



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 28, 2016	January 18, 2017	<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.*



R. McGuckin

Associate Director of Academic Affairs

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Associate Director of Planning and Facilities

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Executive Superintendent of Business Services and Chief Financial Officer

Angela Gauthier

Director of Education

## **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) and adding Appendix B to the policy “Terms of Reference for Gifts.” An update of the policy in meta format is attached as Appendix A.

*The cumulative staff time dedicated to developing this report was 38 hours.*

## **B. PURPOSE**

The purpose of this report is to recommend Board approval of a revised Donation 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 a donation process for schools and stakeholders to reference.
3. Arising from the discussion, a final revised draft is being recommended for approval by the Trustees.

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

1. The current process to receive donations at schools is not consistent across the system, despite the existing protocol which is partially reflected in the attached Appendix B.
2. Although the protocol and revised Donation policy are distinct from the Sponsorship policy, the two policies can be seen as companion pieces.

3. Donations are site specific and unconditional whereas sponsorships are an arrangement to exchange advertising for the responsibility of funding an event or entity with a view to promoting name, trade mark, image, activity or product.
4. Given the need for clarity and permissions in terms of acceptance of donations by schools, the policy has been updated to include Operational Procedures outlining the “Terms of Reference for Gifts to be used as a reference for principals and stakeholders.” (see Appendix B).

## **E. METRICS AND ACCOUNTABILITY**

1. The effectiveness of the policy will be determined by measuring the following:
  - on-going incremental donations received;
  - its support of the goals in the TCDSB Multi-Year Strategic Plan;
  - engagement of schools and community groups.
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.