



REPORT TO

## GOVERNANCE AND POLICY COMMITTEE

### UPDATE TO ACCEPTANCE OF HOSPITALITY OR GIFTS POLICY (H.M.33)

*Give instruction to a wise man, and he will be still wiser; teach a righteous man, and he will increase in learning.  
Proverbs 9:9*

Created, Draft	First Tabling	Review
October 3, 2017	October 10, 2017	

Caitlin Kavanagh, Coordinator, Employee Relations & Policy Development

#### RECOMMENDATION REPORT

**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.*



Rory McGuckin  
Director of Education

D. Koenig  
Associate Director  
of Academic Affairs

A. Sangiorgio  
Associate Director  
of Planning and Facilities

T.B.D.  
Executive Superintendent  
of Business Services and  
Chief Financial Officer

## **A. EXECUTIVE SUMMARY**

This report recommends reformatting the current Acceptance of Hospitality or Gifts policy (H.M.33) in meta policy format incorporating modifications discussed during the April 11, 2017, June 5, 2017 and September 12, 2017 Governance and Policy Committee meetings; specifically limiting the acceptance of hospitality or gifts according to the regulations (APPENDIX A).

*The cumulative staff time required to prepare this report was 2 hours*

## **B. PURPOSE**

1. This Recommendation Report is on the Order Paper of the Governance and Policy Committee as it recommends a policy revision.
2. Trustee request through approved motion during the Governance and Policy Committee meeting held on September 12, 2017:

*Received and that the Acceptance of Hospitality or Gifts Policy (H.M.33) provided in APPENDIX A be adopted and that Regulation 4 (page 56) be revised to read ...be accepted on behalf of the TCDSB. The Director of Education will ensure that such a gift is retained as property of the TCDSB.*

*Other Amendments:*

*That Purpose (Page 54) be reworded:*

*Delete ... on behalf of the Board and replace it with ... hospitality or other benefits that may have a real, apparent or potential influence on carrying out duties or that place them under obligation to the gifter.*

*Add:*

*Contributions to student achievement may be accepted in accordance with the regulations of this policy.*

*Employees of school communities may accept a small token of appreciation from families in the community.*

*Define Contributions to Student Achievement in Definition section.*

*That the language relating to Board Officials and Elected Officials be consistent throughout the policy.*

*That the item be referred to staff to incorporate all the changes and provide a revised policy for review at the October 10 GAP Meeting.*

## **C. BACKGROUND**

The Acceptance of Hospitality or Gifts policy (H.M.33) was approved on March 28, 2007 and has not been reviewed or amended since.

## **D. METRICS AND ACCOUNTABILITY**

1. Recommendations in this report will be monitored by policy development staff.
2. Further reports will be brought to Board in accordance with the policy review schedule.

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

1. The new initiative and updated policy will be communicated to all TCDSB stakeholders and the wider TCDSB community.
2. The Communications Department will ensure the message is sent to all relevant stakeholders.

## **F. STAFF RECOMMENDATION**

Staff recommend that the Acceptance of Hospitality or Gifts policy (H.M.33) provided in APPENDIX A be adopted.