

AGENDA

Regular Board Meeting

Tuesday, October 24, 2023, 7:00 P.M.

Boardroom, Catholic Education Centre

***Mission:** Disciples of Christ, nurturing mind, body, and soul to the fullness of life.*

***Vision:** Changing the world through Catholic education.*

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OPENING PRAYER

As we are in the month of October, dedicated to the Blessed Virgin Mary, we turn to her and ask for her intercession in seeking peace and pray:

Remember, O most gracious Virgin Mary, that never was it known that anyone who fled to your protection, implored your help, or sought your intercession, was left unaided.

*Inspired by this confidence, we fly unto you, O Virgin of virgins, our Mother.
To you we come, before you we stand.*

O Mother of the Word Incarnate, despise not our petitions, but in your mercy hear and answer us.

Mother Mary may your intercession before God bring comfort to those who have been affected by the violent events and may peace prevail.

Amen.

Mary, Mother of Mercy, grant us peace.

Remembering Our Deceased October 2023

Let us remember the students, staff, trustees and family members of staff and trustees who have recently passed away and keep them in our thoughts and prayers. Eternal rest grant unto them O Lord and let the perpetual light shine upon them. May they rest in peace. Amen

Student/Former Student

- ▶ **Kalani Martelly**, student, Father Francis McSpirtt Catholic Elementary School (CES).

Staff/Former Staff

- ▶ **P. Gill Dunn**, former math teacher, Notre Dame Catholic Secondary School (CSS).
- ▶ **Roberta MacBean**, parent council member, emergency instructor, and student monitor, St. Anthony Catholic CES.

Family Members of Staff/Family Members of Former Staff/Family Members of Trustees

- ▶ **Ornello Salvati**, father of Diana Salvati, retired teacher, St. Timothy School CES.
- ▶ **Loreta Sciucco**, mother-in-law to Marianna Sciucco, educational resource worker, St. John Paul II CES, and grandmother of Isabella Sciucco, designated early childhood educator, St. Nicholas CES.
- ▶ **Michael Brown**, father of Stephanie Brown, child and youth worker, St. Angela Merici CES and St. Jacinta Marto CES.
- ▶ **Julia Hung**, mother of Karen Hung, teacher, St. Jacinta Marto CES.
- ▶ **Rose Zambri**, mother-in-law of Leslie Ross-Zambri, emergency instructor and student monitor, St. Bonaventure CES.
- ▶ **Andrew Trzeciakiewicz**, father of Margaret Russ, mental health support worker.
- ▶ **Idalina Cabral**, grandmother of Melanie Correia, designated early childhood educator, St. John the Baptist CES.
- ▶ **Norma Meehan**, mother of Margaret Meehan-Thompson, teacher, Robert F. Hall CSS.
- ▶ **Effie Leano**, grandmother of Lynne Razon, head secretary, St. Augustine CSS.
- ▶ **Antonia Leonelli**, grandmother of Lisa Marie Stone, educational resource worker, St. Bonaventure CES.
- ▶ **Theresa Wirkowski**, mother of Norbert Wirkowski, retired teacher, Iona CSS, and mother-in-law of Lucy Wirkowski, retired teacher, St. Luke CES.
- ▶ **Lira Mascarenhas**, mother-in-law of Kevin Fernandes, teacher, St. Francis Xavier CSS.
- ▶ **Enrique Gonzalez Cadena**, father-in-law of Enrique Rebagliatti, custodian, Corpus Christi CES.
- ▶ **Gilbert Walker**, brother of Albert Walker, head custodian, St. Richard CES.
- ▶ **Doneta Baca**, mother of Phil Baca, retired department head of guidance, Father Michael Goetz CSS, mother-in-law of Connie Baca, educational resource worker, John Cabot CSS, grandmother of Adrienne Baca, long term occasional teacher, Iona CSS, and grandmother of Adam Baca, long term occasional teacher, St. Joan Of Arc CSS.
- ▶ **John Schira**, uncle of Angela Fibingr, SERT/ELL teacher, St. Lucy CES, and brother-in-law of retired teacher Malcolm Byard, St. Francis Xavier CSS.
- ▶ **Benardo Guerrieri**, father of Carlo Guerrieri, teacher, Blessed Michael J. McGivney CES.
- ▶ **Assunta Della Ventura**, grandmother of Tara Kramaric, teacher, St. Andrew CES.
- ▶ **Vito Affrunti**, grandfather of Franca Sebastia, teacher, Sacred Heart CES.
- ▶ **Vera Frances Maroney**, mother of Janice Goldspink, retired teacher, St. Paul CSS, and grandmother of Hilary Goldspink, teacher, Ascension of Our Lord CSS.

- ▶ **Eugenio Scornaienchi**, father of Antonella Scornaienchi, teacher, St. Elizabeth Seton CES, and great uncle of Alessandra Soda Rowley, teacher, St. Edith Stein CES, and St. Bernard of Clairvaux CES.
- ▶ **Dina Fratesi**, grandmother of Julia Borrelli, teacher, Cardinal Leger CSS.
- ▶ **Ona Rociunas**, grandmother of Kristina Duliunas, teacher, St. Gregory CES, grandmother of Aleksa Duliunas, designated early childhood educator, St. Basil CES, and mother of Vida Duliunas, retired teacher, San Lorenzo Ruiz CES.
- ▶ **Luigi Pastore**, father-in-law of Laura Mazzucco, teacher, St. Andre Bessette CES.
- ▶ **Mira Corak**, mother of Mary Freitas, teacher, St. Issac Jogues CES.
- ▶ **Marietta Imbrogno**, grandmother of Maryann Molella, teacher, Holy Spirit CES.
- ▶ **Fred Ryall**, father-in-law of Michael Drake, teacher, St. Thomas Aquinas CSS.
- ▶ **Harry Bilof**, father of David Bilof, teacher, Notre Dame CSS, and husband of Marie Bilof, retired chaplain, Notre Dame CSS.
- ▶ **Patricia Shaughnessy**, mother-in-law of Anna Bavaro, teacher, St. Timothy CES.

*And, also for those whose passing we have not mentioned,
we know that God will not forget.*

RECOMMENDATION TO THE BOARD

REPORT NUMBER A 7

**MINUTES OF
THE REGULAR BOARD MEETING
SEPTEMBER 26, 2023**

1. **THAT THE MINUTES OF THE REGULAR BOARD MEETING, SEPTEMBER 26, 2023, BE APPROVED.**

MINUTES

Regular Board Meeting

**Tuesday, September 26, 2023, 7:00 p.m.
Boardroom, Catholic Education Centre**

Trustees:	Luz del Rosario	Chair
	Thomas Thomas	Vice-Chair
	Brea Corbet	Trustee
	Darryl D'Souza	Trustee
	Bruno Iannicca	Trustee
	Mario Pascucci	Trustee
	Stefano Pascucci	Trustee
	Anisha Thomas	Trustee
	Herman Vioria	Trustee
	Shawn Xaviour	Trustee
	Bailey Clyne	Indigenous Student Trustee
	Nathan Nguyen	Student Trustee
Regrets:	Paula Dametto-Giovannozzi	Trustee
Staff:	Marianne Mazzorato, Ed.D.	Director of Education, Secretary to the Board
	David Amaral	Associate Director, Instructional Services
	Daniel Del Bianco	Associate Director, Corporate Services
	Julie Cherepacha	Executive Superintendent, Finance, Chief Financial Officer and Treasurer
	Dulcie Belchior	Superintendent, Family of Schools
	Wayne Brunton	Superintendent, Family of Schools
	Brian Diogo	Superintendent Learning Services: Math Lead
	Brian Hester	Superintendent, Financial Services
	Carmel Murphy	Superintendent, Program and Learning Services
	Laura Odo	Superintendent, Family of Schools
	Lucy Papaloni	Superintendent, Special Education and Learning Services
	Tammy-Lynne Peel	Superintendent, Family of Schools
	Adrian Scigliano	Superintendent, Family of Schools
	Stephanie Strong	Superintendent, Human Resources and Employee Relations
	Mathew Thomas	Superintendent, Planning and Operations
	Max Vecchiarino	Superintendent, Equity, Policy, Strategy, Research
	Margaret Beck	Counsel
	Bruce Campbell	General Manager, Communications and Community Relations
	Theresa Davis	General Manager, Human Resources
	Christiane Kyte	General Manager, Clinical Services and Special Education
	Richard Moriah	General Manager, Physical Plant Facilities
	Carrie Salemi	General Manager, Finance
Recorder:	Cindy Child	Board and Committee Information Officer

A. Routine Matters

1. Call to Order and Attendance
Chair Luz del Rosario called the meeting to order at 7:00 p.m.
2. National Anthem

The 2022-2023 Cardinal Ambrozic Catholic Secondary School (CSS) Grade 11 and 12 Senior Instrumental Classes, under the direction of teacher Pawel Wisniewski performed O 'Canada. Thank you to the students and their teacher for sharing their talents.
3. Opening Prayer led by Student Trustee Nathan Nguyen
4. Acknowledgment of First Nations' Sacred Territory - Chair Luz del Rosario
5. Approval of Agenda

Correction of F1, distribution of L3a, L4a, and L5c.

Motion 1073 (23-9-26)

Moved by Anisha Thomas

Seconded by Bruno Iannicca

THAT THE BOARD OF TRUSTEES APPROVE THE ADDITION OF IN CAMERA ITEMS L5a. AND L5c. AND AN IN CAMERA PRIVATE ITEM - TRUSTEES ONLY, L10c.

CARRIED

Motion 1074 (23-9-26)

Moved by Brea Corbet

Seconded by Shawn Xaviour

THAT THE AGENDA BE APPROVED, AS AMENDED.

CARRIED

6. Declaration of Interest

The following trustees declared an interest in agenda item L5c.:
 1. Trustee Mario Pascucci—family member belongs to OECTA
 2. Trustee Bruno Iannicca—family members belong to OECTA and CUPE 2026
 3. Trustee Stefano Pascucci—family member belongs to OECTA

Motion 1075 (23-9-26)

Moved by Shawn Xaviour

Seconded by Herman Viloria

THAT THE DECLARED INTEREST ITEM L5c. BE MOVED TO AGENDA ITEM L8.

CARRIED

7. Approval of the Minutes of the Regular Board Meeting, August 22, 2023

Motion 1076 (23-9-26)

Moved by Stefano Pascucci

Seconded by Anisha Thomas

THAT THE MINUTES OF THE REGULAR BOARD MEETING, AUGUST 22, 2023, BE AMENDED AND APPROVED.

CARRIED

a. Business Arising from the Minutes - Attached.

B. Pastor's Remarks: Video Presentation by Monsignor Shiels - Leadership in Today's World

The Chair requested that Director Mazzorato express our gratitude to Monsignor Shiels for his timely words of Catholic leadership.

C. Awards and Presentations

1. Presentation: Save on Energy 2022 Energy Manager of the Year Award Winner: Edward Cai, Manager Environmental Support Services, Maintenance Services DPCDSB.

Edward is well known for his infectious enthusiasm and commitment to a high standard of excellence in his craft which, in conjunction with our Plant Facilities Team, has helped Dufferin-Peel Catholic District School Board (DPCDSB) reduce energy costs significantly between 2018 and 2022. Our energy team was formally recognized by Save on Energy at an awards ceremony on September 12.

Edward received a certificate on behalf of DPCDSB and photos were taken with the Board of Trustees. The assembly rose for a standing ovation.

2. Presentation: 2022-2023 St. Hildegard of Bingen Viriditas Stewardship and Sustainable Practices Award: Martin Romaris, Secondary Teacher, Cardinal Leger (CSS).

Superintendent Peel introduced the St. Hildegard de Bingen Viriditas Award which recognizes an individual who is a member of a vibrant and innovative stewardship or eco program in a DPCDSB school. Through their exemplary efforts, creates opportunities that inspire students to become environmentally conscious and responsible world citizens.

The 2022-2023 recipient is Martin Romaris, teacher at Cardinal Leger CSS. Throughout his career, Martin has exemplified an altruistic commitment to protecting the environment. His efforts intentionally respond to the call from Pope Francis to *protect our Common Home*. Martin leads students in organizing eco-initiatives that are instrumental in reducing the ecological footprint of the school. Martin and his Eco Team lead the weekly recycling and waste reduction program, they introduced school wide upcycling programs, such as a gently used school supply initiative and clothing swap. He involved students in creating a milkweed garden which promotes the reproduction of the butterfly population. Through these engaging activities, Martin encourages students to become more responsible citizens.

In short, Martin has demonstrated the ability to motivate and mobilize the Cardinal Leger (CSS) community to be committed stewards of creation. Martin was unable to attend the meeting this evening. Superintendent Peel will deliver the award to him personally at Cardinal Leger CSS.

3. Proclamation: National Catholic Health Care Week October 1 to 7, 2023

WHEREAS National Catholic Health Care Week has helped to build awareness of the integral role and service provided by Catholic health care organizations; and

WHEREAS the Ontario Catholic Schools Trustees' Association (OCSTA) has encouraged Catholic school boards to participate in the annual National Catholic Health Care Week promotion;

BE IT RESOLVED that the Dufferin-Peel Catholic District School Board recognize and proclaim the first week in October as National Catholic Health Care Week and, on an annual basis, develop a promotional campaign that highlights and formally recognizes those graduating students who are aspiring to serve Christ and others by entering the vocation of health care.

Motion 1077 (23-9-26)

Moved by Brea Corbet

Seconded by Bruno Iannicca

THE DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD RECOGNIZE AND PROCLAIM THAT OCTOBER 1 TO 7, 2023, AS NATIONAL CATHOLIC HEALTH CARE WEEK IN ALL DUFFERIN-PEEL SCHOOLS AND FACILITIES.

CARRIED

4. Proclamation: Empowering Women Day October 2, 2023

WHEREAS "Women possess an inalienable dignity which comes to them immediately from God their Creator" (Catechism of the Catholic Church 369) and "God gives man and woman an equal personal dignity" (CCC 2334); and

WHEREAS sacred scripture reminds us that as "God's chosen ones, holy and beloved, clothe yourselves in compassion, kindness, humility, meekness and patience" (Colossians 3:12) and that compassion for all individuals remains among Canada's foremost aspirations; and

WHEREAS poverty and inequality disproportionately affect Canadian women, leaving them isolated and vulnerable; and

WHEREAS there is a wage gap between men and women in Canada and Canadian Women face barriers in pursuing and completing post-secondary education and careers in the fields of science, technology, engineering and mathematics; and

WHEREAS Indigenous women, be they first nation, Metis or Inuit, are disproportionately affected by gender-based violence and sexual exploitation and face barriers with respect to equal access to education and employment, and representation in Canadian legislature councils; and

WHEREAS the parliament of Canada wishes to underscore the importance of celebrating and commemorating the notable achievements and advancements of Canadian women and addressing the challenges faced by Canadian women; and

WHEREAS “Only faith can embrace the mysterious ways of God’s almighty power. This faith glories in its weaknesses in order to draw to itself Christ’s power. The Virgin Mary is the supreme model of this faith, for she believed that “nothing will be impossible with God” and was able to magnify the Lord: “For He who is mighty has done great things for me, and holy is His name.” (CCC 273)

BE IT RESOLVED THAT The Dufferin-Peel Catholic District School Board recognize that in each and every year, the first Monday in October is to be known as Empowering Women Day.

Motion 1078 (23-9-26)

Moved by Stefano Pascucci

Seconded by Anisha Thomas

THE DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD PROCLAIMS THAT OCTOBER 2, 2023, BE RECOGNIZED AND CELEBRATED ANNUALLY (THE FIRST MONDAY IN OCTOBER) AS EMPOWERING WOMEN DAY IN DUFFERIN-PEEL SCHOOLS AND FACILITIES.

CARRIED

5. Proclamation: Bus Driver Appreciation Day October 18, 2023

WHEREAS Student Transportation Services are an integral part of our operation at the Dufferin-Peel Catholic District School Board, and;

WHEREAS Our transportation consortium is the largest in Canada with over 1,400 school vehicles and over 5,500 individual bus runs, and;

WHEREAS Our bus drivers do an outstanding job transporting approximately 62,000 students on behalf of Dufferin-Peel Catholic District School Board and Peel District School Board on a daily basis.

BE IT RESOLVED THAT The Dufferin-Peel Catholic District School Board proclaims that October 18, 2023 be recognized and celebrated as Bus Driver Appreciation Day.

WHEREBY All Dufferin-Peel schools are encouraged, in an appropriate manner, to celebrate and thank their bus drivers for a job well done.

Motion 1079 (23-9-26)

Moved by Darryl D'Souza

Seconded by Bruno Iannicca

THE DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD PROCLAIMS THAT OCTOBER 18, 2023 BE RECOGNIZED AND CELEBRATED AS BUS DRIVER APPRECIATION DAY WHEREBY ALL DUFFERIN-PEEL SCHOOLS ARE ENCOURAGED, IN AN APPROPRIATE MANNER, TO CELEBRATE AND THANK THEIR BUS DRIVERS FOR A JOB WELL DONE.

CARRIED

6. Proclamation: Fire Prevention Week October 8 to 14, 2023

WHEREAS the Dufferin-Peel Catholic District School Board (DPCDSB) is committed to ensuring the safety and security of all students and staff; and

WHEREAS fire is a serious public safety concern both locally and nationally; and

WHEREAS fire safety education is a key element in promoting awareness among students and staff, allowing them to take personal steps to increase their safety from fire; and

WHEREAS, Fire Prevention Week, which occurs annually, helps to raise public awareness of fire safety across Ontario;

BE IT RESOLVED that the Dufferin-Peel Catholic District School Board (DPCDSB) recognizes and proclaims October 8 to 14, 2023, as Fire Prevention Week in DPCDSB schools and facilities and that appropriate resources be shared with schools to assist in bringing greater awareness of the importance of fire prevention to students and staff.

Motion 1080 (23-9-26)

Moved by Shawn Xaviour

Seconded by Thomas Thomas

THE DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD RECOGNIZE AND PROCLAIM THAT OCTOBER 8 TO 14, 2023, AS FIRE PREVENTION WEEK IN ALL DUFFERIN-PEEL SCHOOLS AND FACILITIES.

CARRIED

D. Delegations

1. Procedural By-Law on Delegations - Josephine Luetke, Campaign Life Coalition

E. Updates/Information/Reports from Trustees for Receipt

1. Regular Reports
 - a. Ontario Catholic School Trustees' Association Report - Trustee Shawn Xaviour

Trustees del Rosario and I attended the Ontario Catholic School Trustees' Association (OCSTA) Board of Directors' Retreat on September 15 and the Board of Directors' meeting the following day. Highlights were circulated by the Chair to all trustees last week.

On September 18, Trustees Luz del Rosario, Paula Dametto-Giovannozzi, Thomas Thomas and I, with Director Mazzorato attended the OCSTA Central Fall Regional Meeting. President Pat Daly advised that OCSTA Board of Directors and staff are working on labour negotiations, advocacy with MPPs and submissions to the different levels of the Ontario government and on the Finance Brief Recommendations. We received information on Consultations from Bill 98 on Code

of Conduct and Shared Facilities and OCSTA recommendations. A copy of this document has been distributed to trustees who were unable to attend.

The new OCSTA *Dignity of the Human Person* Module was also introduced. In this module matters of equity, diversity and inclusion will be examined through the lens of our Catholic faith featuring:

- Faith - Archbishop Emeritus Thomas Cardinal Collins
- The Law - Lawyer and Former Catholic Trustee Karen Valentine
- Anti-Racism - Vice-Principal George McAuley, London Catholic District School Board

These will be the topics of our in-service on October 10. We encourage all to attend. OCSTA encourages all trustees to go through the OCSTA Modules online for helpful guidance in our role.

- b. Student Voice Report: Bailey Clyne, Indigenous Student Trustee and Nathan Nguyen, Student Trustee (North)

We started off the school year by partnering with the Mental Health and Well-Being team to host elementary conferences for the each of the Family of Schools. All elementary schools were invited to send four students and a staff member to participate. The keynote speaker, Coach Martinez, gave a very compelling address about a few things that can be done to ensure that you are taking care of yourself, such as finding time for movement, laughter and vitamin D. The team shared facts and myths of mental health, building strong habits, and how to help and support others. The second half of the day, Student Senate members and secondary Mental Health Champions led team building activities and facilitated group discussions on how to bring mental health initiatives to their respective schools. It was great to see the students have fun and work with their peers and their teachers to begin planning for their local school communities. A special thank you to the Student Senate and the Mental Health and Well-Being Champions who worked incredibly hard to make these conferences possible.

On September 18 we had the opportunity to attend the OCSTA Regional Meeting in Hamilton. We learned what it means to be a Catholic leader and the value of Catholic education. We are grateful to have had the opportunity to attend the meeting and network with other student trustees from other school boards.

We are really looking forward to September 28 when we will meet in-person with Student Senate members. Our first official Student Senate meeting will be at the Silver Creek Outdoor Education Centre. We will participate in team building and leadership activities, work on personal goal setting while enjoying nature, and begin planning our future meetings.

Indigenous Student Trustee, Bailey Clyne advised that she will be participating in Ottawa at events in honour of the National Day of Truth and Reconciliation, also known as Orange Shirt Day. As this is Truth and Reconciliation Week, we hope that everyone takes the time to learn new things, and un-learn some of the myths of colonial history in Canada.

c. Good News Reports

The Chair had warned the public protesters that if they did not keep order then we would need to continue the meeting virtually. At approximately 7:47 p.m. the assembly recessed and continued the meeting virtually.

Trustee Luz del Rosario passed the chair to Trustee Thomas Thomas.

Trustee Paula Dametto-Giovannozzi

Caledon/Dufferin

Trustee Luz del Rosario, on behalf of Trustee Paula Dametto-Giovannozzi we would like to share good news from Caledon. Kassandra Seymour, a thirteen year old Caledon resident and student of St. Evan CES competed in the Junior Division of the International Dance Organizations *World Dance Challenge*, in Monterrey, Mexico. as part of the Canadian National Dance Team.

This world stage, as Kassandra describes, is the *dancers' Olympics*.

Kassandra won first place for her contemporary dance performance, second place for her lyrical dance performance, third place for her hip hop performance and fourth place for her jazz performance. We are all very proud of Kassandra Seymour and we wish her continued successes in the future.

Trustee Luz del Rosario

Mississauga Wards 6 and 11

Thank you to Principal Annibale Iarossi for inviting me to visit three sites of St. Oscar Romero CSS. This was an enlightening experience. The staff offer great opportunities in an alternate educational environment with initiatives, student engagement and activities that are related to Catholicity. It is impressive to see our teachers reach all levels of learners in one class. With the help of all the caring adults in the buildings, the students build their confidence and become productive citizens. Congratulations to the administrators, teachers and support staff for their hard work and dedication.

Trustee Luz del Rosario resumed the chair.

F. Updates/Information/Reports from Committees for Receipt

1. Minutes of the Administration and Finance Committee Meeting, June 6, 2023
 - a. Business Arising from the Minutes - Attached.
2. Minutes of the Special Education Advisory Committee Meeting, June 14, 2023
3. Minutes of the Audit Committee Meeting, May 9, 2023

G. Updates/Information/Reports from Administrations for Receipt

1. Retirement - M. Coutinho, Principal

Director Mazzorato paid tribute to Michelle Coutinho, Principal of Equity, Policy, Strategy and Research. Michelle's thirty-two year journey in Catholic Education began with multiple teaching assignments at St. Jerome CES and Father Daniel Zanon CES. She taught in every division and in Special Education.

Answering the call to more formal leadership, Michelle then served as Vice-Principal to the communities of St. Julia CES and Saint Veronica CES. In 2013 she was appointed as Principal of Equity and Inclusive Education. Michelle continued to serve in a capacity that has had a significant impact on the Dufferin-Peel community, both internally and in relationship with the broader education landscape at the local, provincial and international levels.

Michelle is unwaveringly committed to the work and precepts of Equity, steeped in Catholic Faith and Traditions, so that all her efforts tend toward uplifting the dignity of all: students, staff, parents/guardians, multiple partners and stakeholders. She has represented Dufferin-Peel exceptionally well and has always ensured that our collective efforts have been such that they would highlight the work of the system and promote genuine inclusion. Michelle's focus and drive was always students and making sure that each and every one of them, especially those who are most marginalized, felt safe, loved and were given every opportunity to reach their fullest potential. Michelle's commitment and dedication to equity, diversity and inclusion has benefited countless students, families and school communities and will be one of her greatest hallmarks. While she will be missed, her leadership will be felt for years to come. We wish her all the best in her future endeavors.

Trustee Luz del Rosario passed the chair to Trustee Thomas Thomas.

Trustee Luz del Rosario: I received Michelle's letter of retirement with regret. Michelle has significantly helped me in dealing with advocacy groups and in her previous capacity as a Vice-Principal. She has always been available, helpful and resourceful.

Trustee Luz del Rosario resumed the chair.

H. Trustee/Committee/Administration Reports requiring Action

1. Motion Recommended by the Audit Committee, September 12, 2023

Motion 1081 (23-9-26)

Moved by Bruno Iannicca

Seconded by Thomas Thomas

THAT THE BOARD OF TRUSTEES APPROVE THE AUDIT SERVICE PLAN FOR THE YEAR ENDED AUGUST 31, 2023.

CARRIED

2. Motions Recommended by the Administration and Finance Committee, September 12, 2023

Motion 1082 (23-9-26)

Moved by Stefano Pascucci

Seconded by Anisha Thomas

THAT THE BOARD OF TRUSTEES APPROVE THE DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD'S CAPITAL PRIORITIES SUBMISSION 2023-2024, CONSISTING OF THE NEW MOUNT PLEASANT CATHOLIC SECONDARY SCHOOL.

CARRIED

Motion 1083 (23-9-26)

Moved by Brea Corbet

Seconded by Mario Pascucci

THAT THE BOARD OF TRUSTEES APPROVE THE *PROCEDURAL BY-LAW* AND ENACT AS AMENDED.

CARRIED

3. 2023-2024 OCSTA Membership Fee and Friends and Advocates of Catholic Education Levy - Executive Superintendent Cherepacha

1. Trustee Darryl D'Souza: Can staff explain how we save on energy by belonging to OCSTA?

Executive Superintendent Cherepacha: By OCSTA partnering with the Ontario Education Services (OESC), as a conglomerate we are able to get a better price on natural gas. Therefore, the savings are made through cost containment. Manager Edward Cai has also introduced strategies that have decreased usage and increased efficiencies. We can provide further details of the savings in Issues and Events.

Motion 1084 (23-9-26)

Moved by Mario Pascucci

Seconded by Shawn Xaviour

THAT THE BOARD OF TRUSTEES APPROVE PAYMENT OF THE 2023-2024 ONTARIO CATHOLIC SCHOOL TRUSTEES' ASSOCIATION (OCSTA) MEMBERSHIP FEE OF \$ 173,856.35.

CARRIED

Motion 1085 (23-9-26)

Moved by Darryl D'Souza

Seconded by Stefano Pascucci

THAT THE BOARD OF TRUSTEES APPROVE PAYMENT OF THE 2023-2024 FRIENDS AND ADVOCATES OF CATHOLIC EDUCATION (FACE) LEVY OF \$ 9,733.71.

CARRIED

I. Additional Business - Nil

1. Notices of Motion

J. Questions Asked by Trustees

1. Trustee Bruno Iannicca: At a recent Special Education Advisory Committee (SEAC) meeting, the question was asked if parents/guardians can be involved in the classroom while there is a shortage of educational resource workers (ERW)?

Superintendent Strong: We require a level of security and safety for all students in the classroom. I would suggest that interested parents/guardians speak directly to the school administrator. They could be given an emergency instructor package and begin the onboarding process.

2. Trustee Bruno Iannicca: Regarding the frequent requests for courtesy ridership for siblings of students who ride a special needs bus - how can we make this work?

Associate Director Del Bianco: We do not have the funds to cover the costs of allowing students to ride alongside their siblings on a special needs bus. This is a governance issue. We assess individual requests on a case-by-case basis and have approved some requests. We cannot make this a blanket approval. Special needs buses are specialized to handle a scope of equipment needs and student needs. We try not to bring extra equipment or students on that will change the environment.

3. Trustee Bruno Iannicca: Does a policy change need to be put forward by the Board of Trustees?

Superintendent Thomas: Currently courtesy ridership is governed by Student Transportation of the Peel Region (STOPR). There are limitations to ridership on special buses due to their size and challenges that might affect other students. We have heard from trustees in the past and are aware this is a frequent request. We evaluate case-by-case with the support of the school and the staff in the Special Education and Learning Services Department.

Associate Director Del Bianco: We would require an ad hoc committee to represent both DPCDSB and Peel District School Board (PDSB) to assess the financial impact, routes and runs. Each rule of governance affects both school boards.

4. Trustee Bruno Iannicca: Is it possible to have staff attend a SEAC meeting to address this issue?

Superintendent Thomas: We would be pleased to attend a SEAC meeting. STOPR could relay the operational issues.

5. Trustee Bruno Iannicca: PLASP has a wait list for children with special needs, they do not have a wait list for all other students.

Associate Director Amaral: That should not be the case. If you know of a specific site, kindly bring this to our attention for review.

6. Trustee Brea Corbet: What is the process for parents/guardians who request courtesy ridership for a student to ride alongside their sibling who is assigned to a special needs bus?

Superintendent Thomas: As all courtesy ridership requests begin, the parent/guardian needs to complete a form and then with the support of the school and the staff in the Special Education and Learning Services Department we would evaluate. STOPR looks at capacity and any challenges that may impede an existing rider of the bus. The *Courtesy Application Form* can be found on the STOPR website at www.stopr.ca under the Procedures and Forms tab.

7. Trustee Brea Corbet: Halton Catholic District School Board (HCDSB) has a different process for assigning courtesy ridership and it is done earlier. Parents/Guardians are sent a link in June to request courtesy ridership for the coming year, and they are informed if they are granted a seat by the first day of school in September. This is organized through Halton Student Transportation Services (HSTS) rather than through school administrators. Can staff follow up with HSTS to learn more about their process? Perhaps there are steps our board could take to further improve timelines for our families.

Superintendent Thomas: STOPR is in consultation with HSTS. The challenge we would face is we would need to sift through any changes through the summer; families move in and out of schools over the summer. This would exclude students that were registered after June and give preferential treatment to existing students. STOPR has improved the system, courtesy ridership is granted by the end of September.

8. Trustee Stefano Pascucci: Is the Chipmunk app rolled out in our Caledon schools?

Superintendent Thomas: We have included Caledon in the pilot program and hope to expand in early 2024 before we implement system wide.

9. Trustee Stefano Pascucci: Have the cafeteria providers done the student survey as yet?

Executive Superintendent Cherepacha: The requirement is that they survey students by the end of the first year. We have staff checking on the cafeterias daily. The feedback from administrators has been very good.

10. Trustee Stefano Pascucci: What is the requirement for trustees to be in-person at Board and Committee Meetings?

Director Mazzorato: The regulation speaks to Board Meetings. Trustees must be in-person three times throughout the year and cannot miss three consecutive Board Meetings.

11. Trustee Mario Pascucci: Can staff provide an update on St. Sofia CES with information on enrolment figures now and what took place last February 2022, when students began arriving from Ukraine?

Associate Director Del Bianco: We have and will continue to update the school community as we need to make a plan for September 2024. The reality is that the enrolment was forecasted to increase, and it has not. We will work with administration and determine the next steps.

Superintendent Thomas: We would be pleased to attend a Catholic School Council (CSC) meeting as we have in the past to update the school community.

12. Trustee Mario Pascucci: There is no air conditioning in portables at St. Sophia CES, can staff comment?

Superintendent Thomas: This is an issue at St. Sophia CES and many other schools in our board. All portables have been inspected, if there are any additional concerns, we encourage administrators to put in a work order.

13. Trustee Mario Pascucci: Unfortunately, an Italian Language program on Saturdays was cancelled due to low enrolment. Is there anything we can do about this?

Director Mazzorato: We can review the interest and determine if we could offer another option such as a virtual class.

14. Trustee Bruno Iannicca: In some of our communities parents/guardians park at the end of driveways, inconveniencing residents. Can we issue a letter from our In House Counsel to warn parents/guardians if they are not following rules or are disrespectful of staff or property? I would like a report regarding the feasibility of creating a letter to this effect from Counsel.

Director Mazzorato: We can consider.

15. Trustee Bruno Iannicca: Could we put cameras in the back of elementary schools, as we do in the front of schools?

Superintendent Thomas: Our chief security officer did receive a quote. The estimate is \$6,000 to \$7,000 per school, with additional ICT costs. We cannot add to the servers installed for the front

doors without complications. The total cost would be approximately \$1 million to implement at all elementary schools.

16. Trustee Bruno Iannicca: All communication that goes out to a school community should copy the trustee(s) of the school. Can staff remind administrators?

Director Mazzorato: We will remind administrators. We can also request that they add this information to the bottom of their templates.

Trustee Brea Corbet: I appreciate being copied on communication and find that it is a great communication tool that can reduce the number of parent/guardian calls.

17. Trustee Stefano Pascucci: Does ICT have the capacity to add trustees to the appropriate School Messenger for each school?

Director Mazzorato: We will follow up with ICT.

18. Trustee Stefano Pascucci: With the division of the Region of Peel to take place January 2025, will we be reimbursed for expenses we may incur to change our school board name?

Superintendent Thomas: We await details. It is possible that we may not need to change our name. The Ottawa Carleton District School Board is part of the City of Ottawa, yet Carleton remains in the school board name.

19. Trustee Herman Vilorio: Can staff provide an update on the number of candidates we have in our leadership program?

Associate Director Amaral: We will provide numbers in Issues and Events once we begin the process in early November.

Trustee Luz del Rosario passed the chair to Trustee Thomas Thomas.

20. Trustee Luz del Rosario: Some schools are flying flags that are in poor condition.

Director Mazzorato: We will include your comment in the Director's webcast. School staff are responsible to maintain and to ensure that they have flags on hand to replace as necessary.

21. Trustee Luz del Rosario: The community around the former site of St. Dunstan CES. has requested a playground. I have discussed with Superintendent Thomas and Associate Director Del Bianco that the City of Mississauga would like to work with us to consider a playground.

Associate Director Del Bianco: We are pleased to collaborate.

22. Trustee Mario Pascucci: Can we investigate and discuss grade inflation?

Director Mazzorato: Yes, we will set up a meeting to discuss.

Trustee Luz del Rosario resumed the chair

K. Declared Interest Items – Nil

L. In Camera Meeting of the Committee of the Whole

Motion 1086 (23-9-26)

Moved by Mario Pascucci

Seconded by Shawn Xaviour

THAT THE COMMITTEE OF THE WHOLE MOVE INTO A CLOSED MEETING AS DISCUSSIONS WILL INVOLVE THE DISCLOSURE OF INTIMATE, PERSONAL OR FINANCIAL INFORMATION IN RESPECT OF A MEMBER OF THE BOARD AND LITIGATION AFFECTING THE BOARD.

CARRIED

M. Report from the In Camera Meeting of the Committee of the Whole

Report: Approval of In Camera Board Minutes, Receipt of Committee Minutes, Approval of In Camera Private Session Minutes, Receipt of Administrative Appointments and Transfers, Questions Asked of an In Camera Nature by Trustees, and recommendations to the Board of Trustees from the In Camera Committee of the Whole.

Motion 1087 (23-9-26)

Moved by Bruno Iannicca

Seconded by Herman Vilorio

MOTION FROM IN CAMERA THAT THE BOARD OF TRUSTEES APPROVE THE IN CAMERA SUMMARIZED ANNUAL REPORT TO THE BOARD AND TO THE MINISTRY FOR THE 2022–2023 YEAR.

CARRIED

Motion 1088 (23-9-26)

Moved by Bruno Iannicca

Seconded by Herman Vilorio

MOTION FROM IN CAMERA THAT THE BOARD OF TRUSTEES APPROVE THE IN CAMERA PROPOSED INTERNAL AUDIT PLAN – SEPTEMBER 2023 TO AUGUST 2024.

CARRIED

Motion 1089 (23-9-26)

Moved by Stefano Pascucci

Seconded by Anisha Thomas

MOTION FROM IN CAMERA THAT THE BOARD OF TRUSTEES APPROVE THE 2023 EARLY RETIREMENT INCENTIVE PLAN STRATEGY.

CARRIED

Motion 1090 (23-9-26)

Moved by Thomas Thomas

Seconded by Brea Corbet

MOTION FROM IN CAMERA THAT THE BOARD OF TRUSTEES APPROVE THE MANDATE AND KEY PRIORITIES FOR LOCAL BARGAINING WITH ASSOCIATION OF PROFESSIONAL STUDENT SERVICES PERSONNEL (APSSP).

CARRIED

Motion 1091 (23-9-26)

Moved by Luz del Rosario

Seconded by Shawn Xaviour

MOTION FROM IN CAMERA THAT THE BOARD OF TRUSTEES APPROVE THE MANDATE AND KEY PRIORITIES FOR LOCAL BARGAINING WITH DUFFERIN-PEEL EDUCATIONAL RESOURCE WORKERS' ASSOCIATION (DPERWA).

CARRIED

Motion 1092 (23-9-26)

Moved by Darryl D'Souza

Seconded by Luz del Rosario

MOTION FROM IN CAMERA THAT THE BOARD OF TRUSTEES APPROVE THE MANDATE AND KEY PRIORITIES FOR LOCAL BARGAINING WITH THE ONTARIO PUBLIC SERVICE EMPLOYEES' UNION (OPSEU).

CARRIED

Motion 1093 (23-9-26)

Moved by Thomas Thomas

Seconded by Darryl D'Souza

MOTION FROM IN CAMERA THAT THE BOARD OF TRUSTEES APPROVE THE RATIFICATION OF THE LOCAL AGREEMENT BETWEEN THE CATHOLIC PRINCIPALS' AND VICE PRINCIPALS' COUNCIL DUFFERIN-PEEL ELEMENTARY AND SECONDARY AND DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD.

CARRIED

N. Future Meetings

October 24, 2023

November 21, 2023 Organizational Meeting

November 28, 2023

December 12, 2023

January 30, 2024

February 27, 2024

March 19, 2024

April 23, 2024

May 28, 2024

June 18, 2024

O. Adjournment

Motion 1094 (23-9-26)

Moved by Stefano Pascucci

Seconded by Mario Pascucci

THAT THE MEETING BE ADJOURNED AT 10:31 P.M.

CARRIED



H 3 2023-2024 OCSTA Membership Fee and Friends and Advocates of Catholic Education Levy

Q 1	<p>Trustee Darryl D'Souza: Can staff explain how we save on energy by belonging to OCSTA?</p>	<p>Details were provided in Issues and Events September 29: All OCSTA member boards are part of the Ontario Education Services Corporation (OESC), which serves as an intervenor at the Ontario Energy Board to keep energy costs down for school boards. This provides cost containment savings to DPCDSB and all other Ontario school boards. OESC shares this dollar amount each year to OCSTA and they include this on the membership letter and invoice. According to the detail, cost containment savings to DPCDSB for the 2022-2023 year was \$556,308. In the previous year, 2021-2022, the cost containment savings was listed as \$1,007,745. A copy of the Benefits of Membership section is attached for your reference - Appendix A. The information provided in one of the bullet points that translated this cost containment savings into a per pupil amount (document states \$5.50 per pupil) was not updated and therefore, is not accurate. Given the enrolment of DPCDSB in the 2022-2023 year, the per pupil amount should show as approximately \$7.72. This has been brought to the attention of OCSTA.</p>
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J Questions Asked by Trustees

Q 4	<p>Trustee Bruno Iannicca: Is it possible to have staff attend a SEAC meeting to address the issue of courtesy ridership for siblings of students who ride a special needs bus?</p>	<p>Staff would be pleased to attend a SEAC meeting. STOPR would be able to elaborate on its existing procedures and the operational issues involved with sibling courtesy ridership on special needs vehicles.</p>
Q 7	<p>Trustee Brea Corbet: Halton Catholic District School Board (HCDSB) has a different process for assigning courtesy ridership and it is done earlier. Parents/Guardians are sent a link in June to request courtesy ridership for the coming year, and they are informed if they are granted a seat by the first day of school in September. This is organized through Halton Student Transportation Services (HSTS) rather than through school administrators.</p> <p>Can staff follow up with HSTS to learn more about their process? Perhaps there are steps our board could take to further improve timelines for our families.</p>	<p>STOPR is in consultation with HSTS. It should be noted that HSTS is significantly smaller in its overall operations compared to STOPR. HSTS has also established a June deadline for courtesy ridership applications for the following school year and does not consider any requests for courtesy at the beginning of a new school year. If STOPR were to implement such a deadline, any student changes occurring over the summer months, such as new students moving into a DPCDSB school, or students transferring between DPCDSB schools, would not necessarily be captured as students who may be eligible for courtesy. As a result, this may serve to exclude families from the ability to apply for courtesy ridership altogether for an entire year. STOPR has made significant progress to advance its courtesy application process to begin the third week of the school year, even with the significant volume of changes that are</p>

		logged during the first few weeks of the school year, along with students and drivers getting used to schedules and bus stop locations.
Q 11	Trustee Mario Pascucci: Can staff provide an update on St. Sofia CES with information on enrolment figures now and what took place last February 2022, when students began arriving from Ukraine?	As reported in the September 29 Issues and Events: The total current number of Ukrainian students in DPCDSB schools is approximately 728 (550 elementary and 178 secondary). See Appendix B for breakdown.
Q 13	Trustee Mario Pascucci: An Italian Language program on Saturdays was cancelled due to low enrolment. Is there anything we can do about this?	As provided in the October 7 Issues and Events: The Adult/Continuing Education Department has reached out to Dufferin-Peel CDSB secondary schools regarding the possibility of running Senior Italian language courses, either at Night School or as an International Language. No one indicated that there was interest for Gr. 12 Italian at their site. The only school where it was offered (Pocock) had 3 grade 12 students choose the course. St. Mike's had a junior class running when the school opened years ago, but after that first year, there hasn't been enough interest to run a senior Italian class; they have stopped offering it.
Q 14	Trustee Bruno Iannicca: In some of our communities parents/guardians park at the end of driveways, inconveniencing residents. Can we issue a letter from our In House Counsel to warn parents/guardians if they are not following rules or are disrespectful of staff or property? I would like a report regarding the feasibility of creating a letter to this effect from Counsel.	Will be discussed further at the October 17 Board By-Law/Policies Review Committee Meeting.
Q 16	Trustee Bruno Iannicca: All communication that goes out to a school community should copy the trustee(s) of the school. Can staff remind administrators?	A reminder was sent to all administrators.
Q 17	Trustee Stefano Pascucci: Does ICT have the capacity to add trustees to the appropriate School Messenger for each school?	Instructions outlining the procedure for adding trustees to the School Messenger communication system were sent to school administrators by General Manager Campbell on September 29.
Q 19	Trustee Herman Vilorio: Can staff provide an update on the number of candidates we have in our leadership program?	This information will become available once registration is received and meetings with candidates and superintendents are arranged.

Benefits of Membership

"One unified provincial voice for Ontario's English Catholic school boards..."

Throughout the history of Catholic education in Ontario, our system's strength has been our ability to organize our school trustees under the guiding principles of the Gospel to advance our shared goals for the promotion and protection of Catholic education in Ontario. We achieve those objectives through our ongoing lobbying efforts, our membership development services and the following key activities that directly benefit our members.

OCSTA:

1. Represents Catholic school boards on all provincial consultations and work groups.
2. Provides advice to boards on significant policy issues.
3. Provides an extensive array of classroom and community resources for Catholic Education Week. Information is located online at <http://www.goodnewsforall.ca>.

These resources resonate strongly with students, parents and parishes and boards have expressed their appreciation for the materials and information that are generated and shared.

4. Lobbies the government on all funding issues most of which are identified by our member boards.
5. Represents Catholic boards on significant legal issues as they arise.
6. Develops provincial messaging and platforms on key issues and developments in education affecting Catholic schools and shares such strategic resources with boards.

To further support effective school board communications and community relations, OCSTA hosts an annual professional development session for school board communication staff.

7. Provides enrichment opportunities for Catholic school board trustees and staff.
 - a. Supports online enrichment opportunities for Catholic school board trustees via the Trustee Professional Development Modules developed with input from OCSTA and delivered by the Ontario Education Services Corporation (OESC) which is supported by all Ontario's school trustee associations. Those modules can be accessed online at the following URL: <https://modules.ontarioschooltrustees.org/?lang=en>
 - b. Annual trustee development events include January Catholic Trustees Seminar, Business Seminar, Labour Relations sessions (as needed) and the Annual General Meeting and Conference.
 - c. The OCSTA Certificate Course in Leadership and Good Governance was made available to all trustees in 2019. Protects the interests of Catholic school boards by monitoring activity in the Legislature, including draft legislation, as well as the release of new Regulations to identify impact on Catholic boards and propose amendments as necessary.

8. Maintains a provincial network, at both the political and staff levels, to position OCSTA to respond quickly to any issue of relevance to Catholic Schools.
9. Serves as the designated bargaining agent for Ontario's 29 Catholic District School Boards.

This list is not exhaustive.

In addition, OCSTA partners with the other three trustee associations and the Council of Directors of Education (CODE) to provide many services, most with direct financial benefits to boards that are available only to boards that are members of their respective provincial association. For a comprehensive understanding, please go to the Ontario Education Services website at <http://oesc-cseo.org/English/services.html>.

Examples of the services provided through OESC include:

- ❖ Serving as the intervenor at the Ontario Energy Board to keep energy costs down for school boards. An estimate of savings over the past year of \$3M for Ontario's Catholic school boards. This translates into a savings of \$5.50 per pupil which exceeds the cost of OCSTA membership.
- ❖ Provision of Behaviour Management Systems. This training is required for certain staff and is offered at a rate that saves all school boards, public and Catholic, approximately \$2M annually.
- ❖ Supporting the trustee election process by providing an array of resources located at <http://elections.ontarioschooltrustees.org> that are designed to
 - Raise the profile of trustee candidates and the municipal election process
 - Educate the public on the role of trustees and school boards
- ❖ Representation and co-ordination of initiatives pertaining to the Ontarians with Disabilities Act. This is ongoing and is meant to assist and guide boards through the various stages of implementation of the legislation and regulations. This service is a major savings for member boards that would otherwise be required to develop materials locally at significant expense.
- ❖ Development of resources on topics such as equity and inclusion, thereby saving each board the cost of developing such materials locally.

**Examples of Savings for
Dufferin-Peel Catholic DSB**

School Energy Coalition
\$556,308

August 2023

Ukrainian Students In DPCDSB Schools

Catholic Elementary Schools	Number of Students	Location
All Saints	2	Mississauga
Bishop Francis Allen	5	Brampton
Canadian Martyrs	10	Mississauga
Christ the King	1	Mississauga
Corpus Christi	4	Mississauga
Divine Mercy	1	Mississauga
Father Daniel Zanon	4	Mississauga
Father Francis McSpiritt	3	Mississauga
Mary Fix	6	Mississauga
Metropolitan Andrei	23	Mississauga
Our Lady of Fatima	1	Brampton
Our Lady of Mercy	1	Mississauga
Queen of Heaven	13	Mississauga
St. Agnes	2	Brampton
St. Albert of Jerusalem	2	Mississauga
St. Alfred	52	Mississauga
St. Andrew	1	Orangeville
St. Anne	1	Brampton
St. Basil	10	Mississauga
St. Bernadette	1	Mississauga
St. Bernard of Clairvaux	1	Mississauga
St. Catherine of Siena	8	Mississauga
St. Charles Garnier	11	Mississauga
St. Christopher	2	Mississauga
St. David of Wales	3	Mississauga
St. Dominic	22	Mississauga
St. Edith Stein	3	Mississauga
St. Edmund	2	Mississauga
St. Elizabeth Seton	4	Mississauga
St. Faustina	3	Mississauga
St. Francis of Assisi	1	Mississauga
St. Gerard	4	Mississauga
St. Giovanni Scalabrini	6	Mississauga
St. Gregory	1	Mississauga
St. Helen	2	Brampton

St. Hilary	3	Mississauga
St. Jean-Marie Vianney	1	Brampton
St. John XXIII	1	Mississauga
St. Joseph (Brampton)	10	Brampton
St. Joseph (Mississauga)	6	Mississauga
St. John of the Cross	4	Mississauga
St. Jude	3	Mississauga
St. Louis	2	Mississauga
St. Luke	6	Mississauga
St. Margaret of Scotland	2	Mississauga
St. Matthew	12	Mississauga
St. Monica	1	Brampton
St. Philip	1	Mississauga
St. Pio of Pietrelcina	10	Mississauga
St. Raymond	4	Mississauga
St. Sebastian	4	Mississauga
St. Simon Stock	1	Mississauga
St. Sofia	131	Mississauga
St. Teresa of Avila	3	Mississauga
St. Teresa of Calcutta	43	Mississauga
St. Thomas More	14	Mississauga
St. Timothy	5	Mississauga
St. Veronica	1	Mississauga
St. Valentine	1	Mississauga
St. Vincent de Paul	13	Mississauga
Sts. Martha & Mary	25	Mississauga
Sts. Peter & Paul	8	Mississauga
TOTAL	550	

Catholic Secondary Schools	Number of Students	Location
Ascension of Our Lord	3	Mississauga
Cardinal Ambrozic	0	Brampton
Cardinal Leger	8	Brampton
Father Michael Goetz	12	Mississauga
Iona	14	Mississauga
John Cabot	37	Mississauga
Loyola	3	Mississauga
Our Lady of Mount Carmel	7	Mississauga

Philip Pocock	47	Mississauga
Robert F. Hall	1	Orangeville
St. Aloysius Gonzaga	3	Mississauga
St. Augustine	2	Mississauga
St. Francis Xavier Secondary	9	Mississauga
St. Edmund Campion	1	Brampton
St. Joan of Arc	1	Mississauga
St. Joseph Secondary	6	Mississauga
St. Martin	3	Mississauga
St. Paul	19	Mississauga
St. Oscar Romero	1	Mississauga
St. Roch	1	Brampton
St. Thomas Aquinas	1	Brampton
TOTAL	178	



RECOMMENDATION TO THE BOARD

PRESENTATION C 1

**FATHER TONY RICARD
FAITH FORMATION**



RECOMMENDATION TO THE BOARD

PRESENTATION C 2

**2023 ONTARIO CERTIFICATE OF ACHIEVEMENT: ENGAGEMENT AND OPEN MINDEDNESS
MELANIE WILLIAMS, TEACHER
ST. PAUL CATHOLIC SECONDARY SCHOOL**



RECOMMENDATION TO THE BOARD

PRESENTATION C 3

**2023 ONTARIO CERTIFICATE OF ACHIEVEMENT: SCIENCE FOR YOUNG CHILDREN
REAGAN JOHNSON, DEDICATED EARLY CHILDHOOD EDUCATOR
ST. JAMES CATHOLIC GLOBAL LEARNING CENTRE**



RECOMMENDATION TO THE BOARD

PRESENTATION D 1

**NATIONAL MARCH FOR LIFE 2024
MAEVE ROCHE, CAMPAIGN LIFE COALITION**

D1 – Delegation

Maeve Roche – National March for Life 2024, Coalition for Life

Dear elected trustees of the Dufferin Peel Catholic District School Board. It is a privilege to have this opportunity to address the board in pertinence to such an important, collaborative opportunity.

My name is Maeve Roche and I am the Youth and Outreach Coordinator at Campaign Life Coalition and one of the organizers of the National March for Life.

This year, the National March for Life, on Parliament Hill (and its related youth events) will take place the week of May 9th, 2024! The National March for Life's organizing committee has been successful, year after year, in organizing a peaceful, pro-life demonstration that welcomes thousands of pro-life Canadians, of all walks of life, including families, children, seniors and school-aged youth, from across the country, in our nation's capital.

With the culture of death looming over impressionable youth, it is essential that we spread the pro-life message in our schools, youth groups, communities and society at large, to ensure that children in the womb, mothers, and fathers are protected from the violence that is abortion. Young people must be educated on the reality of abortion and must understand the harms involved both physically, spiritually, and emotionally.

National March for Life week, in Ottawa, serves as an ample opportunity to gather in prayer and fellowship for a common cause – the sanctity of all human life from conception until natural death. This week not only shapes a fruitful culture of life, but also serves to educate and inspire youth to further consider the moral questions of personhood, God's plan for human sexuality and what it means to live "Fully Alive" in our shared faith. The National March for Life is also an opportunity for students to learn about civic engagement, the Canadian government, ethics and philosophy in relation to the events at which they are present. Throughout the week, students will be granted an opportunity to hear from inspiring speakers with moving testimonies and experts in a variety of fields.

Not to mention, safety at the National March for Life is a central priority for us. We work closely with both the Ottawa Police and Parliamentary Protective Service to ensure the utmost safety and protection of our demonstrators. The March has all the legal permit requirements and licenses necessary for a demonstration of its kind. The police are in attendance, and they decide which routes to be taken in order to ensure the safety of all participants. Additionally, paramedics are present on Parliament Hill in the event of injury, especially for our senior attendees.

We also know that the National March for Life has saved lives. Many young people are deceived by the abortion industry on social media and through their peers, leading them to reject the sanctity of life. Many Catholic high school students are ignorant of the intrinsic value of human life in the womb. This must change. Abortion reaps generational damage, not only on the preborn child who is violently killed, but on the women and men involved, as well. Students ignorant to the pro-life position are vulnerable to abortion themselves.

The evening and day following the National March for Life, hundreds of youth will gather at the Ottawa Conference and Events Centre for the “Live On” Pro-Life Youth Summit and Banquet! The students are treated to musical entertainment and a delicious three-course meal. Afterwards, a dynamic speaker shares his/her story and encourages the students to utilize their voices to defend our most vulnerable members of society and make a difference in their homes, schools, and communities.

We are requesting that the students and staff of the Dufferin Peel Catholic District School Board attend the National March for Life and its related events this year – including the “Live On” Youth Summit and Banquet and Candlelight Vigil at the Human Rights Monument! For a complete list of events and information on travel and accommodation, please visit: www.marchforlife.ca! A school planning guide can also be provided upon request.

We hope that you consider joining us for this important, life-changing event! Invite students to become voices for the voiceless as we “Live On” at this year’s National March for Life and related events!

REGISTRATION FORM FOR DELEGATIONS

All delegations are required to submit a Registration Form outlining the key points to be presented by no later than 1:00 p.m. five (5) business days before the date of the applicable meeting for the request to be considered. The written presentation and materials must be submitted by 12:00 p.m. one (1) business day prior to the meeting. Trustees may ask questions of clarification after the presentation in accordance with Board Procedural By-Law 1-01, Article 7. Delegations are reminded that no decision on the issues presented will be made at the meeting. Delegations are allotted five minutes to present.

Meeting name & date: Tuesday, October 24, 2023 Subject: National March for Life 2024

- ☐ I wish to speak ONLY on my own behalf.
- ☒ I wish to delegate as a spokesperson for: Campaign Life Coalition and the
- ☐ I am an employee of the Board and my subject cannot be dealt with under a Board Collective Agreement.

Please provide a brief summary of the subject of the delegation.

To whom it may concern,

This year, the National March for Life, on Parliament Hill (and its related youth events) will take place the week of May 9th, 2024! The National March for Life 's organizing committee has been successful, year after year, in organizing a peaceful, pro-life demonstration that welcomes thousands of pro-life Canadians, of all walks of life, including families, children, seniors and school-aged youth, from across the country, in our nation's capital.

The Board does not wish to prevent the expression of honest opinion, however, delegates should refrain from negative, critical or derogatory comments about identifiable persons.

Please read Dufferin-Peel Catholic District School Board By-Law # 1-01, Article 7 (*see reverse*) pertaining to delegations prior to signing, and returning the registration form to the Board and Committee Information Officer. The Board and Committee Information Officer will contact you to confirm the date and time of your delegation.

Please note that delegations will be only heard during the allotted period for delegations. If it is necessary to cancel the delegation, please do so in writing by email, fax or hand delivered copy at least 24 hours prior to the meeting: Phone 905-890-0708, Ext. 24433 or Email cindy.child@dpcdsb.org

Delegation Contact Information: *

Name Maeve Roche

Address [REDACTED]

[REDACTED] [REDACTED]

[REDACTED] [REDACTED]

Date: Oct. 17 2023 Signature: _____

* **Municipal Freedom of Information and Protection of Privacy Act:** Personal information is collected under the legal authority of the *Education Act*, RSO 1990, c. E.2 and will be used by the Board and Committee Information Officer for corresponding with delegates. Questions about this collection should be addressed to the Manager, Records Management, Access & Privacy at 890-0708, Ext. 24443.

ARTICLE 7

DELEGATIONS AND SUBMISSIONS

- 7.1 Delegations and Submissions:** The DPCDSB encourages the public to provide advice and information to the Board of Trustees to assist Trustees in making informed decisions. Written and in person delegations to the Board of Trustees may be made in accordance with the following:
- a) Subject to Section 7.1(e), delegates are required to register using the prescribed form no later than by 1:00 p.m. five (5) business days before the date of the applicable meeting. A failure to complete the registration requirement will result in the delegation request being declined unless otherwise permitted in this Article 7. All other written (including electronic) materials/presentations of delegates, including revisions to those previously submitted, must be submitted in their final form by 1:00 p.m. on the Monday immediately prior to the meeting. Notwithstanding the foregoing, if a person wishes to delegate regarding an item that appears on the agenda of a specific meeting, such person shall be permitted to delegate at that specific meeting regarding that item only provided that the request is made and all written (including electronic) materials/presentations of the delegate are submitted in their final form by 1:00 p.m. on the Monday immediately prior to the specific meeting. As at all meetings, delegates will be advised that the Board of Trustees may not take action on the subject of the delegation at the meeting.
 - b) The Director/Secretary and/or the Chair, in consultation with the Vice-Chair, reserve the right to decline any delegation to ensure compliance with Applicable Laws, including privacy protection requirements.
 - c) If the delegate intends to use, or begins to use, the name/title/position of Staff members, or discloses any personal or other confidential information with respect to the Board of Trustees, a Committee or a student or their parent or guardian, the Chair may rule that the delegation is out of order or may require that the delegation be reconvened in-camera.
 - d) The public is strongly encouraged to make delegations to the appropriate Committee addressing the matter of concern prior to the matter coming before the Board of Trustees for consideration to allow Staff to consider and make recommendations to the Board of Trustees in connection with any matter raised in a delegation. For certainty, an individual or group making a delegation to a Committee may register to make the same or substantially similar submission or delegation to the Board of Trustees.
 - e) Up to five (5) delegations in total may be received by the Board of Trustees or a Committee at any meeting. Notwithstanding the foregoing, the Chair, in consultation with the Vice-Chair and Director/Secretary, may approve delegations in excess of five (5) if such delegations comply with Section 7.1(a). In

circumstances where there are more than five (5) delegations proposed and such additional delegations are not in compliance with Section 7.1(a), a majority of the Board of Trustees present and entitled to vote at a meeting may pass a motion to allow one or more additional delegations or may call an additional meeting. Each delegation will be limited to five (5) minutes unless otherwise determined by the Board of Trustees.

- f) Once the delegate has completed their presentation, Trustees shall have an opportunity to ask questions of the delegate. Once Trustee questions to the delegate are completed, the delegate will leave the podium and be seated or, if the delegation occurs in an In-Camera meeting, the delegate will leave the room. Trustees may ask questions of Staff at an open meeting, but not while the delegate is at the podium. Trustees may ask questions of Staff at an In-Camera meeting, but not while the delegation is present in the room.
- g) Delegations deviating from the subject matter set out in the applicable registration form will be ruled out of order, however an individual making a delegation may answer questions asked by Trustees on any topic.
- h) During both public and In-Camera Meetings, it is the responsibility of the Chair to stop or caution the delegate if they begin to make specific derogatory comments about any person. The Chair will remind the delegate of the requirement to avoid negative, critical or derogatory words and to focus on their concerns with respect to an issue or decision. If the delegate will not comply, the Chair may rule the delegation out of order. If the delegate becomes unruly, the Chair may, in their absolute discretion, remove the delegate(s) from the meeting for improper conduct in accordance with the *Education Act*.
- i) If the Board of Trustees refers a matter to Staff, through the Director/Secretary, in respect of which a submission or delegation is made, the Director/Secretary shall ensure the persons involved in the delegation are informed of the time and date at which the Staff report on the matter is to be reviewed by the Board of Trustees or Committee and information may be shared with the persons involved in the delegation in the discretion of the Director/Secretary.

7.2 Persons Ineligible to Make Delegations: Generally, all persons may make a delegation in respect of any Board of Trustees-related matter. However, Staff may not make submissions or delegations to the Board of Trustees or a Committee in respect of the following matters:

- a) collective agreements to which the DPCDSB is a party; or
- b) employee organizations (of which the speaker is, or is eligible to be, a member).



REPORT NUMBER F 1

MINUTES OF THE FAITH AND PROGRAM COMMITTEE MEETING, JUNE 13, 2023

MINUTES

Faith and Program Committee Meeting

Tuesday, June 13, 2023, 7:00 p.m.

Board Room, Catholic Education Centre

Trustees:	Bruno Iannicca	Chair
	Brea Corbet	Trustee
	Paula Dametto-Giovannozzi	Trustee
	Luz del Rosario	Trustee
	Darryl D'Souza	Trustee
	Mario Pascucci	Trustee
	Stefano Pascucci	Trustee
	Thomas Thomas	Trustee
	Shawn Xaviour	Trustee
	Leroy Onuoha	Student Trustee
	Dea Sokoli	Student Trustee
Regrets:	Herman Vilorio	Vice-Chair
	Anisha Thomas	Trustee
Staff:	Marianne Mazzorato, Ed.D.	Director of Education, Secretary to the Board
	David Amaral	Associate Director, Instructional Services
	Julie Cherepacha	Executive Superintendent, Finance, Chief Financial Officer and Treasurer
	Wayne Brunton	Superintendent, Family of Schools
	Mike Damad	Chief Information Officer
	Silvana Gos	Superintendent, Family of Schools
	Jodi Kuran	Superintendent, Family of Schools
	Martine Lewis	Superintendent, Family of Schools
	Carmel Murphy	Superintendent, Program and Learning Services
	Lucy Papaloni	Superintendent, Special Education and Learning Services
	Tammy-Lynne Peel	Superintendent, Family of Schools
	Adrian Scigliano	Superintendent, Family of Schools
	Max Vecchiarino	Superintendent, Equity, Policy, Strategy, Research
	Bruce Campbell	General Manager, Communications and Community Relations
	Christiane Kyte	General Manager, Clinical Services and Special Education
Recorder:	Cindy Child	Board and Committee Information Officer

A. Routine Matters

1. Call to Order and Attendance
Chair Bruno Iannicca called the meeting to order at 7:00 p.m.
2. Opening Prayer led by Trustee Luz del Rosario

3. Land Acknowledgment - Chair Bruno Iannicca

4. Approval of Agenda

Distribution of G 1 PowerPoint

Moved by Brea Corbet

THAT THE AGENDA BE APPROVED.

CARRIED

- a. Approval of Calendar Items - Nil

5. Declaration of Interest - Nil

6. Approval of Minutes, Faith and Program Committee Meeting, May 9, 2023

Moved by Darryl D'Souza

THAT THE MINUTES OF THE FAITH AND PROGRAM COMMITTEE MEETING, MAY 9, 2023, BE APPROVED.

CARRIED

- a. Business Arising from the Minutes - Nil

B. Pastor's Remarks - Nil

C. Awards and Presentations - Nil

D. Delegations

1. Diversity, Equity and Inclusion - Graham Leah

E. Updates/Information/Reports from Trustees for Receipt

1. Regular Reports - Nil

- a. Ontario Catholic School Trustees' Association Report
- b. Good News Items

F. Updates/Information/Reports from Committees for Receipt - Nil

G. Updates/Information/Reports from Administration for Receipt

1. Literacy Lead Support in DPCDSB

Superintendent Murphy introduced Academic Coordinator, Anna Moura to present.

2. Extended Excursions - Spring 2023

Superintendent Gos summarized the report.

1. Trustee Luz del Rosario: Please clarify is Chiesa S. Antonio a church?

Superintendent Gos: This is the church where the students of St. Thomas Aquinas CSS will attend Sunday Mass in Florence.

2. Trustee Luz del Rosario: Which is a social justice trip?

Superintendent Gos: The St. Aloysius Gonzaga CSS trip to Dominican Republic is a social justice trip.

3. Trustee Darryl D'Souza: The prices seem high, do they include air fare, hotel and all meals? Do student fees subsidize the costs of the teachers? How many students do we anticipate per trip?

Superintendent Gos: The cost covers the full package for each trip and does include costs for chaperones. Travel costs have increased. We have had families already show interest in the trips. Normally we take 15 to 20 students per trip.

4. Trustee Darryl D'Souza: What is the ratio for students to teachers?

Associate Director Amaral: The ratio is 10 students to one teacher. However, all co-ed trips of up to 10 students require two female and two male chaperones in case of emergencies. Hence the reason schools try to have 20 students per trip. These ratios and the need to subsidize the chaperones, are clearly articulated at the information evening for parents/guardians and students.

5. Trustee Stefano Pascucci: Do schools usually have an idea of how many students would be interested?

Associate Director Amaral: Yes, they often do, however no commitment is made until a trip is approved.

6. Trustee Stefano Pascucci: How and who picks which staff go on a trip?

Associate Director Amaral: In consultation, the principal and superintendent of the Family of Schools determine which staff chaperones the students.

3. Stewardship and Sustainable Practices Update

Superintendent Peel summarized the report.

4. Central Committee for Catholic School Councils (CCCSC) - Annual Report

Superintendent Brunton summarized the report.

Trustee Bruno Iannicca passed the chair to Trustee Luz del Rosario.

1. Trustee Bruno Iannicca: Thank you to Superintendent Brunton and the CCCSC for the continued education on Human Trafficking. I am pleased that we continue to take the lead on this critical issue. The sessions gather immense gratitude from the community for the knowledge shared through our presenters. Parents/guardians have already begun asking when our next session will be. We hope to continue in the fall.

Trustee Bruno Iannicca resumed the chair.

H. Trustee/Committee/Administration Reports Requiring Action – Nil

I. Notices of Motion - Nil

J. Additional Business - Nil

K. Questions Asked of, and by, Board Members

1. Trustee Mario Pascucci: What is the protocol for students in elementary schools that need menstrual products?

Director Mazzorato: All elementary and secondary schools have dispensers in their washrooms. If the washroom dispenser has run out of product, the office keeps a stock and students can ask at the office for products, free of charge.

2. Trustee Mario Pascucci: What course of action do we have if the front of a school has parking problems?

Director Mazzorato: This is the principal's responsibility; they would try to ensure cooperation and have additional tools and resources if necessary.

3. Trustee Mario Pascucci: Can staff identify which fields we share with the City of Mississauga and Brampton and identify the cost of these partnerships?

Director Mazzorato: We can put something in Issues and Events.

4. Trustee Darryl D'Souza: How many international students does DPCDSB have this year?

Superintendent Vecchiarino: This varies as we tend to have more students at the beginning of a school year. This year we have 87 students, which has declined since the pandemic. Pre-pandemic we had approximately 115 students. Registrations for September 2023 are looking good, we should be back on track to pre-pandemic enrolment. We do not market to specific countries, we have not done so in a number of years.

Associate Director Amaral: There is a promotional and communication campaign that we market in International publications.

5. Trustee Mario Pascucci: At a recent Catholic School Council (CSC) meeting, questions were raised around motivating students who are reluctant to engage in school since the pandemic. Can staff comment specifically to secondary students?

Associate Director Amaral: We are pleased to report that many students are thriving. We implement support to students as needed. In secondary schools there is access to child and youth workers and the chaplain; many schools offer drop-in or drop-by services.

L. Declared Interest Items – Nil

M. In Camera Session

Moved by Shawn Xaviour

THAT THE FAITH AND PROGRAM COMMITTEE MEETING BE ADJOURNED AND THE TRUSTEES IMMEDIATELY CONVENE AN IN CAMERA MEETING.

CARRIED

N. Report from In Camera

Report: Approval of In Camera Minutes, Faith and Program Committee Meeting May 9, 2023, Questions asked of, and by Trustees of an In Camera Nature, and notice of a letter received by the Minister of Education dated June 13, 2023.

O. Future Meetings

October 10, 2023

January 16, 2024

March 5, 2024

May 14, 2024

P. Adjournment

Moved by Thomas Thomas

THAT THE MEETING BE ADJOURNED AT 8:10 P.M.

CARRIED



**Dufferin-Peel
Catholic District
School Board**

**Business Arising from
Faith and Program Committee Meeting
June 13, 2023**

K

Questions Asked by Trustees

Q 3

Trustee Mario Pascucci:
Can staff identify which fields we share with the
City of Mississauga and Brampton and identify the
cost of these partnerships?

Information about shared fields was included in the
October 6 Issues and Events.



REPORT NUMBER F 2

MINUTES OF THE BOARD BY-LAW/POLICIES REVIEW COMMITTEE MEETING, MAY 16, 2023

MINUTES

Board By-Law/Policies Review Committee Meeting

Tuesday, May 16, 2023, 7:00 p.m.

Board Room, Catholic Education Centre

Trustees:	Stefano Pascucci	Chair
	Anisha Thomas	Vice-Chair
	Brea Corbet	Trustee
	Paula Dametto-Giovannozzi	Trustee
	Luz del Rosario	Trustee
	Bruno Iannicca	Trustee
	Anisha Thomas	Trustee
	Thomas Thomas	Trustee
	Herman Vioria	Trustee
	Shawn Xaviour	Trustee
	Dea Sokoli	Student Trustee
Regrets:	Darryl D'Souza	Trustee
	Mario Pascucci	Trustee
	Leroy Onuoha	Student Trustee
Non-Voting	Marianne Mazzorato, Ed.D.	Director of Education, Secretary to the Board
Attendees:		
	David Amaral	Associate Director, Instructional Services
	Daniel Del Bianco	Associate Director, Corporate Services
	Julie Cherepacha	Executive Superintendent, Finance, Chief Financial Officer and Treasurer
	Brian Hester	Superintendent, Financial Services
	Adrian Scigliano	Superintendent, Family of Schools
	Stephanie Strong	Superintendent, Human Resources and Employee Relations
	Max Vecchiarino	Superintendent, Equity, Policy, Strategy, Research
	Margaret Beck	Counsel
	Mike Damad	Chief Information Officer
	Carrie Salemi	General Manager, Finance
Recorder:	Cindy Child	Board and Committee Information Officer

A. Routine Matters

1. Call to Order and Attendance
Chair Stefano Pascucci called the meeting to order at 7:00 p.m.
2. Opening Prayer - Led by Trustee Luz del Rosario
3. Land Acknowledgment - Trustee Anisha Thomas
4. Approval of Agenda
Revised H2 documents and M1a corrected wording.

Moved by Thomas Thomas

THAT THE AGENDA BE APPROVED, AS AMENDED.

CARRIED

Trustees Brea Corbet, Paula Dametto-Giovannozzi, and Shawn Xaviour joined the meeting at 7:03 p.m.

- a. Approval of Calendar Items - Nil
- 5. Declaration of Interest - Nil
- 6. Approval of Board By-Law/Policies Review Committee Minutes, February 21, 2023

Moved by Bruno Iannicca

THAT THE MINUTES OF THE BOARD BY-LAW/POLICIES REVIEW COMMITTEE MEETING, FEBRUARY 21, 2023, BE APPROVED.

CARRIED

- a. Business Arising from the Minutes - Attached.
- B. Pastor's Remarks - Nil**
- C. Awards and Presentations - Nil**
- D. Delegations - Nil**
- E. Updates/Information/Reports from Trustees for Receipt - Nil**
 - 1. Regular Reports
 - a. Ontario Catholic School Trustees' Association
 - b. Good News Items
- F. Updates/Information/Reports from Committees for Receipt - Nil**
- G. Updates/Information/Reports from Administration for Receipt**
 - 1. Policy 1.02: Code of Conduct - Trustees
 - Counsel Beck summarized the report.
- H. Trustee/Committee/Administration Reports Requiring Action**
 - 1. Policy 6.75: Special Education Programs - Identification, Placement and Review Committee (IPRC)
 - Superintendent Vecchiarino summarized the report on behalf of Superintendent Papaloni.

Moved by Luz del Rosario

THAT THE BOARD BY-LAW/POLICIES REVIEW COMMITTEE RECOMMEND TO THE BOARD OF TRUSTEES THAT POLICY 6.75: SPECIAL EDUCATION PROGRAM: IDENTIFICATION, PLACEMENT AND REVIEW COMMITTEE BE RESCINDED.

CARRIED

2. Policy 0: Procedural By-Law and Policy 1.06: Electronic Meetings - Teleconferencing

Counsel Beck summarized the report.

1. Trustee Bruno Iannicca: When a trustee or staff member is attending virtually, who should advise them if their camera is not on?

Counsel Beck: That is the role of the Chair.

Director Mazzorato: Additional clarification is provided in the revised Procedural By-Law, section 5.10 (d) Electronic Attendance at Meetings: *Ensure their camera is on throughout the meeting. If, however, a Trustee turns their camera off, but they are still participating in the meeting, they are to inform the recording secretary to avoid being marked absent until the camera is turned back on.* This mechanism is in place for the recording secretary to note attendance. The wording puts the onus on the trustee to advise if they need to turn off their camera or leave the meeting for any reason.

2. Trustee Brea Corbet: What is the expectation of the attendance of the Chair and or Vice-Chair?

Director Mazzorato: The regulation states that the Chair and/or designate must attend in-person. It is silent on the Vice-Chair. Technically, both should be present as our practice is to have the Vice-Chair chair the In Camera sessions of Board and Committee Meetings. If trustees would like us to include that language, we can do so.

3. Trustee Brea Corbet: My preference would be to include that language.

Discussion ensued.

4. Director Mazzorato: We will make the change to the Procedural By-Law to state that the Vice-Chair must attend in-person.
5. Student Trustee Dea Sokoli: Will student trustees be subject to the same specifications set out by the Procedural By-Law regarding attendance at electronic meetings?

Director Mazzorato: Yes.

Moved by Anisha Thomas

THAT THE BOARD BY-LAW/POLICIES REVIEW COMMITTEE RECOMMEND TO THE BOARD OF TRUSTEES THAT THE PROCEDURAL BY-LAW BE APPROVED AND ENACTED AS AMENDED.

CARRIED

3. Policy 5.25: Student Trustees

In the absence of Superintendent Lewis, Superintendent Vecchiarino summarized their report.

1. Trustee Luz del Rosario: My understanding is that we had agreed that the student body would elect the Indigenous Student Trustee once the Indigenous Education Council (IEC) had verified the candidates for election?

Superintendent Vecchiarino: To clarify, the present two Student Trustees are elected annually (in February) by the 52 Student Senate Representatives from each of the 26

secondary schools; it is not the entire student body who vote. The Indigenous Student Trustee will be elected by the students on the Student Indigenous Council who identify as Indigenous.

2. Trustee Bruno Iannicca: My understanding is that the elders were going to have input in the recommendation of the Indigenous Student Trustee.

Superintendent Vecchiarino: Any DPCDSB secondary student can self-nominate if they identify as Indigenous. They are to make their intentions to the elders, in this case, the IEC. The IEC will work with staff to review the candidates and discern who would make a good representative and then support them to stand for election. The Indigenous students of the Student Indigenous Council would then vote.

3. Trustee Paula Dametto-Giovannozzi: Is it possible to have all students vote?

Superintendent Vecchiarino: Similar to the two Student Trustees who are elected by the Student Senate Representatives who represent all 26 secondary schools, the Indigenous Student Trustee will be elected by the Student Indigenous Council members who represent almost all secondary schools.

Trustee Stefano Pascucci passed the chair to Trustee Anisha Thomas.

4. Trustee Stefano Pascucci: What are the criteria to pick a valid Indigenous Student Trustee candidate?

Superintendent Vecchiarino: Any student who identifies as Indigenous can self-nominate. The IEC will review the interested students, they may turn down a candidate after consideration. The IEC understands the importance of having an Indigenous person represent Indigenous people and their culture. The guideline of the IEC is under the Ministry of Education.

5. Trustee Bruno Iannicca: May I assume that they need to be Catholic?

Director Mazzorato: Student trustees do not have to be Catholic. Recently, a legal ruling provided that non-Catholic students are eligible student trustee candidates. All Catholic school boards have changed the criteria of eligibility.

Trustee Stefano Pascucci resumed the chair.

Moved by Shawn Xaviour

THAT THE BOARD BY-LAW/POLICIES REVIEW COMMITTEE RECOMMEND TO THE BOARD OF TRUSTEES THAT POLICY 5.25: STUDENT TRUSTEES BE APPROVED AND ENACTED AS AMENDED.

CARRIED

4. Policy 5.30: Supply Chain Management

Executive Superintendent Cherepacha and Superintendent Hester summarized the report virtually.

Moved by Thomas Thomas

THAT THE BOARD BY-LAW/POLICIES REVIEW COMMITTEE RECOMMEND TO THE BOARD OF TRUSTEES THAT POLICY 5.30: *SUPPLY CHAIN MANAGEMENT* BE APPROVED AND ENACTED AS AMENDED.

CARRIED

5. Policy 6.59: School Graduations

Superintendent Vecchiarino summarized the report.

1. Trustee Brea Corbet: Regarding school barbeque events, CSC evenings, virtual assemblies and such, who invites the special guests, and who is able to speak at these events?

Superintendent Vecchiarino: In Section 9 *Awards Ceremonies and Other Significant Events* we have provided latitude to encompass all school events. The Principal will invite guests and only those people most involved with the education of the students will be invited to speak (e.g., administrators and chaplain).

2. Trustee Brea Corbet: GAP 511.01 section 1.3 and 1.4 should include the wording “significant events.” If the Mayor is not able to attend then the MPP should be able to speak, we work well together with the City, and the collaboration is important. The Mayor, MPP and MP all do not need to speak. However, if the Mayor is not able to attend, their designated speaker should be permitted to speak.

Superintendent Vecchiarino: Section 1.8 includes: *DPCDSB recognizes that, in addition to graduation ceremonies, schools may choose to conduct awards ceremonies and other locally significant events (e.g., dedications, memorials, anniversaries). Section 9 of this GAP provides procedures relevant to these types of events.* The reason they are separate; Graduation and Significant Events is the level of importance placed on these events and the relevant time given to speakers.

Discussion ensued.

3. Trustee Bruno Iannicca: All events should be uniform. City Councilors do not allow us to speak at their events, we should not allow them to speak at DPCDSB events. I do not support changing the policy.
4. Trustee Luz del Rosario: Agreed, this is not a political platform. The principal needs to send out the invitation to all trustees and invited guests with the guidelines to be clear of expectations.
5. Trustee Brea Corbet: The concern expressed is that we are not always invited or recognized by the city, hopefully over time we will create a reciprocal relationship at the local level.
6. Trustee Thomas Thomas: I am not in favor of changing the wording of 1.4 to allow MPP and MPs to speak. Graduations are not political events, and our interest is in education and recognizing our students and their families. Speakers should be short and sweet to allow grads and families to enjoy the graduation.

Trustee Stefano Pascucci passed the chair to Trustee Anisha Thomas.

7. Trustee Stefano Pascucci: In GAP 511.01 can we add specific to Graduations that all past trustees who contributed to the school should be invited by the principal?

Superintendent Vecchiarino: We will ensure they are included.

8. Trustee Stefano Pascucci: Can we ensure that CSC Chairs and Co-Chairs are added to the list of platform guests?

Superintendent Vecchiarino: We do not designate specific seating but would expect that administration would be respectful of their preference to sit on the platform or not.

Trustee Stefano Pascucci resumed the chair.

Moved by Brea Corbet

THAT THE BOARD BY-LAW/POLICIES REVIEW COMMITTEE RECOMMEND TO THE BOARD OF TRUSTEES THAT POLICY 6.59: *SCHOOL GRADUATIONS* BE APPROVED AND ENACTED AS AMENDED.

CARRIED

6. Policy 8.03: Emergency Instructors

Superintendent Strong summarized the report.

Moved by Anisha Thomas

THAT THE BOARD BY-LAW/POLICIES REVIEW COMMITTEE RECOMMEND TO THE BOARD OF TRUSTEES, THAT REVISED POLICY 8.03: *EMERGENCY INSTRUCTORS*, BE APPROVED AND ENACTED AS AMENDED.

CARRIED

7. Rescission of Policy 11.00: *Provision of Services to Persons with Disabilities*

Superintendent Strong summarized the report.

Moved by Bruno Iannicca

THAT THE BOARD BY-LAW/POLICIES REVIEW COMMITTEE RECOMMEND TO THE BOARD OF TRUSTEES THAT POLICY 11.00: *PROVISION OF SERVICES TO PERSONS WITH DISABILITIES* BE RESCINDED.

CARRIED

- I. Notices of Motion - Nil
- J. Additional Business - Nil
- K. Questions Asked of, and by, Trustees - Nil
- L. Declared Interest Items - Nil
- M. In Camera Session

Moved by Thomas Thomas

THAT THE BOARD OF TRUSTEES MEETING BE ADJOURNED AND THE TRUSTEES IMMEDIATELY CONVENE AN IN CAMERA MEETING IN RESPECT OF APPROVAL OF IN CAMERA MINUTES, WITH REFERENCE TO THE CRITERIA SET OUT ABOVE.

CARRIED

N. Rise and Report

Report: Approval of In Camera Minutes Board By-Law/Policies Review Committee of February 21, 2023

O. Future Meetings

P. Adjournment

Moved by Luz del Rosario

THAT THE MEETING BE ADJOURNED AT 8:45 P.M.

CARRIED

RECOMMENDATION TO THE BOARD

REPORT NUMBER H 1

GRANTS FOR STUDENT NEEDS CONSULTATION FOR 2024-25

To be distributed before the meeting.

- 1. THAT THE BOARD OF TRUSTEES APPROVE THE *GRANTS FOR STUDENT NEEDS CONSULTATION FOR 2024-25*.**

RECOMMENDATION TO THE BOARD

REPORT NUMBER H 2

REVISED POLICY 7.12: ACCESS TO DPCDSB PROPERTIES

1. **THAT *POLICY 7.12: ACCESS TO DPCDSB PROPERTIES* BE APPROVED AND ENACTED AS AMENDED BY THE BOARD OF TRUSTEES.**

Regular Board Meeting
October 24, 2023
<i>REVISED POLICY 7.12: ACCESS TO DPCDSB PROPERTIES</i>
Multi-Year Strategic Plan Values: Believe, Excel, Respect, Thrive, Trust

*“I am the gate. Whoever enters by me will be saved,
and will come in and go out and find pasture.”*

John 10:9

BACKGROUND

The Dufferin-Peel Catholic District School Board (DPCDSB) provides safe learning and working environments by governing who can access its properties. *Policy 7.12: Access to DPCDSB Properties* reflects DPCDSB’s right under law to control access. Revision to Policy 7.12 includes the development of a new General Administrative Procedure (GAP) on parking. This report summarizes changes to *Policy 7.12: Access to DPCDSB Properties*, specifically the new GAP.

DISCUSSION

Trustees recently indicated that there is a lack of consistency between schools regarding the allocation of reserved parking spaces. In response, staff were directed to create a GAP that outlines the number and types of reserved parking spaces at schools and other DPCDSB sites. Given that parking is a form of access, staff associated this new *GAP – Reserved Parking Spaces* with *Policy 7.12: Access to DPCDSB Properties*. In response to feedback from Trustees at the October 17, 2023, Board By-Law/Policies Review Committee meeting, the draft reserved parking GAP has been amended to include specific roles for which schools will consider, as sites and municipal regulations permit, creating reserved parking and associated signage.

CONCLUSION

The new *GAP – Reserved Parking Spaces* has been created and assigned to Policy 7.12. The content has been revised based on trustee feedback from the October 17, 2023, Board By-Law/Policies Review Committee meeting.

RECOMMENDATION

THE FOLLOWING RECOMMENDATION IS PROVIDED FOR CONSIDERATION:

- 1) THAT *POLICY 7.12: ACCESS TO DPCDSB PROPERTIES* BE APPROVED AND ENACTED AS AMENDED BY THE BOARD OF TRUSTEES.

Prepared by: Kathy Russell-Kwan, Researcher – Policy, Strategy, Research and Global Learning
Richard Moriah, General Manager – Plant Department
Mathew Thomas, Superintendent – Planning and Operations
Daniel Del Bianco, Associate Director – Corporate Services

Submitted by: Marianne Mazzorato, Ed. D.

<u>DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD</u>	
<u>BOARD POLICY</u>	
BOARD POLICY NUMBER:	7.12
SUBJECT:	Access to Board-DPCDSB Properties
REFERENCE:	<u>General Administrative Procedure (GAP) 711.00 – Use of Schools and Other DPCDSB Facilities</u> <u>GAP 711.01 – Reserved Parking Spaces</u>
EFFECTIVE/REVISED DATE:	(257) October 20, 1981; Revised (153) April 26, 2011; Revised October 24, 2017; (188) June 19, 2018, <u>October 25, 2023</u>

“The earth is the ~~LORD’S~~Lord’s, and all it contains, ~~The~~the world, and those who dwell in it.”
Psalm 24:1

1. It is the policy of Dufferin-Peel Catholic District School Board (~~the “Board”DPCDSB~~) to provide a safe ~~work place~~workplace and learning environment by governing access to ~~Board-DPCDSB~~ owned and/or occupied property, including schools (parking lots and pick-up and drop-off areas) and administrative buildings (collectively, “~~Board-DPCDSB~~ Property”).
2. All employees of ~~the BoardDPCDSB~~ are authorized to exercise the rights of ~~the BoardDPCDSB~~ as occupiers of ~~Board-DPCDSB~~ Property pursuant to the *Trespass to Property Act*, R.S.O.1990, c. T.21, as may be amended or replaced.
3. The control of access to school premises under ~~the BoardDPCDSB~~’s jurisdiction shall also be in accordance with the *Education Act*, R.S.O. 1990, c. E.2. ~~(the “Education Act”)~~, including sections 212, 265(1)(m), 305 and Ontario Regulation 474/00 to the *Education Act*, ~~as well as the appropriate provisions of Board Policy 6.50 (Use of Buildings, Grounds and Facilities)~~, each as may be amended or replaced.
- 2-4. Within its control of access to school and DPCDSB properties, is the policy of DPCDSB to make designated buildings, grounds, and facilities available for community use to the fullest extent possible within established DPCDSB procedures and on a minimum of actual cost recovery. Procedures related to community use are articulated in GAP 711.00 – Use of Schools and Other DPCDSB Facilities.

<u>DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD</u>	
<u>BOARD POLICY</u>	
BOARD POLICY NUMBER:	7.12
SUBJECT:	Access to DPCDSB Properties
REFERENCE:	General Administrative Procedure (GAP) 711.00 – Use of Schools and Other DPCDSB Facilities GAP 711.01 – Reserved Parking Spaces
EFFECTIVE/REVISED DATE:	October 20, 1981; April 26, 2011; October 24, 2017; June 19, 2018, October 25, 2023

“The earth is the Lord’s, and all it contains, the world, and those who dwell in it.”
Psalm 24:1

1. It is the policy of Dufferin-Peel Catholic District School Board (DPCDSB) to provide a safe workplace and learning environment by governing access to DPCDSB owned and/or occupied property, including schools (parking lots and pick-up and drop-off areas) and administrative buildings (collectively, “DPCDSB Property”).
2. All employees of DPCDSB are authorized to exercise the rights of DPCDSB as occupiers of DPCDSB Property pursuant to the *Trespass to Property Act*, R.S.O.1990, c. T.21, as may be amended or replaced.
3. The control of access to school premises under DPCDSB’s jurisdiction shall also be in accordance with the *Education Act*, R.S.O. 1990, c. E.2., including sections 212, 265(1)(m), 305 and Ontario Regulation 474/00 to the *Education Act*, each as may be amended or replaced.
4. Within its control of access to school and DPCDSB properties, is the policy of DPCDSB to make designated buildings, grounds, and facilities available for community use to the fullest extent possible within established DPCDSB procedures and on a minimum of actual cost recovery. Procedures related to community use are articulated in GAP 711.00 – Use of Schools and Other DPCDSB Facilities.

GENERAL ADMINISTRATIVE PROCEDURE GAP

SECTION:	700 FACILITIES, EQUIPMENT, FINANCE
GAP NUMBER:	711.01
SUBJECT:	Reserved Parking Spaces
REFERENCE:	Policy 7.12: Access to DPCDSB Properties
EFFECTIVE DATE:	October 2023

"In my Father's house there are many dwelling places. If it were not so, would I have told you that I go to prepare a place for you?"
John 14:2

1. PURPOSE

- 1.1. This General Administrative Procedure (GAP) articulates the assignment of reserved parking spaces at Dufferin-Peel Catholic District School Board (DPCDSB) sites.

2. ACCESSIBLE PARKING SPACES

- 2.1. All DPCDSB sites shall comply with municipal requirements regarding numbers and locations of accessible parking spaces.

3. RESERVED PARKING SPACES: CATHOLIC EDUCATION CENTRE, KEATON CENTRE, ADMINISTRATIVE SITES

- 3.1. The Catholic Education Centre shall maintain:
 - a) Sufficient, clearly marked 24-hour reserved parking spaces nearest the main entrance to accommodate all Trustees.
 - b) Reserved clearly marked parking spaces for each of the Director of Education and Associate Directors of Education.
 - c) Sufficient, clearly marked reserved parking for all DPCDSB supervisory officers.
 - d) Three clearly marked visitor parking spaces next to the area containing the designated Trustee parking spaces.
- 3.2. The Keaton Centre shall maintain two reserved parking spaces for visitors.
- 3.3. All other DPCDSB administrative sites (e.g., Blessed Trinity Catholic Learning Centre, St Dunstan Catholic Language Learning Centre, St Gabriel Adult Learning Centre, St Kateri Tekakwitha Catholic Learning Centre) shall maintain four reserved parking spaces for visitors.
- 3.4. All other staff and visitors attending the Catholic Education Centre, the Keaton Centre, or any other DPCDSB administrative site may use any unmarked parking spaces at these locations.

4. RESERVED PARKING SPACES: SCHOOLS

4.1. Reserved parking spaces at schools will be limited to the following:

- a) Sufficient, clearly marked reserved parking spaces to accommodate the existing complement of school office administration: principals, vice-principal, and head secretaries.
- b) Elementary schools will have two clearly marked reserved parking spaces for visitors.
- c) Secondary schools will have four clearly marked reserved parking spaces for visitors.

Note: Depending on the total number of parking spots required at the school, as per municipal requirements, the above noted reserved parking allocation may not be achievable.

4.2. Any marked reserved parking spaces for visitors must not be used by school staff.

4.3. Where enrollment fluctuations cause a school to have fewer administrators than the allotted administrator reserved parking spaces, school principals must submit a work order, to the Facilities Department to remove unneeded reserved parking space signage.

4.4. Where enrollment fluctuations cause a school to have more administrators than the allotted administrator reserved parking spaces, school principals must submit a work order, to the Facilities Department to add new reserved parking spaces and signage.

4.5. Schools shall not add or remove reserved parking spaces and signage without authorization from the General Manager (or designate) of the Facilities Department.

GENERAL ADMINISTRATIVE PROCEDURE GAP

SECTION:	700 FACILITIES, EQUIPMENT, FINANCE
GAP NUMBER:	<u>**NEW**711.01</u>
SUBJECT:	Reserved Parking Spaces
REFERENCE:	Policy 7.12: Access to DPCDSB Properties
EFFECTIVE DATE:	October 2023

"In my Father's house there are many dwelling places. If it were not so, would I have told you that I go to prepare a place for you?"
John 14:2

1. PURPOSE

- 1.1. This General Administrative Procedure (GAP) articulates the assignment of reserved parking spaces at Dufferin-Peel Catholic District School Board (DPCDSB) sites.

2. ACCESSIBLE PARKING SPACES

- 2.1. All DPCDSB sites shall comply with municipal requirements regarding numbers and locations of accessible parking spaces.

3. RESERVED PARKING SPACES: CATHOLIC EDUCATION CENTRE. KEATON CENTRE, ADMINISTRATIVE SITES

- 3.1. The Catholic Education Centre shall maintain:
 - a) Sufficient, clearly marked 24-hour reserved parking spaces nearest the main entrance to accommodate all Trustees.
 - b) Reserved clearly marked parking spaces for each of the Director of Education and Associate Directors of Education.
 - c) Sufficient, clearly marked reserved parking for all DPCDSB supervisory officers.
 - d) Three clearly marked visitor parking spaces next to the area containing the designated Trustee parking spaces.
- 3.2. The Keaton Centre shall maintain two reserved parking spaces for visitors.
- 3.3. All other DPCDSB administrative sites (e.g., Blessed Trinity Catholic Learning Centre, St Dunstan Catholic Language Learning Centre, St Gabriel Adult Learning Centre, St Kateri Tekakwitha Catholic Learning Centre) shall maintain four reserved parking spaces for visitors.
- 3.4. All other staff and visitors attending the Catholic Education Centre, the Keaton Centre, or any other DPCDSB administrative site may use any unmarked parking spaces at these locations.

4. RESERVED PARKING SPACES: SCHOOLS

4.1. Reserved parking spaces at schools ~~shall~~will be limited to the following:

- a) Sufficient, clearly marked reserved parking spaces to accommodate the existing complement of school office administration: ~~_(for example, principals, vice-principals, and head secretaries)_~~.
- b) Elementary schools ~~may have up to~~will have two clearly marked reserved parking spaces for visitors.
- c) Secondary schools ~~may have up to~~will have four clearly marked reserved parking spaces for visitors.

Note: Depending on the total number of parking spots required at the school, as per municipal requirements, the above noted reserved parking allocation may not be achievable.

4.2. Any marked reserved parking spaces for visitors must not be used by school staff.

4.2.4.3. Where enrollment fluctuations cause a school to have fewer administrators than the allotted administrator reserved parking spaces, school principals ~~may~~must submit a work order ~~_~~ to the Facilities Department to remove unneeded reserved parking space signage ~~_~~.

4.3.4.4. Where enrollment fluctuations cause a school to have more administrators than the allotted administrator reserved parking spaces, school principals ~~may~~must submit a work order ~~_~~ to the Facilities Department to add new reserved parking spaces and signage.

4.4.4.5. Schools shall not add or remove reserved parking spaces and signage without authorization from the General Manager (or designate) of the Facilities Department.

RECOMMENDATION TO THE BOARD

REPORT NUMBER H 3

MOTIONS RECOMMENDED BY THE BOARD BY-LAW/POLICIES REVIEW COMMITTEE, OCTOBER 17, 2023

- 1. THAT THE BOARD OF TRUSTEES APPROVE *POLICIES FOR REVIEW AND DEVELOPMENT 2023 – 2024.***
- 2. THAT THE BOARD OF TRUSTEES APPROVE THE RESCISSION OF *POLICY 1.04: IMPLEMENTATION OF POLICY AND SYSTEM DIRECTION AS ARTICULATED IN GENERAL ADMINISTRATIVE PROCEDURES (GAP).***
- 3. THAT THE BOARD OF TRUSTEES APPROVE *POLICY 4.20: FUNDRAISING AND DONATIONS* AND ENACT AS AMENDED.**
- 4. THAT THE BOARD TRUSTEES APPROVE *POLICY 7.15: TRUSTEE HONORARIA AND EXPENSES* AND ENACT AS AMENDED.**
- 5. THAT THE BOARD OF TRUSTEES APPROVE THE RESCISSION OF *POLICY 6.50: USE OF BUILDINGS, GROUNDS AND FACILITIES.***
- 7. THAT THE BOARD OF TRUSTEES APPROVE *POLICY 9.01: CATHOLIC CODE OF CONDUCT* AND ENACT AS AMENDED.**

Board By-Law/Policies Review Committee Meeting
Tuesday, October 17, 2023
<i>Policies for Review and Development 2023 - 2024</i>
Multi-Year Strategic Plan Values: Believe, Excel, Respect, Thrive, and Trust

“In your steadfast love you led the people whom you redeemed; you guided them by your strength to
your holy abode”
Exodus 15:13

BACKGROUND

The *Education Act* and Dufferin-Peel Catholic District School Board’s (DPCDSB) *Policy 1.00 Overall Governance: Mission, Vision, Multi-Year Strategic Plan, By-Laws, and Policies* require periodic review and maintenance of policies and the associated General Administrative Procedures (GAPs). This process includes trustee input, followed by consultation with various internal and external community stakeholders. Additionally, policies and organizational structures must promote the goals set out in their Multi-Year Strategic Plan (MYSP) and encourage pupils to pursue their educational goals. As a result of the review cycle and Ministry of Education requirements, DPCDSB Staff have conducted an extensive analysis of policies that require review and/or development. This report was created to identify those policies.

DISCUSSION

In all, there are 29 policies and 2 General Administrative Procedure (GAP) that are recommended to be initiated for review and/or development. The chart below identifies those policies and GAPs.

Policies for Review	
1.05	Accidents and Illness
1.10	Admissions
1.75	Chapels in Secondary Schools
2.10	Approval and Use of Student Learning Materials
4.00	Supervised Alternative Learning (SAL)
4.14	Freedom of Information and Protection of Privacy
4.20	Fundraising and Donations
4.70	Health and Safety
4.90	Pregnant Students in Dufferin-Peel Schools
5.10	Public Health
5.25	Student Trustees
6.02	Records and Information Management
6.58	School Blessings/School Re-Dedications/Official Openings
6.69.1	Harassment and Discrimination

6.70	Signing Authority
6.80	Co-Curricular and Extra-Curricular Programs
7.12	Access to Board Properties
7.15	Trustee Honoraria and Expenses
8.02	Physical Restraint
8.04	Partnership and Business Arrangements Between the Dufferin-Peel Catholic District School Board and Commercial Enterprises
11.01	Integrated Accessibility Standards
19.00	Staffing
27.00	School Anniversaries
39.00	Keeping Children Safe Duty to Report
Policies Confirmed for Rescission	
1.03	Indemnification for Trustees, Senior Management, Mid-Management, School Administrators
1.04	Implementation of Policy and System Direction as Articulated in General Administrative Procedures (GAP)
6.50	Use of Buildings, Grounds and Facilities
GAP 520.00	Contacting Lawyers
GAP 601.00	Reporting, Newsletters, Complaints, Volunteers, Roman Catholic School Advisory Councils, Smoking
GAP 603.00	Communication: Inclusive Language Guidelines
New Policy	
NEW	Telecommunications and Public address Systems

During the 2023-2024 policy review, staff will complete the renumbering and realigning project, and will implement the new policy and GAP numbering system. Additionally, trustees may recommend at any point during the school year that other policies be reviewed, developed, and/or rescinded.

CONCLUSION

Staff are recommending that the policies identified above be approved for initiation of review and/or development. Moving forward, these policies will undergo the cycle of review and development whereby the appropriate supervisory officer to whom the policy review has been assigned will suggest revisions to the existing policy and consult with stakeholders as necessary and appropriate. As part of the community consultation process, revised policies will be posted on the DPCDSB website for public input and feedback prior to being presented to the Board of Trustees for consideration, final approval and adoption.

THE FOLLOWING RECOMMENDATION IS PROVIDED FOR CONSIDERATION:

- 1) THAT THE REPORT TO THE BOARD OF TRUSTEES, *POLICIES FOR REVIEW AND DEVELOPMENT 2023 - 2024*, BE APPROVED.

Prepared by: Mehek Arif, Researcher, Policy, Strategy, Research and Global Learning
Max Vecchiarino, Superintendent, Policy, Strategy, Research and Global Learning

Submitted by: Marianne Mazzorato, Ed.D., Director of Education

<u>DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD</u> <u>BOARD POLICY</u>	
Board Policy Number:	1.04
Subject: Reference:	Implementation of Policy and System Direction as Articulated in General Administrative Procedures (GAP)
Effective Date:	(443) September 28, 2004; (425) November 22, 2016

“Let every person be subject to the governing authorities; for there is no authority except from God, and those authorities that exist have been instituted by God.” (Romans 13: 1)

The Dufferin-Peel Catholic District School Board will achieve effective and efficient implementation of the strategic directions and policies of the board of trustees as articulated through General Administrative Procedures.

These procedures will adhere to sound business practices and be consistent with and adhere to applicable legislation and Ministry of Education Program and Policy in order to ensure effective stewardship of the board’s resource and deliver effective and appropriate education programs to its pupils.

DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD	
BOARD POLICY	
Board Policy Number:	4.20
Subject:	Fundraising and Donations
Reference:	GAP 538.00, Fundraising and Donations ; GAP 547.00, School Food and Beverage; GAP 704.02, Accounting – The Administration of School Generated Funds GAP 704.04, Donations GAP 704.05, Charitable Donations and/or Contributions from the Board Policy 1.01, Code of Ethics; Policy 5.30, Supply Chain Management
Effective Date:	Revised (511) October 18, 1994; Revised (074) January 25, 2011; Revised (164) August 28, 2012; April 20, 2021; October 2517, 2023

"In all things I have shown you that by working hard in this way we must help the weak and remember the words of the Lord Jesus, how he himself said, 'It is more blessed to give than to receive.'"

~~(Acts 20:35)~~

FUNDRAISING

~~1.~~ Supporting charity and social justice is a constitutive element of the Dufferin-Peel Catholic District School Board (DPCDSB). The DPCDSB may allow fundraising initiatives for charitable and social justice purposes as well as supporting local school needs. Charitable fundraising initiatives are activities to raise money or collect goods for local or global needs as identified by DPCDSB and/or the school.

1.

2. All fundraising initiatives must adhere to the moral teachings of the Catholic Church as communicated through the local Ordinary (Archbishop of Toronto).

3. Fundraising is informed and guided by the foundational principles found within the DPCDSB mission and vision and Multi-Year Strategic Plan (MYSP) and must comply with municipal, provincial and federal legislation as well as *The Ministry of Education Fundraising Guidelines*, ~~2012~~. The Family of Schools Superintendent ~~should~~shall be apprised of all fundraising activities at schools on an annual basis.

DONATIONS

~~—~~ As a registered charitable organization, the DPCDSB accepts donations from individuals and other organizations which are used to support student achievement and well-being and for educational .

4. purposes. The DPCDSB may issue official donation receipts for income tax purposes for gifts and donations made to the DPCDSB or to individual schools in accordance with Canada Revenue Agency (CRA) rules and regulations.

DONATIONS/CONTRIBUTIONS FROM DPCDSB

5. In accordance with the legislative intent of the *Education Act*, charitable donations and/or contributions to other organizations, community groups and individuals using DPCDSB funds generated from grants from government bodies and the local tax base are prohibited.
6. All donations and/or contributions to other organizations, community groups and individuals may only be made using funds from fundraising initiatives which are accounted for through School Generated Funds (SGF). Board allocated funds to school budgets cannot be used for this purpose.
7. All planned fundraising and/or donations must be included in the *Annual Plan for Use of School Generated Funds*.

DEFINITIONS

a) **"Fundraising Activities"** are those activities for raising funds or other resources for school or charitable purposes which are devised and organized by the school community.

b) **"School Generated Funds (SGF)"** are funds that are raised and collected in the school or broader community in the name of the school. These funds are administered by the school principal and are raised or collected from sources other than the DPCDSB's operating and capital budgets. SGF is a broad category which includes not only fundraising for school purposes, but also all funds that are collected and paid out through school accounts to support a variety of programs, including payments to charities or other third parties.

c) **"School Community"** refers to students, parents/guardians, trustees, school administrators, staff, members of the broader community and partners, as well as others who support the local school and student achievement and well-being, as represented by the Catholic School Council (CSC).

All fundraising activities shall have a designated purpose and timeline. The use of the proceeds of the fundraiser must be disclosed [in](#) all materials promoting the event.

8. Fundraising activities, to support [school-related](#) needs, shall be permitted according to this policy and regulated as per General Administrative Procedure (GAP) 538.00 and 704.02.
9. Fundraising proceeds shall not be used to replace public funding for education and shall not be used for items funded through provincial grants including, but not limited to, classroom learning materials, textbooks, and repairs or capital projects that increase the student capacity of a school (e.g., classrooms, labs) or significantly increase the operating or capital costs of the DPCDSB or school.
10. The following items must be adhered to when undertaking any fundraising activity:
- 10.1. All fundraising activities must be complementary to, and not a replacement for, funding for public education, and all capital projects must receive prior approval as prescribed by GAP 538.00.

10.2. There must be no additional cost to the DPCDSB as a result of any fundraising activities.

2._____

10.3. A reasonable balance should exist between fundraising efforts which benefit the school community and those which constitute charitable or social justice outreach.

3._____

10.4. All school fundraising activities shall be carried out under the jurisdiction and supervision of the principal and in consultation with the school community as represented by the CSC.

4._____

10.5. The safety of students and staff shall receive prime consideration during all fundraising initiatives.

5._____

10.6. Participation in fundraising activities shall be voluntary for staff and students. All students under the age of 18 shall participate in fundraising activities only with the consent of their parent/guardian.

6._____

10.7. Under the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)* and the *Personal Health Information Protection Act (PHIPA)*, no personal information of staff, students or other individuals shall be collected, used or disclosed for the purposes of fundraising activities, without express consent.

7._____

8-10.8. It is preferred that all collections for fundraising and donations should be online using the school- based financial system.

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DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD	
<u>BOARD POLICY</u>	
Board Policy Number:	4.20
Subject:	Fundraising and Donations
Reference:	GAP 538.00, Fundraising and Donations; GAP 547.00, School Food and Beverage; GAP 704.02, Accounting – The Administration of School Generated Funds Policy 1.01, Code of Ethics; Policy 5.30, Supply Chain Management
Effective Date:	Revised (511) October 18, 1994; Revised (074) January 25, 2011; Revised (164) August 28, 2012; April 20, 2021; October 25, 2023

"In all things I have shown you that by working hard in this way we must help the weak and remember the words of the Lord Jesus, how he himself said, 'It is more blessed to give than to receive.'"

Acts 20:35

FUNDRAISING

1. Supporting charity and social justice is a constitutive element of the Dufferin-Peel Catholic District School Board (DPCDSB). The DPCDSB may allow fundraising initiatives for charitable and social justice purposes as well as supporting local school needs. Charitable fundraising initiatives are activities to raise money or collect goods for local or global needs as identified by DPCDSB and/or the school.
2. All fundraising initiatives must adhere to the moral teachings of the Catholic Church as communicated through the local Ordinary (Archbishop of Toronto).
3. Fundraising is informed and guided by the foundational principles found within the DPCDSB mission and vision and Multi-Year Strategic Plan (MYSP) and must comply with municipal, provincial and federal legislation as well as *The Ministry of Education Fundraising Guidelines*. The Family of Schools Superintendent should be apprised of all fundraising activities at schools on an annual basis.

DONATIONS

4. As a registered charitable organization, the DPCDSB accepts donations from individuals and other organizations which are used to support student achievement and well-being and for educational purposes. The DPCDSB may issue official donation receipts for income tax purposes for gifts and donations made to the DPCDSB or to individual schools in accordance with Canada Revenue Agency (CRA) rules and regulations.

DONATIONS/CONTRIBUTIONS FROM DPCDSB

5. In accordance with the legislative intent of the *Education Act*, charitable donations and/or contributions to other organizations, community groups and individuals using DPCDSB funds generated from grants from government bodies and the local tax base are prohibited.

6. All donations and/or contributions to other organizations, community groups and individuals may only be made using funds from fundraising initiatives which are accounted for through School Generated Funds (SGF). Board allocated funds to school budgets cannot be used for this purpose.
7. All planned fundraising and/or donations must be included in the *Annual Plan for Use of School Generated Funds*.

DEFINITIONS

- a) **"Fundraising Activities"** are those activities for raising funds or other resources for school or charitable purposes which are devised and organized by the school community.
 - b) **"School Generated Funds (SGF)"** are funds that are raised and collected in the school or broader community in the name of the school. These funds are administered by the school principal and are raised or collected from sources other than the DPCDSB's operating and capital budgets. SGF is a broad category which includes not only fundraising for school purposes, but also all funds that are collected and paid out through school accounts to support a variety of programs, including payments to charities or other third parties.
 - c) **"School Community"** refers to students, parents/guardians, trustees, school administrators, staff, members of the broader community and partners, as well as others who support the local school and student achievement and well-being, as represented by the Catholic School Council (CSC).
8. All fundraising activities shall have a designated purpose and timeline. The use of the proceeds of the fundraiser must be disclosed in all materials promoting the event.
 9. Fundraising activities, to support school-related needs, shall be permitted according to this policy and regulated as per General Administrative Procedure (GAP) 538.00 and 704.02.
 10. Fundraising proceeds shall not be used to replace public funding for education and shall not be used for items funded through provincial grants including, but not limited to, classroom learning materials, textbooks, and repairs or capital projects that increase the student capacity of a school (e.g., classrooms, labs) or significantly increase the operating or capital costs of the DPCDSB or school.
 11. The following items must be adhered to when undertaking any fundraising activity:
 - 11.1. All fundraising activities must be complementary to, and not a replacement for, funding for public education, and all capital projects must receive prior approval as prescribed by GAP 538.00.
 - 11.2. There must be no additional cost to the DPCDSB as a result of any fundraising activities.
 - 11.3. A reasonable balance should exist between fundraising efforts which benefit the school community and those which constitute charitable or social justice outreach.
 - 11.4. All school fundraising activities shall be carried out under the jurisdiction and supervision of the principal and in consultation with the school community as represented by the CSC.
 - 11.5. The safety of students and staff shall receive prime consideration during all fundraising initiatives.

- 11.6. Participation in fundraising activities shall be voluntary for staff and students. All students under the age of 18 shall participate in fundraising activities only with the consent of their parent/guardian.
- 11.7. Under the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)* and the *Personal Health Information Protection Act (PHIPA)*, no personal information of staff, students or other individuals shall be collected, used or disclosed for the purposes of fundraising activities, without express consent.
- 11.8. It is preferred that all collections for fundraising and donations should be online using the school- based financial system.

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DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD	
<u>POLICY</u>	
Board Policy Number:	7.15
Subject:	Trustee Honoraria and Expenses
Reference:	<p>Government of Ontario Broader Public Sector (BPS) Expenses Directive</p> <p>Government of Ontario BPS Perquisites Directive</p> <p>Policy 1.02 – Code of Conduct - Trustees</p> <p>Policy 5.25 – Student Trustees</p> <p>Policy 5.30 – Supply Chain Management</p> <p>GAP 705.00 – Travel, Meals, Hospitality, and Other Business Expenses</p> <p>GF 275T – Monthly Mileage Expense</p> <p>GF 276T – Trustee Expense Report</p> <p>GF 272 – Meal Reimbursement Attestation Form</p>
Effective Date:	<p>Revised (528) January 30, 2007; Revised (820) September 25, 2007); Revised (314), (319), (320) November 24, 2009 – Effective December 1, 2009; Revised (157) April 27, 2010; (252) August 24, 2010); (V2); Revised (296) November 26, 2013; Revised November 29, 2014 – Effective March 24, 2015, February 20, 2018, April 30, 2019, October 22, 2019; October 25, 2023</p>

“Like good stewards of the manifold grace of God, serve one another with whatever gift each of you has received.”
1 Peter 4:10

1. This policy is in accordance with *Ontario Regulation 357/06* of the *Education Act*, the Broader Public Sector (BPS) Expense Directives and the BPS Perquisites Directive issued by the Government of Ontario, through its Management Board of Cabinet under the authority of the *Broader Public Sector Accountability Act, 2010 (Part IV – Expense Claims: allowable Expenses and Part IV.1: Perquisites)*. The directive requires all designated BPS organizations, which includes school boards, to establish expense rules for travel, meal and hospitality expenses and align them to the Ontario Public Sector (OPS) directives as much as possible. This policy ensures the denominational rights of the Dufferin-Peel Catholic District School Board (DPCDSB).
 - 1.1. This policy applies to trustees and student trustees.
 - 1.2. The DPCDSB will issue the trustee an honorarium based on *Ontario Regulation 357/06* and other associated Regulation(s).
 - 1.3. The DPCDSB will also accommodate certain business-related expenses for trustees as outlined in this policy.
 - 1.4. For additional policies regarding student trustee honoraria, see Board [Policy 5.25](#) – Student Trustee.

2. TRUSTEE HONORARIA AND EXPENSES

- 2.1 *Ontario Regulation 357/06* – Honoraria for Board Members will provide direction when determining trustee honorarium for trustees, other than student trustees. *Ontario Regulation 7/07 – Student Trustees* will provide direction when determining student trustee honorarium.
- 2.2 The honorarium policy will be established on or before October 15 of the calendar year in which the term of office begins. Trustees shall be paid bi-weekly by direct deposit based on 1/26 of the established honorarium.
- 2.3 The honorarium amounts for the chair, the vice-chair and other trustees will be calculated annually based on the components identified and as permitted by *Ontario Regulation 357/06*. The honorarium amounts may be modified subject to Ministry Acts and Regulation(s).
- 2.4 In addition to the honorarium, trustees will be entitled to the following:
 - (a) A meeting attendance amount of \$50.00 shall be provided to trustees for attending any meeting of a committee of the Board that is required to be established by an Act or Regulation made under the Act. These meetings are the Central Committee for Catholic School Councils (CCCCS), the Special Education Advisory Council (SEAC), the Supervised Alternative Learning (SAL), the Discipline Committee, and the Audit Committee.
 - (b) One (1) only of each of the following DPCDSB-owned technology devices will be supplied to each trustee: computer; printer; home phone or Smartphone. All technology devices shall be returned by the trustee at the end of the term in which their role as a trustee ends, or purchased by the trustee at its depreciated value as determined by the financial services department, including the option of keeping the assigned mobile phone number. Any issues that arise with the assigned equipment are to be addressed with the Director of Education and the Chair of the Board of Trustees.
 - (c) One (1) only of each of the following at the start of the term: brief case; a paper shredder and a file cabinet, can be purchased for home office purposes. All equipment and other supplies are to be obtained from the DPCDSB standard supply catalogue. Replacements can be purchased at the start of each subsequent term, if required. These items will be deemed fully depreciated by the end of the term. Replacements and/or additional purchases of these items before the term ends will be deemed a discretionary purchase and charged to the respective trustee discretionary budget.

3. TRAVEL

- 3.3 Reimbursement of travel expenses relating to DPCDSB business includes travel to and from a trustee's residence only to a meeting of the Board, a committee of the Board, school visit, graduation, etc. These travel expenses will be reimbursed at a per kilometer mileage rate determined by the DPCDSB. Rates may be reviewed and amended from time to time, with any changes communicated to trustees. Reimbursement of travel expenses will be accommodated by completing the *Monthly Mileage Expense Form*, [GF #275T](#), and by using the online *Mileage Expense Calculator*.

3.2 Reimbursement of business related expenses shall be paid to trustees for attendance at approved conventions, conferences, and workshops as follows:

3.2.1 Outside the Dufferin-Peel area:

- i. Registration fee
- ii. Economy class transportation expenses
- iii. Accommodation expenses (most cost effective) for each night in attendance plus one night (as per limitations contained in this policy).
- iv. Parking
- v. Internet
- vi. Meals as per limitations contained in this policy (if not included in the event)

3.2.2 Within the Dufferin-Peel area:

- i. Registration fee
- ii. Mileage reimbursement as prescribed in this policy
- iii. Accommodation expenses (most cost effective) for each night in attendance
- iv. Parking
- v. Internet
- vi. Meals as per limitations contained in this policy (if not included in the event)

3.2.3 One day workshops:

- Registration fee
- Mileage reimbursement as prescribed in this policy
- Parking
- Lunch and dinner (if workshop extends beyond 5:00pm) as per limitations contained in this policy (if not included in the event)

3.2.4 Using a Personal Vehicle

3.2.5 If a trustee uses his/her personal vehicle while on DPCDSB business, the following applies:

- The vehicle must be insured at the vehicle owner's expense for personal motor vehicle liability.
- It is the driver/owner's responsibility to ensure that the motor vehicle insurance includes coverage for business use of the vehicle.
- The DPCDSB will not reimburse the costs of insurance coverage for business use, physical damage or liability.
- The DPCDSB is not responsible for reimbursing deductible amounts related to insurance coverage.
- In the event of an accident, trustees will not be permitted to make a claim to the DPCDSB for any resulting damages.

3.3 The DPCDSB shall issue a T2200 Form for Income Tax purposes, to all trustees who claim mileage.

3.3.1 Transportation – How to Get There

3.3.2 Depending on the destination being travelled to, there are various options on how to get there. The options which can be available are airplane, train, vehicle, public transit or shared vehicles.

(a) Airplane

- i. Air travel is permitted if it is the most practical and economical way to travel.
- ii. Economy (coach) class is the standard option for ticket purchase, plus ground transportation.
- iii. Basic seat selection and baggage charge is permitted.

(b) Train

- i. Travel by train is permitted when it is the most practical and economic way to travel.
- ii. A coach class economy fare is the standard.

(c) Rental Vehicle

- i. Car rental should be restricted to professional development events outside of the DPCDSB area.

3.4 When renting a vehicle, a compact model or its equivalent is required. Any exceptions must be:

- documented; and
- guided by the principle that the rental vehicle is the most economical and practical size, taking into account the business purpose, number of occupants and safety (including weather) considerations.

3.5 Insurance for collision damage coverage should be purchased.

3.6 Luxury and sports vehicles are prohibited.

3.6.1 Public Transit/Shared Vehicles

3.6.2 Local public transportation including hotel/airport shuttles should be used wherever possible. Shared transportation options may be justified in cases where:

- group travel is more economical than the total cost of having individuals travel separately by public transit or shuttle; or
- Using shared vehicles options and/or taxi allows the trustee to meet an unusually tight schedule for meetings

3.7 Valet parking expense is not eligible for reimbursement, unless there is no other option made available by the hotel/event centre.

4. ACCOMMODATION

- 4.1 Trustees who attend conferences and conventions, etc, on behalf of the DPCDSB, will be reimbursed for single accommodation in a standard room. There will be no reimbursement for upgrades, suites, executive floors or concierge levels when traveling.

5. INTERNET

- 5.1 Monthly reimbursement of the connectivity charges levied by an internet provider shall be provided.

6. SCOPE

- 6.1 An out-of-pocket business expense reimbursement of up to \$7,800 per annum (*does not include expenses charged to central trustee account*) in connection with carrying out the responsibilities of a Board member shall be provided to trustees. Given the additional duties and responsibilities associated with the chair and vice-chair, additional per annum amounts of \$1,500 for the chair and \$1,000 for the vice-chair, for out-of-pocket business expenses, will be added.

- 6.2 The following types of expenses are eligible for reimbursement (details as prescribed in this policy):

- Travel and accommodations (conferences/seminars)
- Meals (meal limits apply)
- Community expenses (school support events, events recognizing DPCDSB students, Parish events related to DPCDSB mission or objectives)
- Gifts of appreciation
- Advertising and promotion (constituency communication, printing)
- Office supplies (from standard supply catalogue)
- Professional development

- 6.3 Examples of events that may be related to board business:

- Trustee association meetings or events
- Board or committee meeting
- Events promoting School Board advocacy or professional development related to the DPCDSB mission or objectives
- Parish events connected to the students, staff and the DPCDSB mission or objectives
- Events honouring DPCDSB students or staff

- 6.4 Examples of events that may not be related to board business:

- Community fundraising gala or charity function
- Political activities or events
- Donations to schools or community groups

- 6.5 Events that promote and/or support other Catholic Communities may be attended if the Board of Trustees have received an official invitation.

6.6 The following is a list of approved conventions or conferences for trustees in compliance with S171.(1)17 of the *Education Act* regarding membership fees and traveling expenses:

- Faith Meets Pedagogy
- The Canadian Catholic Schools Trustees' Association (CCSTA)
- The National Catholic Education Association (NCEA - an American convention)
- The Ontario Association of Parents in Catholic Education (OAPCE)
- The Ontario Catholic Schools Trustees' Association (OCSTA)
- People for Education
- Ontario Student Trustees' Association (OSTA)
- Religious Education Congress

6.7 Attendance at any conference, other than those noted above, requires prior approval by Board of Trustee resolution to authorize representation of the DPCDSB at the conference and subsequent reimbursement for out-of-pocket expenses related to this business travel.

6.8 Trustees, attending conferences/conventions, would be expected to attend conferences/ conventions that are educational/faith-based in nature and/or would enhance their role as a trustee.

6.9 All conventions, conferences and professional development sessions are subject to individual trustee's budget limitations.

7. HOSPITALITY EXPENDITURES

7.1. Hospitality is the provision of food, beverage, accommodation, transportation and other amenities at Board expense to people who are not engaged in work for the Board or other broader public sector organizations (i.e. other school boards, Ontario Government, agencies and public entities).

7.2. All hospitality events require pre-approval by the Chair of the Board of Trustees in consultation with the Director of Education.

7.3. The hospitality regulations must be followed in conjunction with the provisions contained in Board [Policy 1.02](#), Code of Conduct - Trustees.

7.4. Rules

7.4.1 Functions involving only trustees and people who work for the DPCDSB are not considered hospitality functions and cannot be reimbursed. This means that hospitality may never be offered solely for the benefit of anyone covered by this Policy: Ontario Public Sector (OPS) employees, agency/organization employees, appointees or consultants.

7.4.2 Hospitality may be extended, for those not engaged with the DPCDSB, in an economical and consistent manner when:

- it can facilitate the DPCDSB business; and
- it is considered desirable as a matter of courtesy or protocol.

- 7.4.3 Expenses that do not fit the definition of government hospitality will not be reimbursed. Examples of such expenses: office social events, retirement parties and holiday lunches, celebrations and year-end functions.
- 7.4.4 Payment for alcoholic beverages using DPCDSB funds is prohibited at any hospitality event, except in cases pre-approved by the Director of Education.

7.5 When hospitality is appropriate:

- 7.5.1 Hospitality (e.g. of acceptable events - parish priest & Catholic School Council) may be extended on behalf of the DPCDSB when engaging in discussion of official public matters with those not engaged by the DPCDSB:
- representatives from other governments;
 - business and industry;
 - public interest groups; or labour groups;
 - providing people from national, international, or charitable organizations with an understanding or appreciation of the DPCDSB;
 - Recognition for outstanding achievement (e.g. retirement, meritorious awards, etc.)
- 7.5.2 When hospitality expenses are submitted for reimbursement, the names of the individuals entertained, their role, and a clearly stated purpose of the hospitality should be provided.
- 7.5.3 Hospitality may never be offered solely for the benefit of trustees and/or DPCDSB employees. Examples include office social events, tickets costs for theatre, concert, movie or sporting events, individual retirement parties and holiday lunches or other expenses that do not support board business.
- 7.5.4 DPCDSB funds cannot be used for spouses/partners.
- 7.5.5 Responsibilities regarding alcoholic beverages at hospitality events:
- Reimbursement of alcohol expenses is allowed only when the appropriate approvals are in place.
 - Hospitality may include the consumption of alcohol at a meal or a reception with invitees as defined above, but only when there is an approved business case.
 - The cost of alcoholic beverages must not exceed the cost of food at a hospitality event.
 - Alcohol should be provided in a responsible manner, e.g., food must always be served when alcohol is available.

7.6 Submitting the claim for reimbursement:

- 7.6.1 All expenses must be documented and the original itemized receipts are to be included. The claim must include event details regarding:
- agenda;
 - purpose;
 - date(s);

- location;
- type of hospitality (breakfast, lunch, dinner, reception, refreshments, etc.);
- attendees listed by name, title and organization;
- appropriate prior approvals.

7.6.2 Hospitality is acceptable for school openings and school closings; and milestone anniversaries (10 years, 15 years, 25 years etc.) as organized by staff.

7.6.3 The following expenses will not be reimbursed:

- Christmas luncheons or dinners
- Department socials
- Retirement parties
- Staff Christmas parties
- External social events (e.g. Principals/Vice-Principals golf tournament)
- Staff appreciation lunches other than board wide as identified in [Policy 6.69](#) – Recognition of Service
- End of year parties/dinners/lunches
- End of semester parties/dinners/lunches

7.6.4 Exceptions: If Trustees are expected to attend a number of retirement and other functions for staff and peers and association retirement events, these expenditures may be paid from board funds. For example, trustees can expense attendance at employee and association retirement events when they are attending in their role as trustees.

7.6.5 Trustees who are considering accepting hospitality from vendors to the Board, must also adhere to the provisions described in Board [Policy 1.02](#) – Code of Conduct - Trustees.

8. APPROPRIATENESS

8.1. Reimbursable expenses are those that relate directly to DPCDSB business, as follows:

8.1.1 Procurement card/credit card to trustees

- i. Trustees do not receive procurement cards/credit cards since all purchasing of supplies and office equipment is procured through the DPCDSB Supply Chain Management Department and all travel arrangements for trustees are arranged centrally through the office of the Director of Education.

8.1.2 Cash advances to trustees

- i. Cash advances or per diems are not provided to trustees. However, a cash advance is available to student trustees when expected to represent the DPCDSB on business. Original receipts would be submitted subsequent to the event and the student trustee would be expected to reimburse the DPCDSB for any unspent cash advance.

8.1.3 Advertising and Newsletters

- i. Advertising and newsletter expenditures by the trustee are reimbursable and included in the out- of-pocket expenditure guidelines noted in this Policy. However, these types of expenditures become ineligible for reimbursement as of June 30 of an election year.

8.1.4 Meals

- i. Meals are reimbursed at the established meal reimbursement rates. Taxes and gratuities are included in the rates.

9. REASONABLENESS

- 9.1 Each trustee is allocated up to \$7,800 reimbursement of out-of-pocket expenses on an annual basis (Additional amounts of \$1,500 for the Chair and \$1,000 for Vice-Chair).
- 9.2 For each fiscal year, any expenditure in excess of \$7,800 per annum is to be paid back by the trustee to the DPCDSB, within 60 days of written notification. If a trustee under spends his/her budget at the end of the fiscal year, it will be treated like any other cost savings in the DPCDSB overall budget and not carried forward.
- 9.3 Expenditures relating to support for a political party, for a candidate seeking political office or any charity event that is not related directly to the education endeavour of the DPCDSB, are not permitted.

9.4 Meal Rules (For conferences and business meetings as prescribed in this policy)

- 9.4.1 Alcohol cannot be claimed and will not be reimbursed as part of a travel or meal expense. There are no exceptions.
- 9.4.2 Meal costs are not reimbursable if they are provided as part of the registration fee for the conference, workshop or seminar.
- 9.4.3 The rates are not an allowance. Meals must be purchased in order to be able to submit a claim for reimbursement. All meal expense claims will be reimbursed after the event or conference for which the expense is being claimed.
- 9.4.4 When two (2) or more trustees attend the same conference or workshop, all eligible meal expense reimbursement claims must be submitted individually by each trustee.

9.5 Meal Expenses Paid Personally while attending an approved conference, seminar, workshop, etc:

- 9.5.1 Reimbursement claim for personally paid expenses for meals includes an attestation ([GF272](#)) form indicating meals were consumed as claimed and requires a copy of the agenda to be provided. Original receipts are not required.

9.6 Other Meal Expenses Paid Personally:

- 9.6.1 Reimbursement claim for personally paid expenses for meals applicable under 9.13 and 9.14 must include original, itemized receipts, purpose of meal, list of attendees and agenda and reimbursement must not exceed the actual amount spent.

9.7 Meal Rates

- 9.7.1 Meals are categorized by type (i.e. breakfast, lunch and dinner), and subject to the maximum allowable amounts as follows:

Breakfast	\$20.00
Lunch	\$25.00
Dinner	\$50.00
Total	\$95.00

- 9.7.2 The above maximum amounts include taxes and gratuities.

- 9.7.3 For meal expenses claimed for events outside Canada the meal allowance amounts are converted to the Canadian dollar equivalent.

- 9.7.4 Meal expenses may be re-imbursed to trustees under the following limited situations:
Meetings with Non-Public Sector Employees:

- i. Trustees may conduct a meeting during a meal, in the event they need to meet with a non- Public Sector employee for a length of time and it is the only available time to meet. When considering these expenditures, trustees shall ensure that they are reasonable, subject to good judgment, exercised in appropriate circumstances, and able to stand up to scrutiny by auditors and members of the public.

- 9.7.5 Meetings with Public Sector Employees and Other Trustees:

- i. For meetings **less than 1 hour**, refreshments such as coffee, tea, juice and water may be made available.
- ii. For meetings **greater than 1 hour and less than 4 hours**, beverages and muffins, etc. may be made available.
- iii. For meetings **more than 4 hours** in length and extending over the normal lunch period, a light lunch may be offered to facilitate the flow of the meeting(s). example: attending school visits all day.
- iv. A meal can be provided where meetings commence early morning (breakfast) and over the lunch hour and after 5:00 pm when trustees are expected to attend. Example: attending Board/Committee Meeting starting at 7:00 pm.

- 9.7.6 Having a meal to meet with a Principal and/or a Superintendent is not permitted unless the above criteria is met.

- 9.7.7 All eligible claims for meals must include original, itemized receipts, names and titles of the individuals in attendance, the business reason for the meal, date, time and location of meeting and a copy of the agenda.

- 9.7.8 Please note that expense reimbursements cannot be claimed for meals that are included in the conference or event registration fee. However, special exceptions may be made in circumstances where a trustee is unable to attend meals which are provided at the conference.

9.8 Individual Purchases

- 9.8.1 Any individual purchase that is greater than \$500.00 excluding travel expenses, requires prior written approval by resolution of the Board of Trustees.

9.9 Gift Giving

- 9.9.1 Appropriate token gifts of appreciation, valued up to \$30.00 plus applicable taxes, may be offered in exchange for gifts of service or expertise to people who are not engaged in work for the DPCDSB.

9.10 Unacceptable Gifts

- Cash
- Alcohol (including gift certificates from alcohol retailers)
- Retirement gifts (*except attendance at retirement events as noted in Hospitality section*)
- Birthday gifts
- Flowers/recognition gifts (i.e., Administrative Day, life events).

9.11 Small Token Gifts of Appreciation

- 9.11.1 Small token gifts of appreciation valued up to \$30.00 plus applicable taxes to employees / trustees, government employees, employees of other BPS organizations may be provided for work and effort above and beyond. This does not include gifts at Christmas and end-of-year gifts to staff. For example, a gift would be acceptable if an employee attends a session on a Saturday to make a presentation on behalf of the DPCDSB.

9.12 Social Events and Life Events

- 9.12.1 Private collection of funds should be used to provide gifts for recognition of life events (such as births, weddings and anniversaries, birthdays, Christmas and end-of-year gifts).

9.13 Bereavement Recognition

- 9.13.1 Circumstances for bereavement recognition, as appropriate, in the event of death of a direct employee, their spouse or children, current students or parent(s) of current students of the DPCDSB:

- On behalf of the Board of Trustees, the Chair may send flowers, gift basket or mass card;
- Trustees may send Mass card and/or flowers.

- 9.13.2 Mass cards may be sent by trustees as deemed appropriate in circumstances beyond those listed above.

- 9.13.3 The Director of Education has discretion in determining bereavement recognition in circumstances beyond those listed above. The Chair, in discussion with the Director of Education, may request flowers to be sent from the office of the Director, on behalf of the DPCDSB and the Board of Trustees, in circumstances beyond those listed above.

10. INDIRECT COSTS

- 10.1 In addition to the out-of-pocket expenses (up to \$7,800 annually) and the reimbursable expenses noted in this policy, the DPCDSB has an established budget for centralized costs associated with trustee activities that are absorbed centrally by the DPCDSB, such as:

- Smartphone charges
- Mileage reimbursement
- Internet charges
- Residential telephone (if trustee does not choose to have a Board issued Smartphone)
- Home office equipment
- Central office supplies/equipment
- Ontario Catholic School Trustee Association (OCSTA) membership fee
- Administrative support
- Ancillary costs associated with meetings
- Refreshments and meals before Board and Committee meetings

11. PROCEDURE FOR REIMBURSEMENT OF BUSINESS RELATED EXPENDITURES

- 11.1 All expense reimbursements are to be claimed by completing the Trustee Expense Report – Form [GF276T](#).
- 11.2 To substantiate each reimbursement, the claim form must have the following supporting documents attached:
- a) attestation ([GF272](#)) for meals at conferences, workshops or seminars.
 - b) original documentation including itemized receipt and proof of payment to support the expenditure.
 - c) business reasons for the expenditure.
 - d) list of individuals and titles/roles of those in attendance.
 - e) signature of the claimant to certify the expense claim.
 - f) Agenda (if meeting and/or conference related).

Please note that credit card vouchers that are not accompanied by an original receipt, are not sufficient for reimbursement.

- 11.3 Expense claims are to be submitted within thirty (30) days after the end of the month.
- 11.4 After the close of the August 31 year-end, submit expenses for reimbursement within ten (10) business days following August 31 of each year.

12. PUBLICATION OF TRUSTEES' ANNUAL EXPENDITURES

12.1 By December 31 of each year, the DPCDSB will post each trustee's annual expenditure by major category, for the last fiscal year, on the DPCDSB website. In addition, centralized costs associated with trustee activities will also be posted on the DPCDSB website.

13. PROTOCOL FOR APPROVALS

13.1. The DPCDSB requires that all business expenditures incurred by the chair and other trustees, be subject to approval.

13.2. Approvers are accountable for their decisions, which must be:

- subject to good judgment and knowledge of the situation;
- exercised in appropriate circumstances; and
- comply with the principles and mandatory requirements set out in this policy.

13.3 When a situation arises and discretion needs to be exercised, approvers should consider whether the request is:

- able to stand up to scrutiny by the auditors and members of the public/media
- properly explained and documented
- fair and equitable
- reasonable
- appropriate

13.4 Expenses by the Chair of the Board

13.4.1 The Executive Superintendent of Finance, Chief Financial Officer and Treasurer, and in his/her absence, the Superintendent of Financial Services, shall certify that the Chair of the Board's expenses claimed comply with DPCDSB policy and recommends that the Director of Education approve the expense claim for reimbursement. The Director of Education then approves reimbursement of expenses claimed by the Chair.

13.5 Expenses by Individual Trustees

13.5.1 The Executive Superintendent of Finance, Chief Financial Officer and Treasurer, and in his/her absence, the Superintendent of Financial Services, shall certify that the trustee expenses claimed comply with DPCDSB policy. The Chair of the Board, and in his/her absence, the Vice-Chair of the Board, shall then approve the expense claim for reimbursement.

14. DISPUTES REGARDING ELIGIBILITY OF EXPENSES

14.1. In cases where an expense being claimed by a trustee or the Chair of the Board has been declared ineligible as it may be deemed as inappropriate or unreasonable, the trustee or Chair of the Board may contest the decision during a public session of the Board of Trustees and seek the approval of the expenditure, through Board motion.

GAP

GENERAL ADMINISTRATIVE PROCEDURES

SECTION:	500 SCHOOL ORGANIZATION AND MANAGEMENT
GAP NUMBER:	538.00
SUBJECT:	FUNDRAISING AND DONATIONS
REFERENCE:	Policy 1.01 – Code of Ethics – All Staff; _ Policy 4.20 – Fundraising; Policy 5.30 – Supply Chain Management; GAP 547.00 – School Food and Beverage; GAP 704.02 – Accounting – The Administration of School Generated Funds GF 324 Fundraising Request/Donation Suggested to add: 704.4 Ministry of Education Fundraising Guidelines, 2012
EFFECTIVE:	October 25, 2005,
REVISED/AMENDED	August 28, 2012, August 2021, October 2023

*“Each one must give as he has decided in his heart, not reluctantly or under compulsion,
for God loves a cheerful giver.”*

(2 Corinthians 9:7)

1. Schools may participate in fundraising to provide additional opportunities for students to grow and learn. In the Dufferin-Peel Catholic District School Board (DPCDSB), fundraising reflects the values and expectations of our diverse Catholic communities.
2. Fundraising is informed and guided by the foundational principles found within the DPCDSB mission and vision and Multi-Year Strategic Plan (MYSP) and must comply with municipal, provincial and federal legislation as well as *The Ministry of Education Fundraising Guidelines, 2012*. The Family of Schools Superintendent should be apprised of all fundraising activities on an annual basis.
3. It is important to note that legislation requires that a 3-part license must be obtained in order for a school or a Catholic School Council (CSC) to organize and run a raffle, lottery, bingo or any such gaming event at a school and/or tied to the school name. Conducting or allowing a raffle at a school, without a license, would be unlawful under the *Criminal Code of Canada*.
4. The DPCDSB is a registered charitable organization that accepts donations from individuals and other organizations for the support of students and educational purposes. Canada Revenue Agency (CRA) rules and regulations are followed for issuance of donation receipts for income tax purposes.

5. REQUESTS FOR FUNDRAISING AND DONATIONS

1.1 Submit completed GF324 form to the Finance Department.

5.1 _____

~~1.1.1~~ A complete form includes a description of the initiative, how funds will be raised, what the funds will be used for, and the total amount expected to be collected.

5.1.1

5.1.2 Attach a copy of the draft letter to families/community that details the fundraising initiative.

~~1.1.2~~

1.1.3 Finance will notify the school when a determination of approval has been made.

5.1.3

1.1.4 Online payment option must be included in the payment options for the initiative.

5.1.4

5.1.5 The school will deposit all funds raised in the applicable category of the school financial system.

6. FUNDS RAISED FOR SCHOOL PURPOSES

~~2-~~

6.1 Funds can be raised via fundraising initiatives and/or donations.

~~2.1.6.1.1~~ The purposes for which funds are collected must be consistent with the DPCDSB mission, vision and values;

~~2.2.6.1.2~~ Funds raised for school purposes are used to complement, not replace, public funding for education;

6.1.3 Funds cannot be used to support items funded through provincial grants, including but not limited to, classroom learning materials, textbooks and repairs or capital projects that increase student capacity of the school and/or operating costs;

~~2.3.~~

6.1.4 Activities must support student achievement and well-being and not detract from the learning environment.

~~2.4.~~

3.7. FUNDS RAISED FOR CHARITABLE PURPOSES

3.1.7.1 For all DPCDSB and school based charitable fundraising activities, priority should be given to Catholic charitable and social justice organizations. Where a Catholic charity and a secular or other charity provide similar services, the Catholic charity should be given preference;

3.2.7.2 The DPCDSB and schools shall refrain from supporting any charities whose primary purpose is service or research that is contrary to Catholic moral teaching.

4.8. EXAMPLES OF ACCEPTABLE USES FOR FUNDRAISING PROCEEDS:

3.18.1 Assistance fund (for example, a fund serving a charitable purpose to benefit students, such as providing payment for the cost of a field trip for students who cannot afford it);

8.2 Purchase of additional supplies, equipment or services not funded specifically through provincial grants (for example, extra-curricular band equipment, audio-visual equipment);

3.2

3.38.3 Supporting field trips or other excursions (for example, in-province, out-of-province, or international trips);

3.48.4 Providing guest speakers or presentations ([link to GAP 525.00](#)); ~~Suggestion to refer to process~~

3.58.5 Supporting ceremonies, awards, plaques, trophies or prizes for students;

3.68.6 Establishing scholarships or bursaries ([in consultation with Family of School Superintendent](#)); ~~Suggestion to refer to process~~

3.78.7 Supporting extracurricular activities and events (for example, travel and entry fees for sports competitions, school team uniforms, school band, choir, clubs);

3.88.8 Developing school improvement projects (for example, playground equipment, shade structures, gardens);

3.98.9 Providing upgrades to, and associated upgrade costs, for sporting facilities such as running tracks, specialized recreational facilities, ~~installation of artificial turf~~ and scoreboards ([in consultation with Family of Schools Superintendent](#));

3.108.10 Supporting activities that are unique to the denominational or cultural character of the school (for example, [liturgical celebrations](#), [transportation for school mass](#) ~~student retreats~~).

5.9. EXAMPLES OF UNACCEPTABLE USES OF FUNDRAISING PROCEEDS [Should Lotteries and games of chance be included in this list?](#)

5.1.9.1 Items that are funded through the provincial grants including, but not limited to, learning materials and textbooks;

9.2 Facility renewal, maintenance, or upgrades normally funded through the provincial grants such as structural repairs, sanitation, emergency repairs, or replacing flooring due to wear and tear;

~~5.2.~~

~~5.3.~~9.3 Infrastructure improvements which are funded by provincial grants or which increase the student capacity of a school;

~~5.4.~~9.4 Goods or services for employees, where such purchases would contravene the *Education Act* or the DPCDSB Code of Ethics Policy 1.01;

5.5.9.5 Staff training for professional development including support for teacher attendance at professional development activities;

5.6.9.6 Administrative expenses not associated with fundraising activity; Note that any administrative expenses associated with fundraising activity should be minimized;

5.7.9.7 Support for political activity, groups or candidates.

10. GIFTS IN KIND DONATIONS

10.1 A gift is a voluntary transfer of property without valuable consideration to the donor. Generally, a gift is made if all three of the conditions listed below are satisfied:

10.1.1 Some property, usually cash/cheques, is transferred by a donor to the school board;

10.1.2 The transfer is voluntary; and

10.1.3 The transfer is made without expectation of return. No benefit of any kind may be provided to the donor or to anyone designated by the donor, except where the benefit is of a nominal value ("where a charity offers an item, privilege or other benefit in return for a donation, the benefit is considered to have a nominal value where its fair market value does not exceed the lesser of: \$50 or 10% of the amount of the gift").

10.2 The following are examples of payments or contributions that do not qualify as gifts and therefore the DPCDSB may not issue official receipts for income tax purposes:

10.2.1 The payment of a basic fee for admission to an event or to a program regardless of whether or not the payment was voluntary – examples of such fees include fees for a ~~day-care or nursery~~ childcare or pre-school facility, fees to pay for participation in an exercise or training or like program or membership that covers a right to attend or to be admitted to a program; contributions made to offset the school's costs of providing services such as food at a seminar.

10.2.2 The payment of membership fees that convey the right to attend events, receive literature, receive services or be eligible for entitlements of any material value.

10.2.3 Contributions of services (that is time, skills, effort) – a gift must involve property.

10.2.4 Where the price of admission to a dinner, ball, concert or show includes participation in a draw for prizes or awards which have more than a nominal value. Any payment which might be considered in excess of the fair market value of the price of admission for the event is presumed to be consideration for participation in the draw.

10.2.5 If the donor has directed the charity to give the funds to a specified person or family. Such a gift is considered to be made to the person or family and not the school board.

10.2.6 If the donor has directed the school board to give the funds to a non-qualified donee. Most foreign charities or foreign affiliates of Canadian charities are not qualified donees.

10.3 Potential donors who express interest in making donations "in kind" (eg. Playground/gym equipment) will be contacted by the Office of the Senior Business Official, Financial Services, to discuss the details **before** any such items will be considered for donation purposes.

6.11. FREQUENCY

6.1.11.1 The Principal in consultation with the Family of Schools Superintendent shall give careful consideration to the number, frequency and extent of fundraising activities undertaken in any school year. Major DPCDSB and school-wide initiatives should normally be limited to a maximum of three per year.

6.2.11.2 The impact on classroom time for staff and students, and administrative time for the school Principal, must be considered when organizing a fundraising activity.

7.12. VOLUNTARY

~~7.1.12.1~~ All members of the school community are welcome to participate in fundraising activities. These activities should reflect the diversity, values and priorities of the local school community and DPCDSB.

~~7.2.12.2~~ Participation in fundraising activities is strictly voluntary for staff and students.

~~12.3~~ Parental/guardian consent is required for student participation for those students under the age of 18.

~~7.3.~~

~~7.4.12.4~~ Students participating in fundraising activities should not be held responsible for any loss that may be incurred.

~~7.5.~~

8.13. PRIVACY MUST BE RESPECTED

~~8.1.13.1~~ The personal information of staff, students or other individuals shall not be shared for the purposes of fundraising without prior express consent.

9.14. SAFETY

~~9.1.14.1~~ The safety of students must be a primary consideration in all fundraising activities.

~~9.2.14.2~~ In addition to parental/guardian consent, student fundraising activities require supervision and must be age-appropriate.

10.15. ACCOUNTABILITY AND TRANSPARENCY

~~10.1.15.1~~ All school yard improvement, facility upgrade and/or sporting facility upgrade projects (not funded through provincial grants) must receive prior approval as follows:

a) Projects under \$10,000 must receive approval from the respective Family of School.

- a) _____ Superintendent, Superintendent of Financial Services and Superintendent of Planning and Operations;
- b) _____ Projects from \$10,000 - \$50,000 must receive approval through Executive Council, in addition to the approvals required above. The Board of Trustees will be apprised of substantial upgrade projects at school facilities;
- c) _____ Projects over \$50,000 must receive approval through the Board of Trustees. (School improvement projects will be assessed for facility viability, impact on school operations and any impact on operational costs).

~~10.2.15.2~~ Plans for fundraising activities should be developed and organized in consultation with the Catholic School Council, as appropriate (which represents students, parents/guardians, trustees, school administrators and staff, members of the broader community and partners, as well as others who support the local school and student achievement).

~~10.3.15.3~~ A fundraising activity must not result in any staff or volunteer benefiting materially or financially from the activity.

~~10.4.15.4~~ All procurement activities must follow DPCDSB Policies and procedures pertaining to Supply Chain Management and Financial Services.

~~10.5.15.5~~ Fundraising should have a designated purpose and timeline. The proceeds should be used for that purpose, and within the designated timeline. The use of the proceeds of the fundraiser must be disclosed on all materials promoting the event.

~~10.6.15.6~~ Funds raised through fundraising activities and the designated purposes for these funds must be communicated to the school community annually.

15.7 Financial reporting practices must be followed as per GAP 704.02 as may be amended or replaced.

15.8 All fundraising initiatives should be included in the Annual Plan for Use of School Generated Funds prepared by each school at the start of the school year.

16. REPORTING

16.1 Use of the Donations module is preferred. All donations received through the Donations module, regardless of amount, automatically generate a tax receipt for the donor.

16.2 Use of the Online Payment system is also preferred over cash/cheques. If the funds received online qualify for a tax receipt, the issuance will be done centrally by Financial Services. Tax receipts will be provided for donations of \$50 or more.

16.3 The issuance of a tax receipt for funds raised through fundraising initiatives and/or donations in cash or cheque form, that qualify for a tax receipt, will be done centrally by Financial Services. Tax receipts will be provided for donations of \$50 or more.

16.4 GF324 form is to be completed with specific donor information when a tax receipt is required. The completed form must be submitted to Financial Services.

~~10.7.16.5~~ Scholarships and awards supported by fundraising initiatives or donations received, must be documented for T4A purposes. Schools will be required to submit details of award and scholarship recipients annually.

GAP

GENERAL ADMINISTRATIVE PROCEDURES

SECTION:	500 SCHOOL ORGANIZATION AND MANAGEMENT
GAP NUMBER:	538.00
SUBJECT:	FUNDRAISING AND DONATIONS
REFERENCE:	Policy 1.01 – Code of Ethics – All Staff; Policy 4.20 – Fundraising; Policy 5.30 – Supply Chain Management; GAP 547.00 – School Food and Beverage; GAP 704.02 – Accounting – The Administration of School Generated Funds GF 324 Fundraising Request/Donation Ministry of Education Fundraising Guidelines
EFFECTIVE:	October 25, 2005,
REVISED/AMENDED	August 28, 2012, August 2021, October 2023

*“Each one must give as he has decided in his heart, not reluctantly or under compulsion,
for God loves a cheerful giver.”*

2 Corinthians 9:7

1. Schools may participate in fundraising to provide additional opportunities for students to grow and learn. In the Dufferin-Peel Catholic District School Board (DPCDSB), fundraising reflects the values and expectations of our diverse Catholic communities.
2. Fundraising is informed and guided by the foundational principles found within the DPCDSB mission and vision and Multi-Year Strategic Plan (MYSP) and must comply with municipal, provincial and federal legislation as well as *The Ministry of Education Fundraising Guidelines*. The Family of Schools Superintendent should be apprised of all fundraising activities on an annual basis.
3. It is important to note that legislation requires that a 3-part license must be obtained in order for a school or a Catholic School Council (CSC) to organize and run a raffle, lottery, bingo or any such gaming event at a school and/or tied to the school name. Conducting or allowing a raffle at a school, without a license, would be unlawful under the *Criminal Code of Canada*.
4. The DPCDSB is a registered charitable organization that accepts donations from individuals and other organizations for the support of students and educational purposes. Canada Revenue Agency (CRA) rules and regulations are followed for issuance of donation receipts for income tax purposes.

5. REQUESTS FOR FUNDRAISING AND DONATIONS

5.1 Submit completed GF324 form to the Finance Department.

5.1.1 A complete form includes a description of the initiative, how funds will be raised, what the funds will be used for and total amount expected to be collected.

- 5.1.2 Attach a copy of the draft letter to families/community that details the fundraising initiative.
- 5.1.3 Finance will notify the school when a determination of approval has been made.
- 5.1.4 Online payment option must be included in the payment options for the initiative.
- 5.1.5 The school will deposit all funds raised in the applicable category of the school financial system.

6. FUNDS RAISED FOR SCHOOL PURPOSES

- 6.1 Funds can be raised via fundraising initiatives and/or donations.
 - 6.1.1 The purposes for which funds are collected must be consistent with the DPCDSB mission, vision and values;
 - 6.1.2 Funds raised for school purposes are used to complement, not replace, public funding for education;
 - 6.1.3 Funds cannot be used to support items funded through provincial grants, including but not limited to, classroom learning materials, textbooks and repairs or capital projects that increase student capacity of the school and/or operating costs;
 - 6.1.4 Activities must support student achievement and well-being and not detract from the learning environment.

7. FUNDS RAISED FOR CHARITABLE PURPOSES

- 7.1 For all DPCDSB and school based charitable fundraising activities, priority should be given to Catholic charitable and social justice organizations. Where a Catholic charity and a secular or other charity provide similar services, the Catholic charity should be given preference;
- 7.2 The DPCDSB and schools shall refrain from supporting any charities whose primary purpose is service or research that is contrary to Catholic moral teaching.

8. EXAMPLES OF ACCEPTABLE USES FOR FUNDRAISING PROCEEDS:

- 8.1 Assistance fund (for example, a fund serving a charitable purpose to benefit students, such as providing payment for the cost of a field trip for students who cannot afford it);
- 8.2 Purchase of additional supplies, equipment or services not funded specifically through provincial grants (for example, extra-curricular band equipment, audio-visual equipment);
- 8.3 Supporting field trips or other excursions (for example, in-province, out-of-province, or international trips);
- 8.4 Providing guest speakers or presentations (link to GAP 525.00);

- 8.5 Supporting ceremonies, awards, plaques, trophies or prizes for students;
- 8.6 Establishing scholarships or bursaries (in consultation with Family of School Superintendent);
- 8.7 Supporting extracurricular activities and events (for example, travel and entry fees for sports competitions, school team uniforms, school band, choir, clubs);
- 8.8 Developing school improvement projects (for example, playground equipment, shade structures, gardens);
- 8.9 Providing upgrades to, and associated upgrade costs, for sporting facilities such as running tracks, specialized recreational facilities and scoreboards (in consultation with Family of Schools Superintendent);
- 8.10 Supporting activities that are unique to the denominational or cultural character of the school (for example, liturgical celebrations, transportation for school mass).

9. EXAMPLES OF UNACCEPTABLE USES OF FUNDRAISING PROCEEDS

- 9.1 Items that are funded through the provincial grants including, but not limited to, learning materials and textbooks;
- 9.2 Facility renewal, maintenance, or upgrades normally funded through the provincial grants such as structural repairs, sanitation, emergency repairs, or replacing flooring due to wear and tear;
- 9.3 Infrastructure improvements which are funded by provincial grants or which increase the student capacity of a school;
- 9.4 Goods or services for employees, where such purchases would contravene the *Education Act* or the DPCDSB Code of Ethics Policy 1.01;
- 9.5 Staff training for professional development including support for teacher attendance at professional development activities;
- 9.6 Administrative expenses not associated with fundraising activity; Note that any administrative expenses associated with fundraising activity should be minimized;
- 9.7 Support for political activity, groups or candidates.

10. GIFTS IN KIND DONATIONS

- 10.1 A gift is a voluntary transfer of property without valuable consideration to the donor. Generally, a gift is made if all three of the conditions listed below are satisfied:
 - 10.1.1 Some property, usually cash/cheques, is transferred by a donor to the school board;
 - 10.1.2 The transfer is voluntary; and

- 10.1.3 The transfer is made without expectation of return. No benefit of any kind may be provided to the donor or to anyone designated by the donor, except where the benefit is of a nominal value (“where a charity offers an item, privilege or other benefit in return for a donation, the benefit is considered to have a nominal value where its fair market value does not exceed the lesser of: \$50 or 10% of the amount of the gift”).
- 10.2 The following are examples of payments or contributions that do not qualify as gifts and therefore the DPCDSB may not issue official receipts for income tax purposes:
 - 10.2.1 The payment of a basic fee for admission to an event or to a program regardless of whether or not the payment was voluntary – examples of such fees include fees for a day-care or nursery school facility, fees to pay for participation in an exercise or training or like program or membership that covers a right to attend or to be admitted to a program; contributions made to offset the school’s costs of providing services such as food at a seminar.
 - 10.2.2 The payment of membership fees that convey the right to attend events, receive literature, receive services or be eligible for entitlements of any material value.
 - 10.2.3 Contributions of services (that is time, skills, effort) – a gift must involve property.
 - 10.2.4 Where the price of admission to a dinner, ball, concert or show includes participation in a draw for prizes or awards which have more than a nominal value. Any payment which might be considered in excess of the fair market value of the price of admission for the event is presumed to be consideration for participation in the draw.
 - 10.2.5 If the donor has directed the charity to give the funds to a specified person or family. Such a gift is considered to be made to the person or family and not the school board.
 - 10.2.6 If the donor has directed the school board to give the funds to a non-qualified donee. Most foreign charities or foreign affiliates of Canadian charities are not qualified donees.
- 10.3 Potential donors who express interest in making donations “in kind” (eg. Playground/gym equipment) will be contacted by the Office of the Senior Business Official, Financial Services, to discuss the details **before** any such items will be considered for donation purposes.

11. FREQUENCY

- 11.1 The Principal in consultation with the Family of Schools Superintendent shall give careful consideration to the number, frequency and extent of fundraising activities undertaken in any school year. Major DPCDSB and school-wide initiatives should normally be limited to a maximum of three per year.
- 11.2 The impact on classroom time for staff and students, and administrative time for the school Principal, must be considered when organizing a fundraising activity.

12. VOLUNTARY

- 12.1 All members of the school community are welcome to participate in fundraising activities. These activities should reflect the diversity, values and priorities of the local school community and DPCDSB.
- 12.2 Participation in fundraising activities is strictly voluntary for staff and students.
- 12.3 Parental/guardian consent is required for student participation for those students under the age of 18.
- 12.4 Students participating in fundraising activities should not be held responsible for any loss that may be incurred.

13. PRIVACY MUST BE RESPECTED

- 13.1 The personal information of staff, students or other individuals shall not be shared for the purposes of fundraising without prior express consent.

14. SAFETY

- 14.1 The safety of students must be a primary consideration in all fundraising activities.
- 14.2 In addition to parental/guardian consent, student fundraising activities require supervision and must be age-appropriate.

15. ACCOUNTABILITY AND TRANSPARENCY

- 15.1 All school yard improvement, facility upgrade and/or sporting facility upgrade projects (not funded through provincial grants) must receive prior approval as follows:
 - a) Projects under \$10,000 must receive approval from the respective Family of School Superintendent, Superintendent of Financial Services and Superintendent of Planning and Operations;
 - b) Projects from \$10,000 - \$50,000 must receive approval through Executive Council, in addition to the approvals required above. The Board of Trustees will be apprised of substantial upgrade projects at school facilities;
 - c) Projects over \$50,000 must receive approval through the Board of Trustees. (School improvement projects will be assessed for facility viability, impact on school operations and any impact on operational costs).
- 15.2 Plans for fundraising activities should be developed and organized in consultation with the Catholic School Council, as appropriate (which represents students, parents/guardians, trustees, school administrators and staff, members of the broader community and partners, as well as others who support the local school and student achievement).

- 15.3 A fundraising activity must not result in any staff or volunteer benefiting materially or financially from the activity.
- 15.4 All procurement activities must follow DPCDSB Policies and procedures pertaining to Supply Chain Management and Financial Services.
- 15.5 Fundraising should have a designated purpose and timeline. The proceeds should be used for that purpose, and within the designated timeline. The use of the proceeds of the fundraiser must be disclosed on all materials promoting the event.
- 15.6 Funds raised through fundraising activities and the designated purposes for these funds must be communicated to the school community annually.
- 15.7 Financial reporting practices must be followed as per GAP 704.02 as may be amended or replaced.
- 15.8 All fundraising initiatives should be included in the Annual Plan for Use of School Generated Funds prepared by each school at the start of the school year.

16. REPORTING

- 16.1 Use of the Donations module is preferred. All donations received through the Donations module, regardless of amount, automatically generate a tax receipt for the donor.
- 16.2 Use of the Online Payment system is also preferred over cash/cheques. If the funds received online qualify for a tax receipt, the issuance will be done centrally by Financial Services. Tax receipts will be provided for donations of \$50 or more.
- 16.3 The issuance of a tax receipt for funds raised through fundraising initiatives and/or donations in cash or cheque form, that qualify for a tax receipt, will be done centrally by Financial Services. Tax receipts will be provided for donations of \$50 or more.
- 16.4 GF324 form is to be completed with specific donor information when a tax receipt is required. The completed form must be submitted to Financial Services.
- 16.5 Scholarships and awards supported by fundraising initiatives or donations received, must be documented for T4A purposes. Schools will be required to submit details of award and scholarship recipients annually.

GAP

GENERAL ADMINISTRATIVE PROCEDURES

SECTION:	700 SCHOOL BUILDINGS AND EQUIPMENT
GAP NUMBER:	704.04
SUBJECT:	Donations
REFERENCE:	GAP 704.02 – Administration of School Generated Funds GAP 708.00 – Computer Equipment, Donated GAP 531.00 – FEES for Learning Materials and Activities GAP 538.00 Fundraising Policy 4.20 Fundraising GF 324 Checklist For Charitable Donations Requiring Tax Receipts GF 325 Donation Remittance Form
EFFECTIVE:	September 16, 2013 (Admin Council, September 9, 2013)
REVISED/AMENDED	September 25, 2013
REPLACES:	704.04
PAGE	1 of 4

Background

As a registered charitable organization, the Dufferin-Peel Catholic District School Board accepts donations from individuals and other organizations which are used to support students and educational purposes. The Board may issue official donation receipts for income tax purposes for gifts and donations made to the Board or to individual schools in accordance with Canada Revenue Agency's (CRA) rules and regulations.

Procedures

If a school would like to provide charitable donation receipts for income tax purposes to donors wishing to make contributions, the following procedures are to be followed:

1. The school completes the "Checklist for Charitable Donations Requiring Tax Receipts" form GF 324. This application requires a full description of the project/initiative identifying what the funds are expected to be used for, how the funds will be raised, and the total amount expected to be collected from the community, etc. Once completed, attach a copy of the draft letter to families and the community which introduces the details of the project/initiative. The completed checklist is then submitted to the Superintendent of Financial Services for review and approval. The Superintendent of Financial Services determines if donation receipts can be issued based on CRA rules and regulations.
2. The Superintendent of Financial Services will notify the school when a determination has been made. If approved, the Superintendent of Financial Services will provide a board assigned donation number to be used as a reference when processing donations. If not approved, the Superintendent of Financial Services will notify the school with the reasons why it was not approved.
3. Following approval by the Superintendent of Financial Services, the school sends the letter to the families and the community indicating that charitable donation receipts can be issued for donations of **\$25.00 and over**.

4. As donations are received, the donor and the school completes the “Donation Remittance Form”, GF 325. This form includes all the relevant information required to complete a donation receipt.

Should a donor request a **temporary** receipt for making a **cash** (i.e. non-cheque) donation, the school administrator may issue same, clearly labelling the receipt with the words **“Temporary – Not for Income Tax Purposes”**. A copy of every temporary receipt issued is to be retained in safe custody by the school administrator for audit purposes.

5. The school will deposit the donation in its School Generated Funds (SGF) Account under the “Donations” category of the School Financial System. The school completes the **“For School Office Use Only”** section of the “Donation Remittance Form” GF 325, which includes the board assigned donation number, the date deposited and the school financial system deposit number.
6. The completed “Donation Remittance Form” GF 325, must be submitted along with the respective monthly bank reconciliation report to the Finance System Support staff (please note, if the donation was made payable by cheque, please attach a copy of the cheque to the “Donation Remittance Form” GF 325).

Note: Even though some donors may not receive a tax receipt because the donation (i.e. gift) is less than \$25.00, those donations must be recorded in the “donations” category.

7. Finance System Support staff reviews the bank reconciliation and the associated “Donation Remittance Forms” and forwards to the Administrative Assistant in Finance.
8. The Administrative Assistant enters the donation data for every donor into the centralized system.
9. Following approval by the Superintendent, Financial Services, in January of each year, charitable donation receipts are printed and mailed or electronically sent to donors for all donations received during the previous calendar/taxation year of \$25.00 or more (i.e. for donations received from January to December inclusive).

Information regarding Acceptance of Donations and the Issuance of Charitable Donation Receipts for Income Tax purposes

1. Donations in cash (including cheques) may only be accepted by school administrators at the local school site or by the Financial Services Department for non-school related donations.
2. A gift is a voluntary transfer of property without valuable consideration to the donor. Generally a gift is made if all three of the conditions listed below are satisfied:
 - a) Some property, usually cash/cheques, is transferred by a donor to the school board;
 - b) The transfer is voluntary; and
 - c) The transfer is made without expectation of return. No benefit of any kind may be provided to the donor or to anyone designated by the donor, except where the benefit is of a nominal value (“where a charity offers an item, privilege or other benefit in return for a donation, the benefit is considered to have a nominal value where its fair market value does not exceed the lesser of: \$50 or 10% of the amount of the gift”).

3. The following are examples of payments or contributions that do not qualify as gifts and therefore the Board may not issue official receipts for income tax purposes:
 - a) The payment of a basic fee for admission to an event or to a program regardless of whether or not the payment was voluntary – examples of such fees include fees for a day-care or nursery school facility, fees to pay for participation in an exercise or training or like program or membership that covers a right to attend or to be admitted to a program; contributions made to offset the school's costs of providing services such as food at a seminar.
 - b) The payment of membership fees that convey the right to attend events, receive literature, receive services or be eligible for entitlements of any material value.
 - c) A payment for a lottery ticket or other chance to win a prize.
 - d) Contributions of services (that is time, skills, effort) – a gift must involve property.
 - e) Where the price of admission to a dinner, ball, concert or show includes participation in a lottery or draw for prizes or awards which have more than a nominal value. Any payment which might be considered in excess of the fair market value of the price of admission for the event is presumed to be consideration for participation in the lottery or draw.
 - f) If the donor has directed the charity to give the funds to a specified person or family. Such a gift is considered to be made to the person or family and not the board.
 - g) If the donor has directed the board to give the funds to a non-qualified donee. Most foreign charities or foreign affiliates of Canadian charities are not qualified donees.
4. Potential donors who express interest in making donations "in kind" (eg. Playground/gym equipment) will be contacted personally by the Superintendent, Financial Services to discuss the details before any such items will be considered for donation purposes.

Definitions

(Source CRA - Income Tax Technical News)

CRA - stands for the Canada Revenue Agency. The Canada Revenue Agency is the body of the federal government that administers the *Income Tax Act* and the *Excise Tax Act*. It is responsible for registering charities in Canada.

Advantage - is generally the total value of all property, services, compensation, or other benefits that a person is entitled to receive in relation to a donation. The advantage may be conditional or receivable in the future, either by the donor or a person or partnership not dealing at arm's length with the donor.

Eligible amount of gift for tax purposes - The eligible amount of a gift for income tax purposes is the amount that a donor can claim on his or her tax return. Generally, this is the amount by which the fair market value of the donated property exceeds the amount of an advantage, if any, in respect of the donation. There are situations in which the eligible amount may be deemed to be nil. For more information, see Receipts and Deemed fair market value.

Fair market value - generally means the highest price, expressed in dollars, that a property would bring in an open and unrestricted market between a willing buyer and a willing seller who are both knowledgeable, informed, and prudent, and who are acting independently of each other.

Services provided to a registered charity are not considered gifts because services are not property. Pledges are not considered gifts until the donor honours them.

Gift in kind - The term gift in kind refers to a gift of property other than cash - in particular capital property, depreciable property and personal-use property. It also includes a residual interest, a right of any kind, a licence, a share, and inventory of a business. It does not include a gift of services.

Official donation receipt - Registered charities can issue official donation receipts (also referred to as "tax receipts") to acknowledge gifts. An official donation receipt is subject to particular requirements under the Income Tax Regulations including identification that it is an official receipt for income tax purposes. See the definition eligible amount of gift for further information.

Note

Registered charities issue other forms of receipts to acknowledge acceptance of services or items that are not gifts. These are not tax receipts and should be clearly distinguished from the tax receipts issued to acknowledge gifts. Contributions of services, that is, of time, skills, or efforts, are not property. Therefore, they do not qualify as gifts for purposes of issuing official donation receipts. Accordingly, a charity cannot issue an official donation receipt for services rendered free of charge. For more information, see Policy Commentary CPC-017, Gifts of Services.

Registered charity - A registered charity means a charitable organization, public foundation, or private foundation that was established in Canada and is resident in Canada. It is operated for charitable purposes and must devote its resources to charitable activities. A registered charity has received a Registration Number from the Canada Revenue Agency and is exempt from paying tax on its revenue. It can issue donation receipts for gifts that it receives.

GAP

GENERAL ADMINISTRATIVE PROCEDURES

SECTION:	700 SCHOOL BUILDINGS AND EQUIPMENT
GAP NUMBER:	704.05
SUBJECT:	Charitable Donations and/or Contributions from the Board
REFERENCE:	GAP 704.02 – School Generated Funds GAP 722.00 – Guidelines for School Councils Policy 4.20 and GAP 538.00 - Fundraising
EFFECTIVE:	September 16, 2013, Admin Council September 9, 2013
REVISED/AMENDED	-
REPLACES:	NEW
PAGE	1 of 1

Background

Under the *Education Act*, monies provided to boards from provincial grants or the local tax base are restricted to educational purposes. Further, the Ministry of Education has stated, in their report *“Enhancing Public Trust and Confidence”* – May 2008, that donations and/or contributions made to external recipients by boards are *“beyond the original legislative intent”*. As a result, these procedures provide direction on charitable donations and contributions to other organizations, community groups and individuals.

Procedures

In accordance with the legislative intent of the *Education Act*, charitable donations and/or contributions to other organizations, community groups and individuals using Board funds generated from grants from government bodies and the local tax base **are prohibited**.

All donations and/or contributions to other organizations, community groups and individuals may only be made using funds from fundraising initiatives. **Donations can only be made from School Generated Funds. (Please note that all planned donations must be included in the annual plan for School Generated Funds). School budgets cannot be used for this purpose.**

If a school or school council would like to make a donation and/or contribution to other organizations, community groups and individuals, such as Share Life, United Way and the Terry Fox Run, then the following procedures are to be followed:

1. Schools are required to adhere to Policy 4.20 on Fundraising and the procedures outlined in GAP 538.00.
2. Schools are required to follow the procedures in GAP 704.02 – The Administration of School Generated Funds.
3. School councils are required to follow the procedures in GAP 722.00 – Guidelines for School Councils.

If a department would like to initiate a fundraiser to provide for a donation and/or contribution to other organizations, community groups and individuals please contact the Superintendent, Financial Services.

<u>DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD</u> <u>BOARD POLICY</u>	
Board Policy Number:	6.50
Subject:	Use of Buildings, Grounds and Facilities
Reference:	GAP 711.00 : Schools and Other Board Facilities—Use of
Effective Date:	(447) September 28, 2004;
Revised Date:	Revised (077) January 25, 2011; May 30, 2011; (212) June 20, 2017; April 28, 2020

“For every house is built by someone, but the builder of all things is God”
Hebrews 3:4

1. It is the policy of Dufferin-Peel Catholic District School Board to make designated buildings, grounds and facilities available for community use to the fullest extent possible within established procedures of the Board and on a minimum of actual cost recovery.

GAP

GENERAL ADMINISTRATIVE PROCEDURE

SECTION:	500 SCHOOL ORGANIZATION AND MANAGEMENT
GAP NUMBER:	<u>**NEW**557.00</u>
SUBJECT:	Catholic Code of Conduct – Community Members
REFERENCE:	Policy 9.01 Catholic Code of Conduct Policy 2.00 Advocacy: School Concerns Resolution Policy Policy 6.69.1 Harassment and Discrimination Policy 7.12 Access to DPCDSB Properties
EFFECTIVE:	October 25, 2023
REVIEWED DATE:	
AMENDED DATE:	

*“...and what does the Lord require of you
but to do justice, and to love kindness, and to walk humbly with your God?”
Micah 6:8*

1. PURPOSE

- 1.1 The purpose of this General Administrative Procedure (GAP) is to elevate and enhance the Principal’s existing authority under the *Education Act*, the *Trespass to Property Act* and Dufferin-Peel Catholic District School Board (DPCDSB) policies and GAPs as they relate to ensuring that their school remains a safe and healthy place to learn and work for all students and staff.

2. BACKGROUND

- 2.1 The DPCDSB relies on parents/guardians, students, families, and staff as its partners working together to ensure that DPCDSB schools and offices are safe and healthy places to learn and work for all.
- 2.2 The DPCDSB has a legal obligation to ensure a safe learning and working environment for its students and staff. Policies and GAPs enacted by the Board of Trustees addressing inappropriate conduct by DPCDSB staff and students include the following:
- (a) *Policy 9.01: Catholic Code of Conduct* and *GAP 530.00 – Catholic Code of Conduct (Policy 9.01)*
 - (b) *Policy 2.00 Advocacy: School Concerns Resolution Policy*
 - (c) *Policy 6.69.1: Harassment and Discrimination* and *GAP 305.00 – Employee Workplace Conduct (Including Workplace Harassment)*
 - (d) *Policy 9.02: Progressive Discipline* and *GAP 552 – Progressive Discipline*
 - (e) *Policy 7.12: Access to DPCDSB Properties*
- 2.3 This GAP applies to inappropriate conduct directed toward DPCDSB staff and/or students by parents/guardians, families, and other community members who are not DPCDSB staff or students.

The resources set out herein may also be utilized by DPCDSB General Managers and members of Senior Management Council in appropriate circumstances and with necessary modifications.

3. DEFINITIONS

3.1 For the purpose of this GAP, the following words have their corresponding meanings:

- (a) “Community Member” means a parent, guardian, family member of a student and/or another member of the school community who is not a student or staff member.
- (b) “Inappropriate Conduct” means any behaviour of a Community Member that the Principal determines, in their sole discretion, is or is likely to result in the following, regardless of intent:
 - abuse, harassment and/or discrimination, directed towards an individual or group of individuals;
 - a negative effect on the school climate;
 - a violation of applicable laws and DPCDSB policies and GAPs, including Policy 9.01.
- (c) “Hate Speech”, as defined by the Ontario Human Rights Commission, is “the use of extreme language or a form of communication that expresses detestation for or vilifies an individual or group of individuals based on colour, ethnicity, place of origin, race, creed, gender, or sexual orientation, among other grounds of discrimination under Ontario's *Human Rights Code*. Hatred is often rooted in anti-Black, anti-Asian, and anti-Indigenous racism, misogyny, homophobia, transphobia, antisemitism, Islamophobia, and white supremacy”. [Taking action to build awareness and challenge hate in Ontario | Ontario Human Rights Commission \(ohrc.on.ca\)](https://www.ohrc.on.ca/en/taking-action-build-awareness-and-challenge-hate-ontario)

3.2 In determining if behaviour is Inappropriate Conduct, the Principal shall prioritize impact over intent of the parties involved when making decisions regarding consequences.

3.3 Examples of Inappropriate Conduct include, but are not limited to, the following:

- Swearing, or using offensive language or gestures;
- Hate Speech;
- Making false accusations against a staff member, student, or Community Member;
- Threatening to do bodily harm to anyone;
- Displaying a temper, or shouting at members of staff, students, or Community Members;
- Damaging or destroying school property or the property of others on school property;
- Unsafe driving on school property;
- Abusive or threatening e-mails or text/voicemail/phone messages or other written communication;

~~• Unreasonable demands upon school staff to respond to a parental query;~~

- Electronically recording meetings or telephone calls with staff without the explicit prior consent of all involved;
- ~~Making serial and unreasonable complaints;~~
- Posting defamatory, offensive, or derogatory comments about the school, its staff, students, or any Community Member, on social platforms, or in or on any other forum;
- Any aggressive behaviour (including verbally or in writing) towards anyone;
- Disciplining another person's child;
- Disregard for compliance with DPCDSB and school policies and procedures.

4. ROLES AND RESPONSIBILITIES

4.1 School Principal

- 4.1.1 The school Principal may initiate the following steps in addition to the rights and obligations of a Principal as set out in the *Education Act*, the *Trespass to Property Act* and DPCDSB policies and general administrative procedures, including those set out in Section 1:
- (a) **Warning Letter:** The Principal may, in their sole discretion, issue the letter set out in *GF 413 Warning Letter*, with necessary modifications, to any Community Member who performs Inappropriate Conduct on school property, at a school event, and/or in any circumstance where, in the Principal's opinion, the conduct may have a negative impact on the school climate.
 - (b) **Communication Plan:** Where the Principal determines that a communication plan between a Community Member and any staff member is necessary, they will engage, through the Family of Schools Superintendent, DPCDSB Legal Services for assistance in drafting this plan. The Communication Plan may have the effect of limiting the Community Member's method of communication with staff and the form, timing, and frequency in which communication may take place.
 - (c) **Trespass Notice:** Where the Principal determines that a Community Member has failed to comply with any warning (including verbal warnings) regarding their Inappropriate Conduct, the Principal may engage, through the Family of Schools Superintendent, DPCDSB Legal Services to request that a Trespass Notice be sent to the Community Member pursuant to the *Trespass to Property Act*. A Trespass Notice is enforceable by police and bars the Community Member from attending at the school and/or any school-related event.
- 4.1.2 Where a Warning Letter, Communication Plan, and/or a Trespass Notice is issued against a Community Member, the Principal shall inform their Family of Schools Superintendent, who will then inform the area Trustee(s) as soon as possible.
- 4.1.3 Where a Trespass Notice is issued against a Community Member, the Principal shall ensure that their local police division/detachment is provided with a copy of the Trespass Notice for

enforcement.

4.1.4 The Principal shall call police and/or engage private security through the DPCDSB Chief Security Officer as appropriate in the circumstances.

4.1.5 The Principal shall notify the Superintendent of Human Resources and Employee Relations, or their designate, in compliance with their procedures for reporting actual or perceived threats to the health and safety of staff.

4.1.6 The Principal and Family of Schools Superintendent shall support the Community Member, when possible and when it is safe to do so, by identifying steps that the Community Member can take to rebuild a safe and constructive relationship with the school.

4.2 Family of Schools Superintendent

4.2.1 In addition to notifying the area Trustee(s) in the circumstances identified above, the Family of Schools Superintendent shall ensure that the Superintendent of Human Resources and Employee Relations, or their designate, has been notified in compliance with procedures for reporting threats to the health and safety of staff.

GAP

GENERAL ADMINISTRATIVE PROCEDURE

SECTION:	500 SCHOOL ORGANIZATION AND MANAGEMENT
GAP NUMBER:	557.00
SUBJECT:	Catholic Code of Conduct – Community Members
REFERENCE:	Policy 9.01 Catholic Code of Conduct Policy 2.00 Advocacy: School Concerns Resolution Policy Policy 6.69.1 Harassment and Discrimination Policy 7.12 Access to DPCDSB Properties
EFFECTIVE:	October 2023
REVIEWED DATE:	
AMENDED DATE:	

*“...and what does the Lord require of you
but to do justice, and to love kindness, and to walk humbly with your God?”*
Micah 6:8

1. PURPOSE

- 1.1 The purpose of this General Administrative Procedure (GAP) is to elevate and enhance the Principal’s existing authority under the *Education Act*, the *Trespass to Property Act* and Dufferin-Peel Catholic District School Board (DPCDSB) policies and GAPs as they relate to ensuring that their school remains a safe and healthy place to learn and work for all students and staff.

2. BACKGROUND

- 2.1 The DPCDSB relies on parents/guardians, students, families, and staff as its partners working together to ensure that DPCDSB schools and offices are safe and healthy places to learn and work for all.
- 2.2 The DPCDSB has a legal obligation to ensure a safe learning and working environment for its students and staff. Policies and GAPs enacted by the Board of Trustees addressing inappropriate conduct by DPCDSB staff and students include the following:
- (a) *Policy 9.01: Catholic Code of Conduct* and *GAP 530.00 – Catholic Code of Conduct (Policy 9.01)*
 - (b) *Policy 2.00 Advocacy: School Concerns Resolution Policy*
 - (c) *Policy 6.69.1: Harassment and Discrimination* and *GAP 305.00 – Employee Workplace Conduct (Including Workplace Harassment)*
 - (d) *Policy 9.02: Progressive Discipline* and *GAP 552 – Progressive Discipline*
 - (e) *Policy 7.12: Access to DPCDSB Properties*

- 2.3 This GAP applies to inappropriate conduct directed toward DPCDSB staff and/or students by parents/guardians, families, and other community members who are not DPCDSB staff or students. The resources set out herein may also be utilized by DPCDSB General Managers and members of Senior Management Council in appropriate circumstances and with necessary modifications.

3. DEFINITIONS

- 3.1 For the purpose of this GAP, the following words have their corresponding meanings:

- (a) “Community Member” means a parent, guardian, family member of a student and/or another member of the school community who is not a student or staff member.
- (b) “Inappropriate Conduct” means any behaviour of a Community Member that the Principal determines, in their sole discretion, is or is likely to result in the following, regardless of intent:
 - abuse, harassment and/or discrimination, directed towards an individual or group of individuals;
 - a negative effect on the school climate;
 - a violation of applicable laws and DPCDSB policies and GAPs, including Policy 9.01.
- (c) “Hate Speech”, as defined by the Ontario Human Rights Commission, is “the use of extreme language or a form of communication that expresses detestation for or vilifies an individual or group of individuals based on colour, ethnicity, place of origin, race, creed, gender, or sexual orientation, among other grounds of discrimination under Ontario's *Human Rights Code*. Hatred is often rooted in anti-Black, anti-Asian, and anti-Indigenous racism, misogyny, homophobia, transphobia, antisemitism, Islamophobia, and white supremacy”. [Taking action to build awareness and challenge hate in Ontario | Ontario Human Rights Commission \(ohrc.on.ca\)](https://www.ohrc.on.ca/en/taking-action-build-awareness-and-challenge-hate-ontario)

- 3.2 In determining if behaviour is Inappropriate Conduct, the Principal shall prioritize impact over intent of the parties involved when making decisions regarding consequences.

- 3.3 Examples of Inappropriate Conduct include, but are not limited to, the following:

- Swearing, or using offensive language or gestures;
- Hate Speech;
- Making false accusations against a staff member, student, or Community Member;
- Threatening to do bodily harm to anyone;
- Displaying a temper, or shouting at members of staff, students, or Community Members;
- Damaging or destroying school property or the property of others on school property;
- Unsafe driving on school property;
- Abusive or threatening e-mails or text/voicemail/phone messages or other written communication;

- Electronically recording meetings or telephone calls with staff without the explicit prior consent of all involved;
- Posting defamatory, offensive, or derogatory comments about the school, its staff, students, or any Community Member, on social platforms, or in or on any other forum;
- Any aggressive behaviour (including verbally or in writing) towards anyone;
- Disciplining another person's child;
- Disregard for compliance with DPCDSB and school policies and procedures.

4. ROLES AND RESPONSIBILITIES

4.1 School Principal

- 4.1.1 The school Principal may initiate the following steps in addition to the rights and obligations of a Principal as set out in the *Education Act*, the *Trespass to Property Act* and DPCDSB policies and general administrative procedures, including those set out in Section 1:
- (a) **Warning Letter:** The Principal may, in their sole discretion, issue the letter set out in *GF 413 Warning Letter*, with necessary modifications, to any Community Member who performs Inappropriate Conduct on school property, at a school event, and/or in any circumstance where, in the Principal's opinion, the conduct may have a negative impact on the school climate.
 - (b) **Communication Plan:** Where the Principal determines that a communication plan between a Community Member and any staff member is necessary, they will engage, through the Family of Schools Superintendent, DPCDSB Legal Services for assistance in drafting this plan. The Communication Plan may have the effect of limiting the Community Member's method of communication with staff and the form, timing, and frequency in which communication may take place.
 - (c) **Trespass Notice:** Where the Principal determines that a Community Member has failed to comply with any warning (including verbal warnings) regarding their Inappropriate Conduct, the Principal may engage, through the Family of Schools Superintendent, DPCDSB Legal Services to request that a Trespass Notice be sent to the Community Member pursuant to the *Trespass to Property Act*. A Trespass Notice is enforceable by police and bars the Community Member from attending at the school and/or any school-related event.
- 4.1.2 Where a Warning Letter, Communication Plan, and/or a Trespass Notice is issued against a Community Member, the Principal shall inform their Family of Schools Superintendent, who will then inform the area Trustee(s) as soon as possible.
- 4.1.3 Where a Trespass Notice is issued against a Community Member, the Principal shall ensure that their local police division/detachment is provided with a copy of the Trespass Notice for enforcement.

4.1.4 The Principal shall call police and/or engage private security through the DPCDSB Chief Security Officer as appropriate in the circumstances.

4.1.5 The Principal shall notify the Superintendent of Human Resources and Employee Relations, or their designate, in compliance with their procedures for reporting actual or perceived threats to the health and safety of staff.

4.1.6 The Principal and Family of Schools Superintendent shall support the Community Member, when possible and when it is safe to do so, by identifying steps that the Community Member can take to rebuild a safe and constructive relationship with the school.

4.2 Family of Schools Superintendent

4.2.1 In addition to notifying the area Trustee(s) in the circumstances identified above, the Family of Schools Superintendent shall ensure that the Superintendent of Human Resources and Employee Relations, or their designate, has been notified in compliance with procedures for reporting threats to the health and safety of staff.

INSERT SCHOOL LETTERHEAD

PRIVATE AND CONFIDENTIAL

DELIVERED BY: EMAIL/IN PERSON/MAIL/COURIER/REGISTERED MAIL (circle)

Dear Parent/Guardian/Community Member

RE: WARNING LETTER

You are receiving this letter because your recent behaviour at or related to the school or a school event constitutes “Inappropriate Conduct” as defined in Dufferin Peel Catholic District School Board’s (DPCDSB) General Administrative Procedure #: *Catholic Code of Conduct: Community Members* (attached to this letter with Policy 9.01: *Catholic Code of Conduct* (“Policy 9.01”)).

Your Inappropriate Conduct includes:

-

Your conduct has created an intimidating and unsafe environment for students and staff, thus affecting their well-being, and will not be tolerated. All members of the DPCDSB community are expected to adhere to DPCDSB policies, including Policy 9.01, to ensure equal opportunity for all to a safe, caring, inclusive, and healthy learning and work environment.

Should your behaviour continue, a Trespass Notice will be issued against you. The Trespass Notice will prohibit you from being on school property and will ban you from participation and attendance at all school events. A Trespass Notice is enforceable by Police.

If I determine it is necessary, you may receive a Communication Plan that limits the frequency, forum, and type of communication that you may have with the school and its staff.

You will not receive any additional warnings. Any future inappropriate conduct will result in you being banned from School property.

We value our partnership with community members in creating a safe learning and working environment for our staff and students. As such, Inappropriate Conduct will not be tolerated. If you wish to discuss what steps you may take to contribute to a safe and health working and learning environment for our staff and students, you may send me a civil and constructive email to the school’s general email address.

Regards,

Principal, [School Name]

Cc Margaret Beck, Counsel