with adding an appendix to the policy entitled, “Components of a Letter Regarding Terms of Reference for Gifts.” An update of the policy in meta format is attached as APPENDIX A.

## **B. PURPOSE**

This Recommendation Report is on the Order Paper of the Governance and Policy Committee as it recommends a policy.

## **C. BACKGROUND**

1. The Donation policy was approved at Board on August 26, 2010 and has not been reviewed since.
2. At the November 8, 2016 meeting of the Governance and Policy Committee, staff provided a verbal update regarding the Sponsorship policy to the Committee. During that update by staff, the Trustees discussed the donation process for schools and stakeholders to reference.
3. Although there was no motion passed and/or direction provided by the Committee to revise the current Donation policy, it was prudent to bring back a draft of the Donation policy to the Governance and Policy Committee.

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

1. Given the need for clarity and what can or cannot be done in terms of acceptance of donations by schools, the policy has been updated to include an appendix outlining the donation process for schools and stakeholders to reference (see Appendix B).

2. The appendix includes all considerations to take into account when considering a donation.

#### **E. METRICS AND ACCOUNTABILITY**

1. Recommendations in this report will be monitored by policy development staff and the Partnership Development department.
2. Further reports to Board will be brought as necessary.

#### **F. IMPLEMENTATION, STRATEGIC COMMUNICATIONS AND STAKEHOLDER ENGAGEMENT PLAN**

1. Implementation will include updating the policy on the TCDSB policy register.
2. The updates will be communicated to all schools and stakeholders to ensure compliance.

#### **G. STAFF RECOMMENDATION**

Staff recommends that the updated Donation policy (F.F.02) provided in APPENDIX A be adopted.