



REPORT TO

GOVERNANCE AND POLICY
COMMITTEEUPDATE TO CONFLICT OF INTEREST:
EMPLOYEES POLICY (H.M.31)

*Now faith is the assurance of things hoped for, the conviction of things not seen.
Hebrews 11:1*

Created, Draft	First Tabling	Review
February 6, 2018	February 13, 2018	April 10, 2018
Caitlin Kavanagh, Coordinator, Employee Relations & Policy Development		
RECOMMENDATION REPORT		

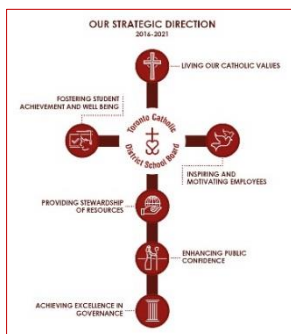
Vision:

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

T.B.D.
Associate Director
of Planning and Facilities

L. Noronha
Executive Superintendent
of Business Services and
Chief Financial Officer

A. EXECUTIVE SUMMARY

This report recommends updates to the current Conflict of Interest: Employees policy (H.M.31) in meta policy format including language specifically regarding supervisory responsibility and the hiring process. The policy also includes amendments proposed by Trustees at the February 13, 2018 Governance and Policy Committee Meeting.

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. At the February 13, 2018 Governance and Policy Committee meeting, Trustees approved the following motions:

Regulation 6 begin with “As per the fair practice in hiring and promotion policy...” and that the hyperlink to the policy be included.

H.M. 31 be referred to staff to implement changes suggested by the Governance and Policy Committee and return to the March 6 Governance and Policy Committee Meeting.

C. BACKGROUND

The Conflict of Interest: Employees policy (H.M.31) was approved on November 14, 2002 and has not been reviewed since.

D. EVIDENCE/RESEARCH/ANALYSIS

1. For clarity on the TCDSB’s current practice, a regulation has been added to the policy specifically stating that employees must notify their superintendent or manager when they have a supervisory responsibility in respect to a family member or close business associate. In its “Employee Conflict of Interest”

policy, the Toronto District School Board includes this duty to report the conflict.

2. For clarity on the TCDSB's current hiring practices, a regulation has been added to the policy specifically stating that employees must ensure they do not participate in the hiring process of a family member or close associate. In its "Employee and Community Partners Conflict of Interest" operational procedure, the Toronto District School Board includes this requirement.
3. The Definitions section now includes Conflict of Interest, Employee and Personal Interest.

E. 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.

F. IMPLEMENTATION, STRATEGIC COMMUNICATIONS AND STAKEHOLDER ENGAGEMENT PLAN

The updated policy as approved will be posted on the TCDSB policy register.

G. STAFF RECOMMENDATION

Staff recommend that the Conflict of Interest: Employees policy (H.M.31) provided in APPENDIX A be adopted.