

**MINUTES OF THE REGULAR MEETING OF THE  
GOVERNANCE AND POLICY COMMITTEE  
TUESDAY, SEPTEMBER 12, 2017**

**PUBLIC SESSION**

PRESENT:

**Trustees:**

N. Crawford, Chair  
A. Andrachuk, Vice-Chair  
J.A. Davis – by teleconference  
A. Kennedy  
M. Rizzo

**Staff:**

R. McGuckin  
P. Matthews  
C. Kavanagh  
P. Aguiar  
P. De Cock  
C. Fernandes  
M. Puccetti  
S. Coray  
P. Marra-Stapleton

S. Harris, Recording Secretary  
C. Johnston, Acting Assistant Recording Secretary

An apology was received on behalf of Trustee D'Amico. .

MOVED by Trustee Andrachuk, seconded by Trustee Kennedy, that the Agenda, as amended, to reorder Items in the order of 13e), 13d), 13c), 13b), 13a), add 13f) Verbal Report from the Director of Education regarding Multi-Language Schools, and an Inquiry from Trustee Kennedy, be approved.

Results of the Vote taken, as follows:

**In favour**

**Opposed**

Trustees Andrachuk  
Crawford  
Davis  
Kennedy  
Rizzo

The Motion to approve the Agenda, as amended, was declared

CARRIED

MOVED by Trustee Andrachuk, seconded by Trustee Kennedy, that the Minutes of the Regular Meeting held June 5, 2017 for PUBLIC Session be approved.

Results of the Vote taken, as follows:

**In favour**

**Opposed**

Trustees Andrachuk  
Crawford  
Davis  
Kennedy  
Rizzo

The Motion was declared

CARRIED

MOVED by Trustee Andrachuk, seconded by Trustee Rizzo, that Item 13e) be adopted as follows:

**13e) Mental Health and Wellbeing Policy (S.03)** received and that the TCDSB Mental Health Crisis Response Guidelines (Appendix A) be appended to the updated TCDSB Mental Health and Well-Being Policy (S.03).

MOVED in AMENDMENT by Trustee Andrachuk, seconded by Trustee Rizzo, that on page 97, Crisis Response Procedures, the sentence “*The school superintendent informs the local Trustee of the crisis incident*” be added to the third bullet.

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

**In favour**

**Opposed**

Trustees Andrachuk  
Crawford  
Davis  
Kennedy  
Rizzo

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  
Rizzo

The Motion, as amended, was declared

CARRIED

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

**13d) Consolidated Donation Policy (F.F.02) and Sponsorship Policy (F.F.26)** received and that the updated Donation and Sponsorship Policy (F.F.02) provided in Appendix A along with Appendices B, C, D and E be adopted, and that Sponsorship Policy (F.F.26) be rescinded.

Results of the Vote taken, as follows:

**In favour**

**Opposed**

Trustees Andrachuk  
Crawford  
Davis  
Kennedy  
Rizzo

The Motion was declared

CARRIED

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

**13c) Acceptance of Hospitality and Gifts Policy (H.M.33)** received and that the Acceptance of Hospitality of Gifts Policy (H.M.33) provided in APPENDIX A be adopted and that Regulation 4 (page 56) be revised to read, “Where it would be inappropriate to refuse a gift of obvious value, the gift may be accepted on behalf of the TCDSB. *The Director of Education will ensure that such a gift is retained as property of the TCDSB*”.

MOVED in AMENDMENT by Trustee Rizzo, seconded by Trustee Andrachuk, that:

Purpose (Page 54) be reworded to read “This policy clarifies that the Toronto Catholic District School Board, its Trustees and employees will not accept gifts, *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. 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.*”

MOVED in AMENDMENT by Trustee Andrachuk, seconded by Trustee Kennedy, that contributions to Student Achievement be defined in Definitions (Page 59).

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

**In favour**

**Opposed**

Trustees Andrachuk  
Crawford  
Davis  
Kennedy

Rizzo

The first Amendment was declared

CARRIED

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

**In favour**

**Opposed**

Trustees Andrachuk  
Crawford  
Davis  
Kennedy  
Rizzo

The second Amendment was declared

CARRIED

Results of the Vote taken on the Motion, as amended, as follows:

**In favour**

**Opposed**

Trustees Andrachuk  
Crawford  
Davis  
Kennedy  
Rizzo

The Motion, as amended, was declared

CARRIED

MOVED by Trustee Andrachuk, seconded by Trustee Kennedy, that the item be referred to staff to incorporate all the changes and provide a revised policy for review at the October 10, 2017 Governance and Policy Committee Meeting.

Results of the Vote taken, as follows:

**In favour**

**Opposed**

Trustees Andrachuk  
Crawford  
Davis  
Kennedy  
Rizzo

The Motion was declared

CARRIED

The Chair declared a 10-minute recess.

The meeting reconvened with Trustee Crawford in the Chair.

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

**13b) Key and Security Card Access Control Policy (B.B.05)** received and that the Access Control Policy (B.B.05) and Operating Guidelines provided in Appendix A be adopted.

MOVED in AMENDMENT by Trustee Andrachuk, seconded by Trustee Kennedy, that

1. a sentence be inserted in Regulation 12, page 39, such that it would read, “All Employees of the Board are expected to familiarize themselves with this policy and comply with its regulations. *Employees must read the policy before the access card is issued and sign to acknowledge receipt.*
2. that a phrase be inserted in Operational Guideline 4, page 43, second bullet, such that it would read, “All Internal School Pass Key and Security Access Agreement Forms are to be kept in the School Key/Access Card Management Binder *and also filed electronically with Human Resources.*
3. that a phrase be inserted in Operational Guideline 5, page 44, third bullet, such that it would read “All completed forms must be kept in the Key/Access Management Binder *and also filed electronically with Human Resources.*

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

**In favour**

**Opposed**

Trustees Andrachuk  
Crawford  
Davis  
Kennedy  
Rizzo

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  
Rizzo

The Motion, as amended, was declared

CARRIED

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

**13a) Whistleblower Policy (A.39)** received and that the Whistleblower Policy (A.39) provided in APPENDIX A be adopted subject to feedback to be received from public consultation including unions and associations.

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

1. a phrase be inserted in Regulation 6, page 21 such that it would read “The identity of the whistleblower shall remain confidential to *the Director of Education or designate*, unless the issue requires investigation by law enforcement, in which case internal and external stakeholders of the TCDSB community are subject to subpoena.”;
2. the sentence *Employees who are in doubt* be deleted in the last paragraph in Wrongdoing, page 25 such that it would read “The above list is not

- exhaustive but is intended to provide guidance to individuals as to the kind of conduct which constitutes wrongdoing under this policy.”;
3. *Board of Trustees* be inserted in Evaluation and Metrics 1, page 26, such that it would read “A report of the number and classification of disclosures of information and substantiation of reports and concerns including themes regarding the concerns shall be provided to the Audit Committee and *Board of Trustees* quarterly.”;
  4. a third Evaluation and Metrics be added such that it would read “*The report will be provided to the Board of Trustees and Audit Committee.*”;
  5. a phrase be inserted in Operational Procedure 2a), page 28, such that it would read “The Director of Education shall ensure that all instances of alleged wrongdoing are appropriately investigated and reported to the Audit Committee *and Board of Trustees* on a quarterly basis.”;
  6. the sentence *Any person who violated this directive is subject to disciplinary measures including suspension or termination* be inserted at the end of Operational Procedure 2f);
  7. the consultation be done at the consult level with a focus on staff;
  8. the heading “*Purpose*”, page 19, be switched with the heading “*Policy*”, page 20 (content remains);
  9. 8(a) be replaced with 7(a), Operational Procedure 7b), page 30, such that it would read “The Third party whistleblower hotline may also be contacted where the individual who feels that they have suffered reprisal is uncomfortable with reporting the matter through the process noted in 7(a)”;
  10. “Suffering” be replaced with “*Suffered*”, Operational Procedure 8, page 30, such that it would read “Investigating a Complaint From an Individual Who Believes That They Have *Suffered* From Retaliation or Reprisal”.

Trustee Crawford relinquished the Chair to Trustee Andrachuk.

MOVED in AMENDMENT by Trustee Crawford, seconded by Trustee Davis, that Stakeholder be defined in the Definition section, page 24.

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

**In favour**

**Opposed**

Trustees Andrachuk  
Crawford  
Davis  
Kennedy  
Rizzo

The second Amendment was declared

CARRIED

Trustee Crawford reassumed the Chair.

Trustee Rizzo requested that the Question be divided to separate Amendment 1 from Amendments 2 to 10 in the first set of Amendments moved by Trustee Andrachuk.

Results of the Vote taken on Amendment 1, as follows:

**In favour**

**Opposed**

Trustees Andrachuk  
Crawford  
Davis

Rizzo

Kennedy

Amendment 1 was declared

CARRIED

Results of the Vote taken on Amendments 2 to 10, as follows:

**In favour**

**Opposed**

Trustees Andrachuk  
Crawford  
Davis  
Kennedy  
Rizzo

Amendments 2 to 10 were declared

CARRIED

Results of the Vote taken on the Motion, as amended, as follows:

**In favour**

**Opposed**

Trustees Andrachuk  
Crawford  
Davis  
Kennedy  
Rizzo

The Motion, as amended, was declared

CARRIED

Staff was directed to report to the Audit Committee on the status of this Policy.

MOVED by Trustee Rizzo, seconded by Trustee Andrachuk, that Item 13f) be adopted as follows:

- 13f) Verbal Update from the Director of Education on the Multi-Language School** received and referred to the September 21, 2017 Regular Board Meeting for an update to include communication from the Ministry of Education.

Results of the Vote taken, as follows:

**In favour**

**Opposed**

Trustees Andrachuk  
Crawford  
Davis  
Kennedy  
Rizzo

The Motion was declared

CARRIED

**15. Inquiries and Miscellaneous**

Trustee Crawford relinquished the Chair to Trustee Andrachuk.

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

- 15a) Inquiry from Trustee Crawford regarding Gaining greater Order Paper, Report, and Backup Materials Efficiencies with e-Scribe** received and that staff look at options to improve efficiencies for Trustees, staff and the public to gain greater Order Paper, report and back-up materials.

Results of the Vote taken, as follows:

**In favour**

**Opposed**

Trustees Andrachuk  
Crawford  
Davis  
Kennedy  
Rizzo

The Motion was declared

CARRIED

Trustee Crawford reassumed the Chair.

- 15b) Inquiry from Trustee Kennedy regarding the Best Mechanism to Raise Items from Minutes not included in the Order Page.**

Trustee Kennedy will discuss this with the Parliamentarian in a public meeting.

**17. Adjournment**

MOVED by Trustee Andrachuk, seconded by Trustee Kennedy, 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