



Governance and Policy Committee Agenda

GPC:001A

Wednesday, January 13, 2021

4:30 p.m.

Electronic Meeting

Trustee Members:

James Li (Chair), Michelle Aarts, Stephanie Donaldson, Harpreet Gill, Yalini Rajakulasingam,
Anu Sriskandarajah

Pages

1. Call to Order and Acknowledgement of Traditional Lands
2. Approval of the Agenda
3. Declarations of Possible Conflict of Interest
4. Delegations
- To be presented
5. Policy Review Schedule for 2020-21 to 2023-24 School Years [4004] 1
6. Records and Information Management Policy - New Policy [4005] 9
7. Advertising Policy (P006) and Distribution and Display of Materials for Students and Parents From External Groups Policy (P041) Review - Phase 5 [4002] 23
8. P073, Respectful Learning and Working Environment Policy [4003] 39
9. Revised Procedure: PR666, Community Use of Board Facilities [4001] 47
10. Adjournment

Blank Page



Policy Review Schedule for 2020/2021 – 2023/24 School Years

To: Governance and Policy Committee

Date: 13 January, 2021

Report No.: 01-21-4004

Strategic Directions

- Transform Student Learning
- Create a Culture for Student and Staff Well-Being
- Provide Equity of Access to Learning Opportunities for All Students
- Allocate Human and Financial Resources Strategically to Support Student Needs
- Build Strong Relationships and Partnerships Within School Communities to Support Student Learning and Well-Being

Recommendation

It is recommended that the Policy Review Schedule for the 2020/21 – 2023/24 School Years, as presented in Appendix A to this report, be approved.

Context

In accordance with the Policy Framework (P001) and the Policy Development and Management Procedure (PR501), Board policies are required to be reviewed at a minimum every four years. Certain policies are legislatively mandated to be reviewed on an annual basis.

Policy reviews are carried out in accordance with the Policy Review Schedule that is approved by the Board of Trustees and updated annually upon recommendation by Executive Council and the Governance and Policy Committee.

On October 28, 2020, the Governance and Policy Committee considered the draft Policy Review Schedule for the 2020/21 – 2023/24 school years. The Schedule was based on priorities identified in the Multi-Year Strategic Plan, legislative requirements, directives of the Ministry of Education, and Board decisions. The Schedule included 28 policies targeted for the review and development during the 2020/21 school year.

The Committee expressed concern that the target number of reviews scheduled for the 2020/21 school year might be unattainable given the impact of the COVID-19 pandemic. As a result, the Committee instructed staff to reconsider and reduce the number of policies for the 2020/21 school year and bring back a revised Policy Review Schedule.

The revised Policy Review Schedule (Appendix A) includes 16 policies for the 2020/21 school year. Policies that were moved from the 2020/21 to the 2021/22 are highlighted in the Schedule appended.

When revising the list of policies targeted for review/development in the current school year, staff identified priorities applicable to the Policy Review Schedule and also took into consideration the progress achieved to date, expected completion timelines, and the operational and staff requirements to meet the completion deadlines. The draft Policy Review Schedule was reviewed and approved by Executive Council on January 5, 2021.

This schedule is reviewed annually and adjusted as needed. It is expected that the Policy Review Schedule will be reviewed in the spring-summer cycle in view of the COVID-19 pandemic impact and will be adjusted accordingly, particularly beyond the current school year.

The revised Policy Review Schedule for the 2020/21 – 2023/24 school years is presented for Committee's consideration and approval.

Action Plan and Associated Timeline

Subject to Committee's approval, the Policy Review Schedule for the 2020/21 – 2023/24 school years will be submitted to the Board of Trustees for final approval.

Resource Implications

No additional resources will be required for implementation of the Policy Review Schedule.

Communications Considerations

Following approval by the Board of Trustees, the 2020/21 – 2023/24 Policy Review Schedule will be communicated to the system, posted on the Board's public website, and communicated to the Board's community advisory committees, Student Senate, and unions/professional associations.

Board Policy and Procedure Reference(s)

- Policy Framework (P001)
- Policy Development and Management (PR501)

Appendices

- Appendix A – Policy Review Schedule (2020/21 – 2023/24)

From

Craig Snider, Associate Director, Business Operations and Service Excellence at 416-397-3188
or craig.snider@tdsb.on.ca

Vitaliy Plotnikov, Policy Coordinator, Policy Services at 416-397-3164 or
vitaliy.plotnikov@tdsb.on.ca

Agenda Page 4
POLICY REVIEW SCHEDULE

APPENDIX A

	Title	No.	Division	Review and Development Year	Current Status	Annual Review Required
1	Advertising	P006	Business Operations and Service Excellence	2020/21	In Progress, Phase 5	
2	Distribution and Display of Materials for Students and Parents From External Groups	P041	Business Operations and Service Excellence	2020/21	In Progress, Phase 5	
3	Optional Attendance	P013	Business Operations and Service Excellence	2020/21	In Progress, Phase 5	
4	Records and Information Management	NEW	Business Operations and Service Excellence	2020/21	In Progress, Phase 5	
5	Specialized Schools and Programs	NEW	Business Operations and Service Excellence	2020/21	In Progress, Phase 4	
6	Purchasing	P017	Business Operations and Service Excellence	2020/21	In Progress, Phase 2	
7	Parent and Community Involvement	P023	Equity, Well-Being and School Improvement	2020/21	In Progress, Phase 2	
8	Communication(s)	NEW	Government, Public and Community Relations	2020/21	In Progress, Phase 2	
9	Employment Equity	P029	Human Rights and Indigenous Education	2020/21	In Progress, Phase 2	
10	Human Rights	P031	Human Rights and Indigenous Education	2020/21	In Progress, Phase 2	
11	Workplace Harassment Prevention	P034	Human Rights and Indigenous Education	2020/21	In Progress, Phase 2	Annual Review
12	Allegations of Sexual Harassment and Misconduct	NEW	Leadership, Learning and School Improvement	2020/21	In Progress, Phase 2	
13	Architect Selection	P026	Business Operations and Service Excellence	2020/21		
14	Occupational Health and Safety	P048	Business Operations and Service Excellence	2020/21		Annual Review
15	Workplace Violence Prevention	P072	Business Operations and Service Excellence	2020/21		Annual Review
16	Respectful Learning and Working Environment	P073	Human Rights and Indigenous Education	2020/21		
17	Budget Approval	P012	Business Operations and Service Excellence	2021/22	In Progress, Phase 2	
18	Executive Signing Authority	P082	Business Operations and Service Excellence	2021/22	In Progress, Phase 2	

Agenda Page 5
POLICY REVIEW SCHEDULE

APPENDIX A

	Title	No.	Division	Review and Development Year	Current Status	Annual Review Required
19	Fair Dealings (Copyright)	P079	Business Operations and Service Excellence	2021/22	In Progress, Phase 2	
20	Fundraising	P021	Business Operations and Service Excellence	2021/22	In Progress, Phase 2	
21	Naming Schools and Special Purpose Areas	P047	Business Operations and Service Excellence	2021/22	In Progress, Phase 2	
22	Student Attendance and Safe Arrival	P085	Business Operations and Service Excellence	2021/22	In Progress, Phase 2	
23	Transportation of Students	P020	Business Operations and Service Excellence	2021/22	In Progress, Phase 2	
24	Trustee Constituency Communications	P018	Government, Public and Community Relations	2021/22	In Progress, Phase 2	
25	Alternative Schools	P062	Human Rights and Indigenous Education	2021/22	In Progress, Phase 2	
26	Recognition of Culturally Significant Observances Policy	NEW	Human Rights and Indigenous Education	2021/22	In Progress, Phase 2	
27	Community Planning and Partnerships	P076	Business Operations and Service Excellence	2021/22		
28	Electronic Participation in Board Meetings	P039	Business Operations and Service Excellence	2021/22		
29	Employee and Trustee Expenses	P016	Business Operations and Service Excellence	2021/22		
30	Employee Conflict of Interest	P057	Business Operations and Service Excellence	2021/22		
31	Enterprise Risk Management	NEW	Business Operations and Service Excellence	2021/22		
32	Hiring of Students	P015	Business Operations and Service Excellence	2021/22		
33	Leasing of Surplus School Properties	P010	Business Operations and Service Excellence	2021/22		
34	Nutrition Foundation	P035	Business Operations and Service Excellence	2021/22		
35	Performance Management: Director of Education	P049	Business Operations and Service Excellence	2021/22		
36	Selection, Promotion and Placement of School Principals and Vice-principals	P052	Business Operations and Service Excellence	2021/22		
37	The Environment	P028	Business Operations and Service Excellence	2021/22		

Agenda Page 6
POLICY REVIEW SCHEDULE

APPENDIX A

	Title	No.	Division	Review and Development Year	Current Status	Annual Review Required
38	Dealing With Abuse and Neglect of Students	P045	Equity, Well-Being and School Improvement	2021/22		
39	French as-a-Second Language Programs	P080	Equity, Well-Being and School Improvement	2021/22		
40	Learning Opportunities Index (LOI)	P067	Equity, Well-Being and School Improvement	2021/22		
41	Student Leadership (and Student Engagement)	P070	Equity, Well-Being and School Improvement	2021/22		
42	Continuing Education	P019	Human Rights and Indigenous Education	2021/22		
43	Educational Programming Partnerships	P024	Human Rights and Indigenous Education	2021/22		
44	Gender-based Violence	P071	Human Rights and Indigenous Education	2021/22		
45	Accountability for Student Achievement	P040	Leadership, Learning and School Improvement	2021/22		
46	Arts Foundation	P005	Leadership, Learning and School Improvement	2021/22		
47	Homework	P036	Leadership, Learning and School Improvement	2021/22		
48	Pre-Examination Moratorium On Major Assignments and Activities	P063	Leadership, Learning and School Improvement	2021/22		
49	Student Trustee and SuperCouncil Communications	P053	Leadership, Learning and School Improvement	2021/22		
50	Acceptable Use of Information Technology Resources	P088	Business Operations and Service Excellence	2022/23		
51	External Auditor Independence	P089	Business Operations and Service Excellence	2022/23		
52	Governance Policy	P086	Business Operations and Service Excellence	2022/23		
53	Policy Framework	P001	Business Operations and Service Excellence	2022/23		
54	Reporting of Suspected Wrongdoing (Whistleblowing)	P066	Business Operations and Service Excellence	2022/23		
55	Students Without Legal Immigration Status	P061	Business Operations and Service Excellence	2022/23		
56	Community Engagement	P078	Equity, Well-Being and School Improvement	2022/23		

Agenda Page 7
POLICY REVIEW SCHEDULE

APPENDIX A

	Title	No.	Division	Review and Development Year	Current Status	Annual Review Required
57	Open Data	P091	Government, Public and Community Relations	2022/23		
58	Voluntary First Nation, Métis And Inuit Self-Identification	P077	Human Rights and Indigenous Education	2022/23		
59	Accommodation and Program Review	P068	Business Operations and Service Excellence	2023/24		
60	Anti-Fraud Measures	P081	Business Operations and Service Excellence	2023/24		
61	Board Member Code of Conduct	P075	Business Operations and Service Excellence	2023/24		
62	Community Use of Board Facilities	P011	Business Operations and Service Excellence	2023/24		
63	Excursions	P033	Business Operations and Service Excellence	2023/24		
64	Freedom of Information and Protection and Privacy	P094	Business Operations and Service Excellence	2023/24		
65	Honoraria for Trustees	P074	Business Operations and Service Excellence	2023/24		
66	Professional Development for Trustees	P090	Business Operations and Service Excellence	2023/24		
67	Restrictions on Alcohol, Drug and Tobacco Use	P095	Business Operations and Service Excellence	2023/24		
68	Staff Changes	P014	Business Operations and Service Excellence	2023/24		
69	Student Dress	P042	Business Operations and Service Excellence	2023/24		
70	Supervisory Officer Selection	P055	Business Operations and Service Excellence	2023/24		
71	Trustee Pregnancy and Parental Leave	P093	Business Operations and Service Excellence	2023/24		
72	Mission, Values and Goals	P002	Director's Office	2023/24		
73	Concussions	P087	Equity, Well-Being and School Improvement	2023/24		
74	Early Learning and Care	P022	Equity, Well-Being and School Improvement	2023/24		
75	Equity	P037	Equity, Well-Being and School Improvement	2023/24		

Agenda Page 8
POLICY REVIEW SCHEDULE

APPENDIX A

	Title	No.	Division	Review and Development Year	Current Status	Annual Review Required
76	Student Health Support	P092	Equity, Well-Being and School Improvement	2023/24		
77	Accessibility Policy	P069	Human Rights and Indigenous Education	2023/24		
78	Caring and Safe Schools	P051	Human Rights and Indigenous Education	2023/24		
79	Student Use of Service Animals	P096	Human Rights and Indigenous Education	2023/24		
80	Home Instruction	P060	Leadership, Learning and School Improvement	2023/24		
81	Transforming Student Learning in Literacy and Mathematics	P038	Leadership, Learning and School Improvement	2023/24		
TOTAL:		81				



Records and Information Management Policy – New Policy

To: Governance and Policy Committee

Date: 13 January, 2021

Report No.: 01-21-4005

Strategic Directions

- Transform Student Learning
- Provide Equity of Access to Learning Opportunities for All Students

Recommendation

It is recommended that the Records and Information Management Policy, as presented in this report, be approved.

Context

The proposed Records and Information Management Policy was developed in response to a Board decision based in part on the results of an audit conducted by PricewaterhouseCoopers (PWC), which recommended that the TDSB develop a records and information management policy to ensure effective, efficient and secure recordkeeping practices across the TDSB.

The Records and Information Management Policy (Appendix A) was prepared in accordance with the Policy Development Work Plan, which was considered by the Governance and Policy Committee on October 23, 2019 and subsequently approved by the Board of Trustees on October 30, 2019.

The Records and Information Management Policy will enhance compliance with applicable legislative, regulatory, and accountability requirements by establishing requirements for effective, efficient, and secure recorded information management at the TDSB; and protecting the authenticity, reliability, usability, and integrity of recorded information required for the delivery of Board programs and services.

Policy consultations with Board's community advisory committees, Student Senate, professional associations and unions (including Health Information Custodians) and the wider TDSB community were conducted from March 5, 2020 until December 31, 2020.

The feedback obtained through internal reviews and public consultations was reviewed and is reflected in the new Records and Information Management Policy.

The new Policy is being presented to the Committee for consideration and approval.

Action Plan and Associated Timeline

Subject to the Governance and Policy Committee's directions, the Policy will be presented to the Board of Trustees for consideration and final approval. Staff will align the Records and Information Management Procedure (R677) with the new Policy to support its implementation.

Resource Implications

No additional resources will be required for implementation of the Policy at this time.

Communications Considerations

Following Board approval, the Policy will be communicated to the system and posted on the Board's public website.

Board Policy and Procedure Reference(s)

- Freedom of Information and Protection of Privacy Policy (P094)
- Open Data Policy (P091)
- Records and Information Management Procedure (PR677)

Appendices

- Appendix A: Records and Information Management Policy

From

Craig Snider, Acting Associate Director, Business Operations and Service Excellence,
at craig.snider@tdsb.on.ca

Peter Singh, Executive Officer, IT & IM Services, FOI and Privacy Office at
peter.singh@tdsb.on.ca

Toronto District School Board

 Policy P [number]

Title: **RECORDS AND INFORMATION MANAGEMENT**

Adopted: [new date]

Effectuated: [new date]

Revised:

Reviewed:

Authorization: Board of Trustees

1. RATIONALE

The Records and Information Management Policy (the “Policy”) supports the Toronto District School Board’s (TDSB or the Board) commitment to the effective, efficient and secure management of recorded information, regardless of format or media.

This Policy is consistent with subsection 171. (1), par. 38 of the *Education Act* which states the Board may institute a program of records and information management.

2. OBJECTIVE

To establish requirements for effective, efficient, and secure records and information management at the TDSB; and,

To protect the authenticity, reliability, usability, and integrity of recorded information recognized for its operational, legal, financial and or historical value in order to support the delivery of Board programs and services.

3. DEFINITIONS

Board is the *Toronto District School Board*, which is also referred to as “*TDSB*.”

Data is facts, figures and statistics objectively measured according to a standard or scale, such as frequency, volumes or occurrences and forms the basis of information.

Dataset is an organized collection of data.

Electronic Records means records that are captured, generated with and/or used by information technology devices.

Freedom of Information (FOI) Request is a request under *MFIPPA* for access to information that is in the custody or control of the Board. Refer to the Freedom of Information and Protection of Privacy Policy (P094).

Health Information Custodian or “Custodian”, in accordance with the *Personal Health Information Protection Act (PHIPA)*, is the Toronto District School Board for records related to personal health information.

Inactive Records means records that are no longer required in the day-to-day operations of an organization but must be retained for administrative, historical, fiscal, audit, or legal purposes.

Information is meaning and value derived through the analysis and interpretation of data.

Legal Hold is a process that an organization uses to preserve all forms of relevant and potentially relevant information when litigation, a government investigation, investigation, audit, FOI request, or other legal issue or dispute is reasonably anticipated or is underway. During legal hold, applicable retention periods under the TDSB’s records retention schedule are suspended and all available (including official and transitory) records must be preserved.

Metadata is a set of data that describes other data.

Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) establishes legal obligations on how public organizations may collect, use, and disclose personal information. MFIPPA also establishes a right of access that enables individuals to request their own personal information and have it corrected.

Official Record means any record of information created, collected and/or received in the course of regular Board business that provides evidence of business decisions, actions, and transactions, including the delivery of programs and services.

Personal Information is recorded information about an identifiable individual. As defined by *MFIPPA* this may include, but is not limited to:

- Information relating to the race, national or ethnic origin, colour, religion, age, sex, sexual orientation or marital or family status of the individual,
- Information relating to the education or the medical, psychiatric, psychological, criminal or employment history of the individual or information relating to financial transactions in which the individual has been involved,
- Any identifying number, symbol or other particular assigned to the individual,

- The address, telephone number, fingerprints or blood type of the individual,
- The personal opinions or views of the individual except if they relate to another individual,
- Correspondence sent to an institution by the individual that is implicitly or explicitly of a private or confidential nature, and replies to that correspondence that would reveal the contents of the original correspondence,
- The views or opinions of another individual about the individual, and
- The individual's name if it appears with other personal information relating to the individual or where the disclosure of the name would reveal other personal information about the individual.

Personal Health Information Protection Act (PHIPA) establishes rules for the collection, use and disclosure of personal health information. It regulates health information custodians (“custodians”) operating within the province of Ontario and to individuals and organizations that receive personal health information from health information custodians.

Recorded Information or Record(s) means any record of information, however recorded, whether in printed form, on film, by electronic means or otherwise, made or received and retained by an organization in pursuance of legal obligations or in the transaction of business.

Examples include:

reports, presentations, briefing notes; correspondence such as e-mails; letters, memos; books, pamphlets, plans, maps, drawings, diagrams, graphics; hand-written notes; calendars, text (SMS and/or MMS) messages, and instant messages (IM); voice messages; and video recordings.

Records and Information Management (RIM) is the efficient and systematic control of the creation, receipt, maintenance, use and disposition of records throughout its lifecycle including the processes for capturing and maintaining evidence of and information about business activities and transactions in the form of records.

Record Retention Schedule (RRS) is a comprehensive list of records series titles, indicating for each series (1) the length of time each document or record will be retained as an active record, (2) the reason (legal, operational, fiscal, historical) for its retention, and (3) the final disposition (archival or destruction) of the record.

TDSB is the Toronto District School Board, which is also referred to as the “Board”.

Transitory Records are records of short-term value that can be destroyed immediately or after meeting its transitory need. Examples include a working document used in the preparation of a final document such as reports, policies or procedures or routine e-mails to schedule or confirm meetings or events.

4. RESPONSIBILITY

The Director of Education holds primary responsibility for the implementation of this Policy. Within the Director's Office, the responsibility for the coordination and day-to-day management of the Policy is assigned to the Associate Director, School Operations and Service Excellence and the Executive Officer, Information Technology/Information Management and Freedom of Information and Privacy.

5. APPLICATION AND SCOPE

This Policy applies to all recorded information created, collected, received or captured within the Board in the normal course of business, whether held in digital (electronic) or hardcopy format.

This Policy applies to all Board staff, Trustees, and service providers (including contractors, consultants) working on behalf of the Board.

6. POLICY

6.1. General

- 6.1.1 Recorded information in the custody and/or control of the Board are corporate and strategic assets.
- 6.1.2 The authenticity, integrity, and usability of recorded information must be maintained over the course of its lifecycle.
- 6.1.3 All recorded information created, produced, collected, received or distributed in the course of conducting Board business are the sole property of the Board.
- 6.1.4 The Board is responsible for the maintenance and safeguarding of records that require long-term preservation, including student records which are managed in accordance with the *Education Act* and the Ministry's *Ontario Student Record (OSR) Guideline* as well as student registers, Board and Committee minutes, financial and personnel records.
- 6.1.5 All recorded information that confirms the delivery of Board programs and services will be created, captured, classified, maintained, and stored within manual or automated systems or repositories approved by the Board.
- 6.1.6 All recorded information will be appraised, described, classified, maintained, retained, and destroyed or preserved in accordance with the Board's records retention schedules, other applicable policies and procedures and applicable access and privacy legislation.
- 6.1.7 The Board will establish corporate requirements for the identification, classification and security of recorded information.

- 6.1.8 The responsibility and accountability for the adequate management of Board recorded information assets rests with individual employees, managers of organizational units, and the TDSB as a whole.
- 6.1.9 Staff leaving employment will ensure that files and records are transferred to the manager/supervisor to ensure retention and operational continuity. Staff are prohibited from keeping Board records following the cessation of their employment.
- 6.1.10 Recorded information will be protected from unauthorized access, disclosure, alteration, use or destruction in accordance with applicable access and privacy legislation, and Board policies, procedures and supporting documentation.
- 6.1.11 Personal information, including personal health information, will be managed in accordance with the *Education Act*, *MFIPPA*, *Personal Health Information Protection Act*, the Board's Freedom of Information and Protection of Privacy Policy (P094), and all other applicable legislative acts and policies.
- 6.1.12 Retention requirements will be determined based on operational, legal, fiscal, and/or historical value of the recorded information.

6.2. Creation, Capture, and Classification

- 6.2.1. Recorded information will be regularly created, captured and classified using a standardized approach as part of normal and ongoing business practice to serve as evidence of daily business transactions, decisions, and actions.
- 6.2.2. Recorded information will be routinely assessed and classified either as transitory record or official record, and based on its content and context.
- 6.2.3. The content, context, and structure of official records will be described through index information (e.g., metadata) associated with the recorded information within manual and/or automated systems.
- 6.2.4. The elements (e.g. metadata) of an electronic record will not be altered without proper approval after the record is declared the official record.

6.3. Access, Security, and Control

- 6.3.1. Recorded information will be readily available and accessible for as long as it is required, with access permissions restricted to Board employees (or authorized individuals) that require it to perform job duties.
- 6.3.2. The Board will publish online and make available to the public recorded information that is classified as public within the custody and/or control of the TDSB, following criteria and requirements of the Open Data Policy (P091).

- 6.3.3. The Board will establish requirements for the identification, classification and security of recorded information.
- 6.3.4. The sharing and reuse of recorded information within the Board will be utilized to the greatest extent possible, subject to legal and policy obligations.
- 6.3.5. Recorded information will be managed to protect privacy and confidentiality. The Board will use secured means through the Board's internet technology systems wherever possible, and data encryption will be utilized in the transmission of confidential and/or sensitive recorded information. Board staff should refrain from using personal or unsecured transmission means when conducting Board business.

6.4. Maintenance, Storage and Preservation

- 6.4.1. The authenticity, integrity, and usability of recorded information and data must be maintained over the course of its lifecycle.
- 6.4.2. Based on the TDSB's records retention schedule, inactive official records will be transferred to less-costly off-site or off-line facilities and repositories while maintaining effective and efficient access, for as long as required to meet legal, business and accountability requirements.
- 6.4.3. Recorded information will be safeguarded from unauthorized access, use, disclosure, alteration, removal or destruction.
- 6.4.4. Official records of historical value will be identified, safeguarded and preserved for long-term access and use based on the TDSB's records retention schedule. Conditions for physical preservation of records will be compliant with applicable environmental and safety regulations.
- 6.4.5. Official records deemed essential for business continuity will be identified, classified, maintained, stored and protected with the appropriate safeguards and controls to ensure its recovery and use for business resumption.
- 6.4.6. Recorded information will be stored in a manner that maximizes efficiencies and economies (e.g., off-site storage; archives; record centres; data warehouse) while ensuring the delivery of Board programs and services are maintained.
- 6.4.7. Recorded information will be preserved and made accessible over time and through technological changes.

6.5. Retention and Disposition

- 6.5.1. Retention periods for recorded information will be determined based on appraisal and scheduled according to operational, legal, fiscal, and historical value, and, in accordance with legislative requirements and accountabilities.

- 6.5.2. All official records will be assigned a retention period which will be maintained within the TDSB's records retention schedule.
- 6.5.3. The Board's official records will not be removed from its control and custody, or destroyed, except for under the authority and rules contained within the records retention schedule.
- 6.5.4. Transitory records, those with short-term value and only required for a limited period of time, will be disposed of at the earliest time possible, subject to legal and business requirements.
- 6.5.5. The destruction or deletion of recorded information and data will be done so in a manner that ensures that it cannot be recovered, reconstructed, retrieved or read.
- 6.5.6. Legal requirements supersede any and all Board policies authorizing destruction of records, including the authority granted in approved retention schedules. The issuance of a legal hold will be on an exception basis when authorized by the Director of Education or designate including the Board's Executive Officer, Legal Services. During a legal hold, applicable retention periods under the TDSB's records retention schedule are suspended and all available records – both official and transitory - must be preserved.
- 6.5.7. The retention period assigned to all recorded information and data will only be extended or suspended when subject to a:
 - FOI request made under the *Municipal Freedom of Information and Protection of Privacy Act*;
 - formal investigation and/or audit;
 - legal hold and e-discovery; and,
 - circumstances that alter the normal operational, legal, fiscal or regulatory value of the records.
- 6.5.8. Official records will be disposed of in accordance with the Board's records retention schedule and authorized by the business unit or departmental head responsible for its lifecycle management.

6.6. **System Implementation and Training**

- 6.6.1. Records and Information Management (RIM) will be integrated into Board programs and services, and into the ongoing planning, budgeting and management processes. It will also be integrated into the design of new or updated technology tools and systems.
- 6.6.2. Records and Information Management (RIM) training will be provided to Board staff for the application of this Policy.

7. SPECIFIC DIRECTIVES

The Director of Education is authorized to issue operational procedures to implement this Policy.

8. EVALUATION

This Policy will be reviewed as required but at a minimum every four (4) years after the effective date.

9. APPENDICES

Not applicable.

10. REFERENCE DOCUMENTS

Legislation:

- *Canada Evidence Act*
- *Education Act*
- *Municipal Freedom of Information and Protection of Privacy Act*
- *Ontario Evidence Act*
- *Personal Health Information Protection Act*
- *Electronic Commerce Act*

Policies and Procedures:

- *Acceptable Use of Information Technology Resources Policy (P088)*
- *Cyber Risk and Security (PR725)*
- *Freedom of Information and Protection of Privacy Policy (P094)*
- *Open Data Policy (P091)*
- *Records and Information Management Procedure (PR677)*

Other Documents:

- Ontario Student Record (OSR) Guideline, 2000
- TDSB's Records Retention Schedule
- TDSB's Records Management Classification System, August 18, 2004

Records and Information Management Policy

Governance and Policy Committee

January 13th, 2021





Records & Information Management Policy – Overview

- A Board decision related to record maintenance and security provided direction to establish policies and procedures in order to ensure effective, efficient and secure recordkeeping practices across the TDSB.
- The decision was based in part on the results of an external audit conducted by PricewaterhouseCoopers (PWC), which recommended that the TDSB develop a records and information management policy.
- The Policy will enhance compliance with applicable legislative, regulatory, and accountability requirements by:
 - establishing requirements for effective, efficient, and secure recorded information management at the TDSB and
 - protecting the authenticity, reliability, usability, and integrity of recorded information required for the delivery of Board programs and services.
- The TDSB is the only School Board in Ontario without a Policy on Records and Information Management





Timeline

<i>Project Stage</i>	<i>Planned End Date</i>	<i>Status</i>
Initiate Request with Policy Team and assign policy coordinator	June 2019	100%
Prepare the Policy Report: - Work Plan; Draft Policy; Consultation with other policy owners i.e. Acceptable Use, FOI, Open Data Communication	August 2019	100%
Present to Executive Committee, Director's Council, including BOAT	Sept 2019	100%
Present to the Governance and Policy Committee	Oct 23, 2019	100%
Public Consultation - impacted by Covid-19	Mar-Dec 31 st , 2020	100%
Present to GPC for Feedback and Approval	Jan 13 th , 2021	Queued
Present to Board of Trustees for Approval	TBD	Queued



Implementation Plan

- Following Board approval, the new Policy will be communicated through:
- Posting of the new Policy on the TDSB website through the Policy Coordinator
- Sharing with staff through the System Leaders' Bulletin
 - Informing departments at staff meetings and channeling information to the school principals through respective superintendents
 - Implementation of a broad communication plan for internal and external audiences, include summary of policy provisions and expected outcomes
- Conducting information/training sessions to TDSB staff affected by the Policy
- Training and support mechanism such as Key to Learn, online training video, FAQs, guidelines and a general mailbox (RIM@tdsb.on.ca)
- It will be each business area and department's responsibility to incorporate the procedure, schedules and guidelines into their own business processes and workflows





Advertising Policy (P006) and Distribution and Display of Materials for Students and Parents from External Groups Policy (P041) Review – Phase 5

To: Governance and Policy Committee

Date: 13 January, 2021

Report No.: 01-21-4002

Strategic Directions

- Provide Equity of Access to Learning Opportunities for All Students
- Allocate Human and Financial Resources Strategically to Support Student Needs
- Build Strong Relationships and Partnerships Within School Communities to Support Student Learning and Well-Being

Recommendation

It is recommended that

- (1) the revised Advertising and Distribution of Materials Policy (P006), as presented in this report, be approved; and
- (2) the Distribution and Display of Materials for Students and Parents from External Groups Policy (P041) be rescinded.

Context

The Advertising Policy (P006) (Appendix A) and Distribution and Display of Materials for Students and Parents from External Groups Policy (P041) (Appendix B) are being reviewed in accordance with the policy review work plans approved by the Board of Trustees on November 22, 2017 and April 19, 2017 respectively.

During the review of these policies, staff identified common elements in the existing policies and recommended merging the Advertising and the Distribution of Materials from External Groups policies. On April 24, 2019, the Governance and Policy Committee received a status update on the review of the policies and provided further

policy directions including the recommendation for merging the policies into one single policy. The policy directions were subsequently approved by the Board of Trustees.

Revisions to the proposed new Advertising and Distribution of Materials Policy (P006) (Appendix C) are based on Committee's directions, the Multi-Year Strategic Plan and feedback from various stakeholders received during policy consultations. Policy consultations with the Board's community advisory committees, Toronto School Administrators' Association (TSAA), school councils, Student Senate and the wider TDSB community were conducted from April 8, 2020 until December 31, 2020.

The revised Policy is being presented to the Committee for consideration and approval.

Action Plan and Associated Timeline

Subject to the Governance and Policy Committee's directions, the revised Policy will be provided to the Board of Trustees for consideration and final approval. Staff will initiate the review of existing and, as required, development of new operational procedures to support implementation of the Policy.

Resource Implications

No additional resources will be required for implementation of the revised Policy at this time.

Communications Considerations

Following Board approval, the Policy will be communicated to the system and posted on the Board's public website.

Board Policy and Procedure Reference(s)

- Advertising Procedure (PR597)
- Distribution and Display of Materials for Students and Parents from External Groups Procedure (PR565)

Appendices

- Appendix A: Advertising Policy (P006) – current
- Appendix B: Distribution and Display of Materials for Students and Parents from External Groups Policy (P041) - current
- Appendix C: Advertising and Distribution of Materials Policy (P006) – newly revised

From

Craig Snider, Acting Associate Director, Business Operations and Service Excellence,
at craig.snider@tdsb.on.ca or at 416-397-3188

Garry Green, Senior Manager, Community, Business and Student Transportation
Services, at garry.green@tdsb.on.ca or at 416-397-3883

Toronto District School Board

Policy P.006 BUS

Title: **ADVERTISING**
Adopted: June 12, 2002
Revised: **March 6, 2003** (Replaces E.012: Advertising)
Review: February 2005

1.0 OBJECTIVE

To identify parameters and acceptable best practices for advertising in schools

2.0 DEFINITION

Advertising Advertising in schools may involve items such as yearbook advertisements, special event programs, fun fair sponsorships, partnerships, donor recognition, athletic uniforms and T-shirts.

3.0 POLICY

- 3.1. All forms of advertising will comply with the Board policies: P.002 DIR: Mission and Values and P.041 SCS: Distribution and Display of Materials for Students and Parents From External Groups.
- 3.2. Advertising initiatives with system-wide implication or that involve more than one school will be reviewed centrally, including contracts.
- 3.3. Without central approval, the use of the Board logo is prohibited in conjunction with commercial logos.
- 3.4. Acknowledgements of a permanent nature are acceptable as long as commercial logos are not employed.
- 3.5. External company logos may be used if they are of a temporary nature for a time specific for an event.
- 3.6. Sponsorship logo recognition for athletic and extra-curricular group items and clothing shall be permitted.
- 3.7. The size and placement of logos on extra-curricular uniforms shall be in accordance with the Ontario Federation of School Athletic Associations' School Uniform Policy,

and in circumstances not covered by OFSAA's policy, the school principal shall decide.

- 3.8. The Board may advertise its own centrally approved products and services throughout the system.

4.0 SPECIFIC DIRECTIVE

- 4.1. The Director is authorized to issue operational procedures to implement this policy.
- 4.2. The Director will develop a protocol and appeal process for staff to use to review and select commercial material from advertisers that is suggested for use as curriculum enhancement purposes or for use in the classroom for implementation in October 2002 and no new materials of this nature will be distributed in the meanwhile.
- 4.3. School councils, in consultation with the school principals, may further narrow the policy for application to the individual school.

5.0 REFERENCE DOCUMENTS

Operational Procedure PR.507 BUS: Advertising

Board Policy P.002 DIR: Mission and Values

Board Policy P.041 SCS: Distribution and Display of Materials for Students and Parents From External Groups

Toronto District School Board

Policy P.041 SCS: Distribution and Display of Materials for Students and Parents From External Groups

Statement

As a community partner, the Toronto District School Board is committed to supporting the distribution and display of communications. This commitment recognizes the Board's responsibility to limit this type of access to students, staff and parents within guiding principles and administrative procedures that support the Board's Mission and Values Statements.

The following guiding principles and policy statements have been developed to ensure that decisions reflect the uniqueness of our community:

Guiding Principles

- Materials approved for distribution will be in keeping with the Board's Mission and Values Statements and will not be in contravention of any Board policy.
- At the school level, the principal will be accountable for the approval process and distribution of materials within the school and school community.
- Materials must be consistent with the school's goals, objectives and program.
- Materials will not promote a particular religion or set of beliefs.
- Materials which are political in nature and/or focus on issues, must inform or educate, create awareness of issues in the community and/or facilitate community discussions. Materials approved for distribution will not promote a specific party, group, person or personal point of view.
- Electronic communication will be governed by the appropriate Information Technology policies and will be consistent with this policy.
- Materials distributed to schools through the Board's courier system must comply with the guiding principles of this policy.

Toronto District School Board

Policy P.041 SCS:

**Distribution and Display of Materials for Students and
Parents From External Groups**

Blank Page

Toronto District School Board

Policy P.041 SCS:

**Distribution and Display of Materials for Students and
Parents From External Groups**

Administrative Procedure

The Director, or designate, will administer the policy on Distribution and Display of Materials for Students and Parents From External Groups using the following administrative procedures:

Roles and Responsibilities

A. Board

Ontario Education Regulation 298, Section 24, states: *No advertisement or announcement shall be placed in a school or on school property or distributed or announced to the pupils on school property without the consent of the Board that operates the school except announcement of school activities.*

- A.1. Whereby the Board finds specific materials to be objectionable or inappropriate the Board, or its designate, reserves the right not to distribute and/or display any such materials.

B. Superintendents of Schools

- B.1. The superintendents of schools, upon request of the principal, will participate in the decision-making process, taking into account the Board's Mission and Values Statements, the uniqueness of the community, the school's goals, and the appropriate regulations.

C. Principals

- C.1. The principal will be responsible and accountable for the approval process and distribution of materials within the school and school community.
- C.2. Materials which *must* be distributed will be accompanied by specific directions in a memorandum from the appropriate department or supervisory officer, and may be limited to specific areas within the Toronto District School Board.

Note: Regulation 298, Section 12 states: *The Principal of a school shall provide for the prompt distribution to each member of the School Council any materials received by the Principal from the Ministry that are identified by the Ministry as being:*

- (a) *relevant to the functions of the School Council; and*
(b) *for distribution to the members of School Councils.*

- C.3. Principals will establish an in-school procedure for the assessment and for determining the suitability of distributing materials that arrive in the school. The scope of options available to them may include distribution, posting, announcement, inclusion in a newsletter, referral to the School Council, and making mate-

Toronto District School Board

Policy P.041 SCS:

**Distribution and Display of Materials for Students and
Parents From External Groups**

- rials available in the school office. Recognizing the value of consultation, these procedures will include consultation with the School Council when appropriate.
- C.4. Principals will take into consideration the potential impact of distribution of materials on the resources of the school.
 - C.5. Principals will advise and instruct their staff with regards to these procedures.
 - C.6. Principals will work with school councils and student councils to develop guidelines for use in the review and assessment of materials sent directly to their organizations. In both cases, the principal will retain responsibility and accountability for materials approved for distribution to students and parents.
 - C.7. Where it is unclear whether materials are appropriate for distribution or if a request for distribution raises questions or concerns, the principal will request that the superintendent of schools be involved in the decision.
 - C.8. Principals will use their discretion, and refer to Ministry of Education and Training Policy/Program Memorandum No. 112, to ensure that materials providing information about community/cultural events are in accordance with the guiding principles of this policy and that the materials do not promote a particular faith group.

Toronto District School Board

Policy P [number]

Title: **ADVERTISING AND DISTRIBUTION OF MATERIALS**

Adopted: [date of approval of the policy]
 Effected: [date when the policy came into effect]
 Revised: [date when the policy was amended]
 Reviewed: [date when the policy was reviewed]
 Authorization: Board of Trustees

1. RATIONALE

The Advertising and Distribution of Materials Policy (the “Policy”) supports the implementation of the legislative requirement under Ontario Regulation 298, section 24 of the *Education Act* which governs advertisements and announcements in a school, on school property, or to pupils of these schools.

2. OBJECTIVE

To establish parameters related to advertising on Board property, including distribution of advertising materials to students, parents/guardians and staff.

3. DEFINITIONS

Advertising means any public notice, representation, or activity, including promotional and marketing activities, that is intended to attract attention to a commercial or non-commercial product or service, the brand name of the product or service, the name of the premises where of the product or service is available, or the name under which the holder of the product or service carries on business. The terms "advertise" and "advertisement" have corresponding meanings.

Advertising Tools means methods for advertising delivery, including website posting, display of materials, social media marketing, newspaper, radio or television announcements, public speaking, distribution of flyers, booklets, promotional products (i.e., magnets, t-shirts, calendars, etc.), as well as event sponsorships, among other means.

Approved Vendors and Service Providers are external entities selected, vetted and approved through TDSB’s central procurement process. The procurement process is carried out by the TDSB Purchasing department or Business Development

department in accordance with applicable TDSB policies, including the Purchasing Policy (P017).

Board is Toronto District School Board which is also referred to as “TDSB”.

Board Property means all schools, administrative and non-administrative Board buildings or lands, as well as social media platforms, owned or occupied by the Board. Board-owned vehicles and machinery are also considered Board property *(based on York DSB definition)*.

Central Agreements are formal contractual arrangements, established between the TDSB and external entities defining the terms for the delivery of education related programs, goods or services.

Central Vetting means review and approval coordinated by a central department of TDSB. The central vetting process involves: a) review and approval of vendors/service providers/partners who wish to participate in partnerships or provide goods or services to TDSB, and b) review and approval of materials suitable for distribution to TDSB schools by ensuring compliance and alignment with the terms and conditions as set out in a formal agreement with TDSB.

Distribution of Materials means dissemination of information from external organizations to staff, students, parents/guardians and the broader school community through TDSB’s distribution system.

Distribution System refers to TDSB’s distribution system where information is circulated from central TDSB departments to TDSB schools and may include physical (e.g., handouts, bulletin board, inclusion in a newsletter or making the materials available in the school office) or electronic (e.g., e-bulletin board) methods. Materials may be referred to the Principal and/or school council for final review and approval. TDSB’s distribution system referred to herein does not include school and school council websites, indoor or outdoor signage and mobile applications used in classrooms.

Educational Programming Partnership Agreement is a document defining the terms for educational programming or services implemented by external agencies at TDSB’s sites during instructional time that enhance curriculum, uniquely contribute to TDSB’s strategic directions, and help students expand their learning opportunities.

Educational Programming Partner refers to an external provider or agency under a TDSB Education Partnership Agreement, in accordance with the Educational Programming Partnerships Policy (P024) and procedures.

Permit Holder refers to the individual, community group or organization named in the permit that maintains responsibility for ensuring that all permit users comply

with the rules and regulations governing the use of TDSB's facilities, including TDSB's Community Use of Board Facilities (Permits) Policy (P011) and permit rules and regulations related to advertising such as that a facility permit does not include permission to advertise and/or display banners on Board Property.

Public Health, Safety and Essential Notices are informational messages shared by government organizations or agencies (e.g., Ontario Ministry of Education, City of Toronto, Toronto Police Service, Toronto Public Health, etc.), TDSB (e.g., Director, TDSB's departments, and Board approved information).

Sponsorship is an agreement between TDSB/School and an association or company by which the sponsor provides financial or resource support for which they may receive recognition and/or advertisement.

TDSB is Toronto District School Board, which is also referred to as the "Board".

4. RESPONSIBILITY

The Director of Education holds primary responsibility for implementation of this Policy. Within the Director's Office, the responsibility for the day-to-day management and coordination of the Policy is assigned to the Associate Director, Business Operations and Service Excellence.

5. APPLICATION AND SCOPE

This Policy applies to all TDSB employees and Trustees.

The Policy also covers students, parents/guardians, volunteers, the Board's school council members, community advisory committees and their members, TDSB educational programming partners, approved vendors and service providers, contractors, and TDSB visitors.

6. POLICY

- 6.1 Advertising materials must be consistent with the Board's Mission and Values and will not be in contravention of any legislative act, regulation, Board policy or procedure.
- 6.2 The Board will not allow any advertising activities or distribution of materials on Board property (including in its schools or through Board communication mechanisms) that is politically partisan in nature, or that promotes a particular religion, fosters or promotes hatred, violence, prejudice, discrimination or bias against any groups or individuals.
- 6.3 The Board will not disseminate or advertise services directly competing with TDSB regular school programming, programming operating outside of school

- operating hours, or third party service providers (i.e. driver training course/providers, homecare services, casting calls, tutoring services, etc.).
- 6.4 Advertising on Board property will not be permitted, with the exception of Public Health, Safety and Essential Notices (as defined in section 3 above) as well as advertising of education-related programs, goods and services provided by:
 - a. Approved vendors, service providers, or TDSB educational programming partners that have entered into a central, documented, contractual arrangement with TDSB, after completion of the required central vetting and/or central procurement process;
 - b. Other levels of government and agencies (e.g., Ontario Ministry of Education, City of Toronto, Toronto Police Service);or,
 - c. As approved by the Director of Education.
 - 6.5 All materials will be vetted to ensure that they are suitable for distribution to TDSB schools and comply with the terms and conditions of applicable formal agreement(s) with TDSB.
 - 6.6 In accordance with the Community Use of Board Facilities (Permits) Policy (P011) and Permit Holder's Agreement, permit holders are not permitted to advertise in schools and/or on Board property.
 - 6.7 All election activities are governed by TDSB's Election Activities and Use of Board Resources Procedure (PR533).
 - 6.8 The school principal may choose to not distribute any advertising materials, and/or pre-approved materials and non-essential notices (see definition of Public Health, Safety and Essential Notices) based on the fit and appropriateness for their school and community, taking into account the principles of equity as outlined in the TDSB Equity Policy (P037) and the potential impact of distribution of materials on the resources of the school. . The school principal will consult with the school council periodically to review the volume and types of distribution of material requests and potential impacts of advertising materials on the school and community.
 - 6.9 The school principals, in consultation with their school councils and parent/guardians, may submit a request to TDSB's Business Development department to opt out from receiving advertising materials circulated through TDSB's distribution system.
 - 6.10 While TDSB schools are permitted to establish signage including messaging such as 'no soliciting' or 'no flyers,' information such as Public Health, Safety and Essential Notices must always be provided to schools.

- 6.11 Approved external vendors, service providers and TDSB educational programming partners will ensure that any advertising materials distributed electronically comply with Canada's Anti-Spam Legislation (CASL), including the consent to receive commercial information.
- 6.12 Providers of advertising materials are responsible for ensuring that their materials (whether in electronic or hardcopy format) are in compliance with the *Accessibility for Ontarians with Disabilities Act* (AODA) and TDSB's Accessibility Policy (P069).
- 6.13 Advertising materials from approved external vendors, service providers or TDSB educational programming partners will be distributed by TDSB's Distribution Centres to individual schools for a fee as determined by the Board. The fee, at a minimum, will cover TDSB's costs related to the distribution of materials.
- 6.14 All information and materials related to food and beverage that are distributed by TDSB must comply with the guidelines as outlined in the Ministry of Education's Policy/Program Memorandum (PPM) No. 150, "School Food and Beverage Policy."
- 6.15 TDSB and its local schools will make an effort to reduce use of paper and minimize its overall environmental footprint. Schools/Departments may use various methods include double-sided printing and photocopying, sibling lists, notices on half-sheets of paper, use of e-mail notices or online newsletters, use of projectors, chalk/whiteboards, Smart Boards and/or enforcing paper limits, where applicable, in accordance with the Environment Policy (P028).

7. SPECIFIC DIRECTIVES

The Director of Education is authorized to issue operational procedures to implement this Policy.

8. EVALUATION

This Policy will be reviewed, at a minimum, every four years.

9. APPENDICES

- Not applicable.

10. REFERENCE DOCUMENTS

Legislation

- *Education Act*
- Ontario Regulation 298, section 24 under the *Education Act*
- *Accessibility for Ontarians with Disabilities Act*

- Canada's Anti-Spam Legislation

Policies

- Accessibility Policy (P069)
- Community Use of Board Facilities (Permits) (P011)
- Educational Programming Partnerships (P024)
- Equity Policy (P037)
- Mission, Values and Goals Policy (P002)
- Purchasing Policy (P017)
- The Environment Policy (P028)

Procedures

- Advertising (PR507)
- Election Activities and Use of Board Resources (PR533)

Other Documents:

- Ministry of Education Policy/Program Memorandum (PPM) No. 150, "School Food and Beverage Policy."

Blank Page



Respectful Learning and Working Environment Policy (P073)

To: Governance and Policy Committee

Date: 13 January, 2021

Report No.: 01-21-4003

Strategic Directions

- Transform Student Learning
- Create a Culture for Student and Staff Well-Being
- Provide Equity of Access to Learning Opportunities for All Students
- Allocate Human and Financial Resources Strategically to Support Student Needs
- Build Strong Relationships and Partnerships Within School Communities to Support Student Learning and Well-Being

Recommendation

It is recommended that the Respectful Learning and Working Environment Policy (P073), as presented in this report, be rescinded.

Context

The Toronto District School Board's (TDSB) Respectful Learning and Working Environment Policy (P073), (the 'Policy') was adopted on June 23, 2010 and has not been reviewed since adoption. There are no operational procedures under this Policy.

The Policy's (see Appendix A) stated objective is "to provide a learning and working environment in which all individuals treat each other with respect, dignity and learn to work in an environment that is free from all objectionable conduct including violence, harassment, bullying/intimidation and discrimination".

Staff have recently conducted an internal review of the Policy. Result of the review indicates that provisions of the Policy are addressed and reflected in a number of current TDSB policies, including the Human Rights Policy (P031), Workplace Harassment Prevention Policy (P034), Equity Policy (P037), Occupational Health and Safety Policy (P048), Caring and Safe School Schools Policy (P051), and Workplace Violence Prevention Policy (P072).

The Respectful Learning and Working Environment Policy (P073) has four main provisions (3.1 – 3.4). The following list outlines current TDSB policies that correspond to P073's four provisions:

- Caring and Safe Schools Policy (P051): sections 3.1, 3.2, 3.3, 3.4
- Equity Policy (P037): sections 3.1, 3.2, 3.3, 3.4
- Human Rights Policy (P031): sections 3.1, 3.2, 3.3, 3.4
- Occupational Health and Safety Policy (P048): sections 3.1, 3.3, 3.4
- Workplace Harassment Prevention Policy (P034): sections 3.1, 3.2, 3.3, 3.4
- Workplace Violence Prevention (P072): sections 3.1, 3.2, 3.3, 3.4

These policies provide clear directions and expectations, and are supported by 25 operational procedures as outlined in the Appendix B. The Policy, therefore, is found to be repetitive and redundant, and it is recommended for rescission.

This recession recommendation was reviewed and approved by Executive Council on January 5, 2021.

Action Plan and Associated Timeline

Subject to Committee's approval, the Policy will be submitted to the Board of Trustees for final approval.

Resource Implications

Not applicable.

Communications Considerations

Following approval by the Board of Trustees, the Policy will be rescinded and removed from the TDSB website and a corresponding communication will be circulated to staff through the System Leaders' Bulletin.

Board Policy and Procedure Reference(s)

- Caring and Safe Schools Policy (P051)
- Equity Policy (P037)
- Human Rights Policy (P031)
- Occupational Health and Safety Policy (P048)
- Workplace Harassment Prevention Policy (P034)
- Workplace Violence Prevention (P072)

Appendices

- Appendix A: Respectful Learning and Working Environment Policy (P073)
- Appendix B: Complete List of Relevant Policies and Associated Operational Procedures

From

Jim Spyropoulos, Executive Superintendent, Human Rights and Indigenous Education
at jim.spyropoulos@tdsb.on.ca or 416-397-3678

Toronto District School Board

Policy P073

Title: RESPECTFUL LEARNING AND WORKING ENVIRONMENT

Adopted: June 23, 2010

Revised:

Review:

1.0 OBJECTIVE

To provide a learning and working environment in which all individuals treat each other with respect, dignity and learn to work in an environment that is free from all objectionable conduct including violence, harassment, bullying/intimidation and discrimination

2.0 DEFINITIONS

Working environment is any place where employees, students and other users perform work or work-related duties or functions. Schools and school-related activities, such as extracurricular activities and excursions, comprise the workplace, as do Board offices and facilities. Conferences and training sessions fall within the ambit of this policy.

3.0 POLICY

- 3.1. The Board holds high expectations for the conduct of its employees, its students, educational partners and any others associated with the school community;
- 3.2. This policy applies to all Board students, employees, trustees and other users such as members of consultative committees, clients of the Board, parents, visitors, volunteers, permit holders, contractors and employees of organizations not related to the Board but who nevertheless work on or are invited onto Board premises.
- 3.3. This policy is intended to provide a greater awareness of the value of establishing and maintaining respectful learning and working environments and the need to respond to the damaging effects of objectionable conduct;
- 3.4. This policy and the underlying policies are supported by programs and procedures intended to define the issues and responsibilities to ensure the Board's compliance with all legislative requirements.

4.0 SPECIFIC DIRECTIVES

The Director has authority to issue operational procedures to implement this policy.

5.0 REFERENCE DOCUMENTS

Board documents

To find related TDSB policies and procedures, search for *safe schools* on the Board's Policies, Procedures and Forms website: <http://www.tdsb.on.ca/ppf/Search.aspx>

Legislation

Occupational Health and Safety Act

Complete List of Relevant Policies and Associated Operational Procedures

- Caring and Safe Schools Policy (P051)
 - Procedure 523 - Trespass to Property
 - Procedure 524 - Search and Seizure
 - Procedure 540 - Non-discretionary and Discretionary Student Transfers
 - Procedure 569 - Crisis and Incident Reporting
 - Procedure 585 - Board Code of Conduct
 - Procedure 586 - Programs for Students on Long-term Suspensions and Expulsions
 - Procedure 594 - Suspension Appeal Meetings
 - Procedure 595 - Expulsion Hearings
 - Procedure 602 - Hearing of an Appeal Under Section 265(1)(m) of the Education Act
 - Procedure 694 - Video Surveillance
 - Procedure 695 - Threats to School Safety
 - Procedure 697 - Promoting a Positive School Climate
 - Procedure 698 - Police-School Board Protocol
 - Procedure 702 - Progressive Discipline and Promoting Positive Student Behaviour
 - Procedure 703 - Bullying Prevention and Intervention
- Equity Policy (P037)
 - N/A
- Human Rights Policy (P031)
 - Procedure 515 - Workplace Harassment Prevention and Human Rights
 - Procedure 728 - Reporting and Responding to Racism and Hate Incidents Involving or Impacting Students in Schools
- Occupational Health and Safety Policy (P048)
 - Procedure 601 - Safe Use of Power Tools
 - Procedure 659 - Employee Accident or Injury
 - Procedure 664 - Temperature Guidelines
 - Procedure 665 - Electrical Safety
 - Procedure 678 - Vending Machine Installation

- Procedure 686 - Barbecue Safety
 - Procedure 701 - Green Cleaning
 - Procedure 730 - COVID-19 Mask Procedure
- Workplace Harassment Prevention Policy (P034)
 - Procedure 515 - Workplace Harassment Prevention and Human Rights
- Workplace Violence Prevention (P072)
 - N/A

Blank Page



Revised Procedure PR666, Community Use of Board Facilities

To: Governance and Policy Committee

Date: 13 January, 2021

Report No.: 01-21-4001

Strategic Directions

- Allocate Human and Financial Resources Strategically to Support Student Needs
- Build Strong Relationships and Partnerships Within School Communities to Support Student Learning and Well-Being

Recommendation

It is recommended that the revised Community Use of Board Facilities Procedure (PR666), as presented in this report, be received for information.

Context

The Community Use of Board Facilities Procedure was initially adopted on May 24, 2006 and last revised on February 12, 2013. Since then, new government legislation and recent Board policy reviews have resulted in changes to the Board's permitting processes. Three new appendices were added to the Procedure to provide implementation details regarding: permits for TDSB Trustees, permits for City Councillors and the alcohol permission process.

Staff initiated a review of the Procedure to ensure alignment with its governing policy, Community Use of Board Facilities (P011), which was last revised and approved by the Board on October 24, 2018. The Procedure was also revised to comply with provisions in a new Board policy, Restrictions on Alcohol, Drug and Tobacco Use (P095) that was adopted on April 17, 2019 and complies with the *Cannabis Act* (both provincially and federally).

During the review of the Procedure, staff considered the evolving and enduring implications of COVID-19, and the revised Procedure was approved by Executive

Council on December 4, 2020. The Community Use of Board Facilities Procedure (see Appendices A and B) is presented to the Committee for information.

Action Plan and Associated Timeline

Subject to the Governance and Policy Committee's receipt, the Procedure will be provided to the Board of Trustees on February 3, 2021 for information.

Resource Implications

The Procedure will be implemented within existing budget framework.

Communications Considerations

The revised Community Use of School Facilities Procedure (PR666) will be posted on the Board's internal and external website and communicated through the System Leaders' Bulletin.

Board Policy and Procedure Reference(s)

- Community Use of Board Facilities (P011)
- Early Learning and Care Policy (P022)
- Restrictions on Alcohol, Drug and Tobacco Use Policy (P095)
- Election Activities and Use of Board Resources (PR533)

Appendices

- Appendix A: Community Use of Board Facilities Procedure (PR666) – Revised Tracked
- Appendix B: Community Use of Board Facilities Procedure (PR666) – Revised Clean

From

Craig Snider, Associate Director – Business Operations and Service Excellence (Interim), by email at craig.snider@tdsb.on.ca or by phone at 416-397-3188.

Maia Puccetti, Executive Officer – Facilities and Planning, by email at maia.puccetti@tdsb.on.ca or by phone at 416-393-8780.

Toronto District School Board

Operational Procedure PR666

Title: **COMMUNITY USE OF BOARD FACILITIES (~~PERMITS~~)**

Adopted: May 24, 2006

~~Effected:~~ May 24, 2006

Revised: November 4, 2009;~~;~~ December 12, 2012;~~;~~ February 12, 2013; December 4, 2020

~~Reviewed:~~ November 4, 2009; December 12, 2012; February 12, 2013; December 4, 2020

Authorization: ~~Board~~Executive Council

1. RATIONALE

The Community Use of Facilities Procedure (the "Procedure") supports implementation of the Community Use of Board Facilities Policy (P011) and provides instructions on the processing of facility permits.

1.2. 1.0 — OBJECTIVE

To ~~provide outline~~ a process for providing access and use to Board facilities when not being used for Board ~~sponsored activities~~ and/or educational purposes.

2.3. 2.0 — DEFINITIONS

~~Board facilities~~ The Board is the Toronto District School Board, which is also referred to as "TDSB"

Board Facilities mean the buildings, lands and ~~lands~~premises that are owned and operated by the Board, and parts thereof.

Cannabis refers to a drug that is made from the dried leaves and flowers of the Cannabis indica or sativa plant. Often referred to as marijuana, pot, weed, etc. and is typically smoked, vaped, or digested.

Cannabis Related Product refer to any product containing, made or derived from cannabis (including synthetic products) that is intended for human consumption whether smoked, vaped, heated, inhaled or dissolved. Common types of cannabis products include dried cannabis (e.g., joints, spliffs, blunts), concentrated cannabis products (e.g. edibles, hash, hash oil, shatter, wax, etc.).

or tetrahydrocannabinol (THC)/cannabidiol (CBD) infused drinks.

Community Group refers to a group or organization that is not affiliated with the TDSB.

Controlled Drugs when used on TDSB Policies refers to the harmful substances, illicit drugs or narcotics as set out in the Controlled Drugs and Substances Act.

Permit ~~A~~means a written order issued by the Board giving permission to enter into facilities for the purpose of conducting activities that comply with the rules and regulations governing the use of such facilities.

Permit ~~holder~~The Holder means the individual, community group or organization that obtainednamed in the permit, who maintains responsibility for ensuring that all users comply with the rules and all visitors, guests, and other persons allowed in or on the permittedregulations governing the use of Board facilities by the permit holder.

School Administration or Administrator(s) refers to the Principal, Vice-principal or designate of the school/site.

TDSB is the Toronto District School Board, which is also referred to as the “Board”.

TDSB Permit Unit (TDSB-PU) refers to the Board department responsible for overseeing all aspects of community use of Board facilities.

3.4. RESPONSIBILITY

~~Chief Facilities Officer~~

Associate Director, Business Operations and Service Excellence and Executive Officer, Facility Services and Planning.

5. APPLICATION AND SCOPE

This Procedure applies to all Board staff and permit holders, including individuals, community groups and organizations that use Board facilities.

4.6. PROCEDURES

TABLE OF CONTENTS

4.0	Permitting the Use of School Facilities	2
4.1	Accessing and Using School Facilities	4
4.2.I	Accessing and Using School Pools (Managed by Toronto Lands Corporation) ..	5
4.2.II	Pool Fees (Managed by Toronto Lands Corporation)	5
4.2.III	Toronto District School Board / Toronto Lands Corporation, Pool Permit Fee Categories	6
4.2.IV	Toronto District School Board / Toronto Lands Corporation, Pool Permit Fee Categories – Definitions	7

4.3	Processing Permit Applications.....	8
4.4	Operating Dates for Permits.....	8

4.5	Approval and/or Cancellation of Permits	9
4.6	Special Event Permits	9
4.7	School Permit Requests	10
4.8	Cancellation of Permits by School Principals	10
4.9	Timelines for Permit Applications and Processing	11
4.9 (a)	School Year (September to June)	11
4.9 (b)	Summer (July and August)	11
4.9 (c)	Outdoor Season	12
4.10	Alcohol	13
4.11	Child Care Tenants	13
4.12	Ontario Early Years Centres	13
4.13	Elections	15
Liability Insurance 15		
4.14	Parking	15
4.15 (a)	Permit Holders	15
4.15 (b)	Special Arrangement	16
4.16	School Days Before 6 p.m.	16

4.1.6.1. Permitting the Use of School Facilities

In accordance with ~~policy~~ the TDSB's Community Use of Board Facilities Policy (P011), the Board is committed to providing all of its communities with reasonable access to schools when facilities are not being used for regular school activities.

In order to ensure that communities have fair and equitable access, groups seeking the use of school facilities must first obtain a permit. Permits will be issued depending upon the availability of space and caretaking staff and/or other Board approved personnel. Fees will be charged according to ~~an~~ the established scheduleCommunity Permit categories (see policy P011: Community Use of Board Facilities (Permits)-Policy [P011]). Fees will be adjusted annually in accordance with the Consumer Price Index.

The community use of Board facilities must conform to the following requirements:

- Facilities are maintained as safe and secure learning environments.
- Permit holders use Board facilities in a responsible and respectful manner.
- An adequate number of custodial staff are to be on duty per defined numbers of attendees at a permitted function.
- All applicable regulations of the municipal, provincial and federal laws and Board policies and procedures are adhered to.

Agenda Page 53

- a) Permit time after 6 p.m. weekdays, during the weekends, school breaks and summer time is scheduled by the ~~Facility Services Permit~~TDSB permit unit (~~FSP~~UTDSB-PU) in compliance with the ~~policy~~Community Use of Board Facilities Policy (P011) and fee structure approved by the Board of Trustees.
 - b) Permitting Board facilities outside of the regular school day ~~shall~~will be determined by the ~~FSP~~UTDSB-PU, which has the right of refusal, if appropriate and in accordance with Board policies and procedures. In the event of any unusual circumstances or requirements associated with the permit, (e.g., classroom allocations, special events), the school ~~principal or designate~~administration will be consulted.
 - c) Schools have priority for the use of space during the school year, during the evenings and weekends for school student related activities. In the event of a conflict with another existing permit the school administration will attempt to arrange an accommodation with the permit holder and will provide written notification to the TDSB-PU.
-

Operational Procedure PR666
Community Use of Board Facilities (Permits)

~~arrange an accommodation with the permit holder and will provide written notification to the FSPU.~~

- d) School administrators ~~shall~~must not unreasonably deny access to the community for after school-hours use of their schools, or for other Board programs such as Continuing Education.
- (i) Block booking of school spaces to restrict community use is not permitted. ~~Requests~~School administrator requests for permits must clearly identify the purpose of the school activity ~~/event, and the person in charge of the permit.~~ The person in charge of the permit must either be the principal, vice-principal or TDSB staff with teaching authority. If the school activity is not specified, the permit request will be rejected.
- (ii) ~~Timelines for submission~~School administrators should not book permits on behalf of school community organizations or tenants.
- e) All requests and community use applications for for permits must be adhered submitted within the stipulated timelines. This applies to TDSB use as well as community use.
- f) Administrative sites, closed buildings and leased sites are not available for permitting to community groups.
- (a) ~~Schools that require a school-sponsored weekend permit~~permits for a special ~~event~~events, such as a school anniversary, are encouraged to submit their on-line requests providing a minimum of three months in advance.
- ~~f)g)~~ For school-sponsored activities taking place on weekends, e.g., school anniversary/tournament, a total of 16 hours of custodial service per site per school year shall be provided at no cost to the school. Student related permits held by the school principal can draw on the caretaking services provided under a community permit in the school at no cost to the school if the school event is held at the same time as the community event.

Organizations

- ~~g)h)~~ Community organizations that have held indoor school year and outdoor sports permits for one or more years at a particular facility may be given first priority for the permit provided that the administrative procedures (sections 4.3 to 4.9) are followed. 6.3 to 6.10) are followed. Subject to availability of the requested spaces, permits may be approved without the need for consultation with school administrators, facility/grounds team leaders or head caretakers.
- (i) ~~Renewal applications for community permits (seasonal) for indoor facilities will be processed based on availability. Consultation/signatures of the principal and head caretaker will not be required.~~
- (ii) ~~Renewal applications for community permits (seasonal) for outdoor facilities such as sports fields will be processed based on~~

Agenda Page 55

~~availability (school use and maintenance schedules). Applications for permits do not require the signatures of the principal and head caretaker.~~

- ~~h) i)~~ Summer permits do not have renewal privileges and ~~are scheduled~~ often affected by the ~~co-ordinator of Facility Services Permitting or designate~~ maintenance and staffing schedules, which vary year to year. These permit requests will be processed by the TDSB-PU in consultation with ~~Facility Services~~ the Plant Operations and Community Use and Design and Construction. ~~Applications for permits do not require the signature of the principal and head caretaker, and Maintenance Departments.~~
- ~~j) i)~~ New requests for school year ~~seasonal~~ activities will be scheduled by the ~~FSPU~~ TDSB-PU and processed in consultation with the school ~~principal~~ administration and head caretaker.
- ~~j) k)~~ New requests for sports field activities during the outdoor season will be scheduled by the ~~FSPU and processed in consultation with the school principal and head caretaker~~ TDSB-PU.
- ~~k) i)~~ Applications for one-time special events with a large attendance (200 people or more ~~people~~) will be ~~scheduled by the FSPU and~~ processed by the TDSB-PU in consultation with the ~~school principal~~ facility or caretaking team leader and head caretaker (section 4.6.7).

~~(b) Permitted use of specialty rooms may be granted in consultation with the School Principal based on health, safety and security criteria for allowing access.~~

m) For health and safety reasons, shop spaces (i.e., auto and wood) are not available to community groups.

n) Permits for School Council meetings will be processed as per the Community Use of Board Facilities Policy (P011). All School Council meetings should be confirmed by the principal. School Councils can secure permits for other activities and these permits will be processed as community use and can be issued during community use of school hours.

h)o) When a representative of another level of government (~~city councillor~~ City Councillor, MPP, MP) requests a permit, the ~~FSPU~~ TDSB-PU will notify the school principal and local trustee, whenever possible.

p) Permits for trustees will be processed as per Appendix A: Permits Issued to TDSB Trustees.

q) Permits for Toronto City Councillors will be processed as per Appendix B: Permits Issued to Toronto City Councillors.

m)r) The ~~principals~~ school administration will notify the ~~Communications~~ Government, Public & Community Relations Department and the ~~Facility Services Permit unit~~ TDSB-PU when they are aware of media coverage at community events.

4.2.6.2. Accessing and Using School Facilities

(a) Schools that have a custodial staff complement equal to or greater than 2.0 may be accessible for permitted use from Monday to Friday, 6 p.m. until 10 p.m., on those days that regular day school is in operation.

(b) Schools that have a custodial staff complement of 1.75 may be accessible for permitted use from Monday to Friday, 6 p.m. until 8 p.m., on those days that regular day school is in operation. Exceptions may be granted in consultation with the operations family facility team leader.

(a)(c) Schools that have a custodial staff complement equal to or less than 1.57 are not available for community permitted use.

(b)(d) Where special school events, ~~school council~~ School Council and trustee ward council meetings are scheduled during the evenings, Monday through Friday, custodial coverage will be provided for such events.

(c)(e) Administration centre meeting rooms are only available for Board staff/department meetings, not community use. Bookings for such meeting rooms are scheduled by the Board's SAP administrators.

- ~~(e)~~(f) Community use of Board facilities during the summer or other school breaks will be restricted during those times when planned maintenance projects prevent the safe use of the facility ~~or based on staffing availability.~~
- (g) Permits will not be granted for community use of ~~school~~Board facilities during the two weeks prior to school closing in June, ~~two weeks prior to school commencing in September~~ and during the **first week of school** in September, unless otherwise approved by the ~~general manager~~school administration.
- ~~(e)~~(h) Permits will not be granted for community use of Facility Services, Board facilities during the two weeks prior to Labour Day, unless otherwise approved by the Executive Officer Facilities and Planning or designate.
- ~~(f)~~(i) In ~~Duesummer, due~~ to operational requirements to reschedule caretaking staff from the afternoon shift to day shift, elementary schools are not available for permit use in the evenings ~~during the summer.~~ Permit use of secondary schools in the evenings during the summer will be limited, subject to the availability of caretaking staff, and will require prior approval by the ~~general manager of Facility Services, Executive Officer Facilities and Planning~~ or designate.
- ~~(e)~~—Unless authorized by the ~~general manager of Facility Services, Executive Officer, Facilities and Planning~~ or designate, permits will not be granted for the use of school facilities on statutory holidays.
-

~~(g)(i) Operational Procedure PR666 Community Use of and designated Board Facilities (Permits) holidays.~~

~~(h)(k)~~ The outdoor season commences mid-May and ends mid-October.

Groups/~~organizations~~Organizations requiring school sports fields for organized sport activities must first obtain a permit. Availability of school sports fields is based on school use and maintenance schedules.

~~(d) Administrative procedures will ensure that:~~

- ~~• Facilities are maintained as safe and secure learning environments.~~
- ~~• Permit holders use Board facilities in a responsible and respectful manner.~~
- ~~• An adequate number of custodial staff are to be on duty per defined numbers of attendees at a permitted function.~~

~~All applicable regulations of the municipal, provincial and federal laws and Board policies and procedures are adhered to.~~

~~(l) Announcements regarding all unforeseen school closures are made through the TDSB website, local media and eBase software notifications.~~

4.3.6.3. Accessing and Using TDSB Operated School Pools (~~Applies to pools managed for the TDSB by the Toronto Lands Corporation~~)

(a) Pools in schools may be accessible for permitted use during the following hours:

- Monday to Friday, from 4:30 p.m. ~~until~~to 10:00 p.m., on those days that regular school is in operation, with the approval of the school principal; to start before 6:00 p.m.
- Saturday from 8:00 a.m. to 6:00 p.m. and Sunday from 8:00 a.m. to 3 p.m.
- ~~(ii) Permit time during the weekdays, and permit time on weekends, school breaks and during the summer is scheduled by the Facility Services Permit Unit (FSPU) in compliance with Policy P.011 'Community Use of Board Facilities (Permits)' and fee structure approved by the Board.~~

~~4.2.II Pool Fees (Applies to pools managed for the TDSB by the Toronto Lands Corporation)~~

- ~~A charge to all pool permits of \$60.00 per hour will be applicable, Monday to Friday, from 4:30:00 p.m. until 8 p.m., on those days that regular school is in operation.~~
- ~~1. A charge of \$55.00 per hour will be applicable on all pool permits, Monday to Friday, from 8 p.m. until 10 p.m., on those days that regular school is in operation.~~
- ~~2. A charge of \$55.00 per hour will be applicable on all early morning swim permits Monday to Sunday, from 6:30 a.m. until 8 a.m., on those days that regular school is in operation and during the summer.~~
- ~~3. A charge to all pool permits of \$60.00 per hour will be applicable on~~

~~all pool permits, Saturday 8 a.m. – 6 p.m., and Sunday 8 a.m. – 3 p.m.~~

Operational Procedure PR666
Community Use of Board Facilities (Permits)

- All Saturday permit bookings that extend beyond 6:00 p.m. will be charged caretaking overtime on an hourly basis including any applicable additional clean up time required at the end of the permit.
 - All Sunday permit bookings that extend beyond 3:00 p.m. will be charged caretaking overtime on an hourly basis including any applicable additional clean up time required at the end of the permit.
- (i) All Sunday Permit time during the weekdays and permit bookings that extend beyond 3 p.m. will be charged caretaking overtime on an hourly basis including any applicable additional clean up time required at the end of the permit."
4. That the current charge of \$50.00 per hour for community use of Board facilities (Permits) remain applicable to the six weekends, school pools that have minimal to no usage, for a period of one further year (to August 31, 2014) (pools outlined below).

School Name
Carleton Village Jr PS
Downsview SS
George Harvey CI
Kensington Community School
Queen Alexandra Sr PS
Westview Centennial SS

4.2.III Toronto District School Board / Toronto Lands Corporation, Pool Permit Fee Categories:
Revised August 28, 2012.
Effective September 1,
2013

Type of Facility	<u>HOURS OF OPERATION FOR POOL PERMIT HOLDERS</u>				
	School Year (September to June): Mon—Fri 6:30 a.m. to 8:00 am				
	School Year (September to June): Mon—Fri 4:30 p.m. to 10:00 p.m.				
	Summer (July & August): Mon—Fri 8 a.m. to 5 p.m.				
	<u>Weekend Hours All Seasons:</u>				
	Saturday: 8 a.m. to 6 p.m.				
	Sunday: 8 a.m. to 3 p.m.				
Type of Facility	<u>Prime Hours</u>	<u>Prime Hours</u>	<u>Prime Hours</u>	<u>Non-Prime Hours</u>	<u>Non-Prime Hours</u>
	School Year: (September to June)	Summer:	Weekend Hours—All Seasons:	School Year:	School Year:
	Mon—Fri 4:30 p.m. to 8:00 p.m.	Mon—Fri 8 a.m. to 5 p.m.	Saturday: 8 a.m. to 6 p.m. and	School Year: September to June Mon—Fri 8:00 p.m. to 10:00 p.m.	School Year: September to June and Summer: July and August

~~Sunday: 8 a.m. to 3 p.m.~~

~~Mon—Sun 6:30 a.m. to 8:00 a.m.~~

(b) ~~Operational Procedure PR666~~ breaks and during summer is scheduled by the TDSB-PU in compliance with Community Use of Board Facilities (Permits) Policy (P011).

All 31 TDSB/TLC Pools	\$60.00 / hr	\$60.00 / hr	\$60.00 / hr	\$55.00 / hr	\$55.00 / hr
Caretaking Services (if applicable) <u>FEES:</u> <i>For all over-time caretaking fees please refer to TDSB Revised Over-time Caretaking Rates as of September 2012</i>	No caretaking charges evenings 4:30 p.m. to 10:00 p.m. Monday—Friday	Caretaking charges apply Monday—Friday after 5 p.m.	<u>Saturday:</u> Caretaking charges apply after 6 p.m. <u>Sunday:</u> Caretaking charges apply after 3 p.m.	No caretaking charges evenings 4:30 p.m. to 10:00 p.m. Monday—Friday	Caretaking charges apply for all early morning swims prior to 7 a.m., in addition to a 45 min set-up fee.
Administration Fee	Application Fee: \$20.00 + HST Permit Change/Alteration Fee: \$25.00 + HST				
Liability Insurance	User Group Insurance can be purchased for groups that do not carry their own liability insurance. A one-time *seasonal fee of \$173.30. *Season 1 = School Year (September to June) and Season 2 = Summer (July and August)				

4.2 IV Definitions:

4.4. ~~Pool Prime Hours:~~

- ~~4:30 p.m. — 8:00 p.m., Monday — Friday (September — June)~~

4.5. ~~Pool Non-Prime Hours:~~

- ~~8:00 p.m. — 10:00 p.m. Monday — Friday (September — June)~~

4.6. ~~Weekend Prime Hours:~~

- ~~Saturday: 8:00 a.m. — 6:00 p.m. (September — August)~~
- ~~Sunday: 8:00 a.m. — 3:00 p.m. (September — August)~~

(c) Refer to TDSB-PU website for TDSB Operated School Pools – Access, Scheduling, Categories and Associated Fees.

~~In general, schools are closed to permits during the following times:~~

~~Schools Closed: 1.5 weeks — Beginning of September
2 weeks — Christmas Breaks
1 week — March Break
2 weeks — End of June
1.5 weeks — End of August~~

4.7. ~~Note:~~

~~School pools are closed to permits for a total of eight (8) weeks throughout the~~

Agenda Page 63

~~calendar year, unless otherwise approved by the Chief Facilities Officer, or designate.~~

4.8.6.4. Processing Permit Applications

Permit applications are processed on a first-come, first-served basis, from the date of receipt ~~in the Facility Services Permit unit (FSPU). In the event that several community applications are received on the same date priority will be given to applicants in the following descending order of classification and to City of Toronto residents by TDSB-PU.~~ When permit applications fall within the same classification, the Board will base its decision on past experience, the changing needs of the school community and the principal's recommendation. Every reasonable effort will be made to accommodate all groups within the Board's ability to do so.

In the event that several community applications are received at the same time, priority will be given to applicants in the following descending order of classification and to City of Toronto residents:

1. Approved community programs for children/youth (age 0 to 18 years) with at least 75% of membership residing within a school community
2. Approved community programs for seniors (age ~~60~~ 65 years +) with at least 75% of membership residing within a school community
3. Approved community programs for adults (age 19 to ~~59~~ 64 years) with at least 75% of membership residing within a school community
4. Other approved non-profit groups with at least 90% of membership residing in the City of Toronto
5. Other approved groups

4.9.6.5. Operating Dates for Permits

Permits may be granted for the use of eligible ~~school~~ Board facilities throughout the calendar year, subject to the following exclusions.

Unless otherwise approved by the ~~general manager of Facility Services, Executive Officer Facilities and Planning~~ or designate, and except for existing agreements with the City of Toronto, no permits will be issued for:

- Statutory holidays _____
- Board Holidays
- Christmas Break (including Christmas Day, Boxing Day, and ~~new~~ New Year's Day)
- March Break
- Easter Monday
- ~~the two weeks prior to school closing in June~~

- Simcoe Day
- the two weeks prior to school commencing in September
~~during~~

Unless otherwise approved by the school administration, no permits will be issued for:

- the two weeks prior to school closing in June; and
 - the first week of school in September
-

4.10.6.6. Approval and/or Cancellation of Permits

~~Permit time after 6 p.m. weekdays, during the~~ Permits on weekday evenings, on weekends, during school breaks and summer time are scheduled ~~processed~~ by the FSPUTDSB-PU in compliance with the ~~permit policy.~~ Community Use of Board Facilities Policy (P011).

(a) ~~Applicants~~ Applicants' eligibility is reviewed by ~~permit administrators and applications for permits are approved based on supporting~~ TDSB-PU. Supporting documentation ~~must be~~ provided by the applicant as follows:

- ~~Community~~ Proof of charitable status, or copy of Letters Patent for an incorporated not-for-profit groups ~~are required to submit a current list of names, telephone numbers, postal codes, organization and age~~ a Letter of participants in order for Authorization from the FSPU to determine organization identifying who will be their permit administrator.
- A financial statement and an affidavit from the category of the permit ~~Executive Director (or equivalent) of a not-for-profit group and the fees to be charged.~~ (Note: that is not incorporated.
- Youth ~~will~~ may be required to provide their home school name and seniors may be requested to provide confirmation of age ~~).~~
- ~~Other groups/organizations are required to provide their license number along with a copy of their registered status, a constitution, by laws and/or letters patent (Note: the~~ The TDSB reserves the right to request additional financial information such as an annual audited financial statement of account ~~).~~ or fees paid by each participant.

(b) Permit privileges may be withdrawn for violations of Permit Rules and Regulations, including any of but not limited to, the following examples:

- ~~The consumption~~ Consumption of or being in possession of alcoholic beverages ~~is strictly prohibited at all times in all Board facilities, cannabis, cannabis related products or any other controlled drugs.~~
- ~~Smoking is prohibited/vaping in all~~ Board operated buildings and on Board property.
 - ~~No~~ Using open flames or smoke emitting substances ~~are to be burned/being burnt~~ in or around ~~school~~ Board facilities.
 - ~~Gambling is prohibited.~~
 - ~~Weapons of any kind are prohibited.~~
 - ~~The Board shall not store equipment or supplies owned by outside agencies, persons, or groups.~~
 - ~~Only non-marking rubber soled shoes shall~~ (TDSB Schools and Department will be worn in gymnasiums for sports permitted to conduct Smudging activities.
 - ~~Only approved sports equipment will be allowed for use in gymnasiums. These include indoor soccer balls, plastic blades for floor hockey and a non-marking floor hockey ball.~~
 - ~~Damage to school facilities.~~

- ~~Violation of provided that~~ the ~~rules and safety~~ regulations ~~governing the use are~~ followed).
- ~~Conducting vending activities on Board property.~~
- ~~Gambling.~~
- ~~Carrying or being in possession~~ of ~~weapons of any kind.~~
- ~~Damaging, defacing or misusing~~ school/~~Board~~ facilities ~~may result in~~ ~~cancellation of permit privileges.~~

4.11.6.7. **Special Event Permits**

Applications for one-time special events with a large attendance (200 or more people) ~~such as tournaments using gymnasiums facilities, performances using~~

~~auditoriums and/or meetings in spaces such as a cafeteria,~~ will be ~~scheduled by the FSPU and processed by the TDSB-PU~~ in consultation with the school principal, facility/caretaking team leader and head caretaker.

- ~~(a) The FSPU will applicant may be required to make arrangements for a permit tech specialist and/or sound and lighting crew for events requiring these services.~~
- (a) ~~The FSPU will ensure that arrangements have been made for security personnel and/or paypaid-duty police to be on duty-based on.~~ The TDSB-PU will consult with the safe schools advisor and TDSB Security Services and will consider the following:
- the type of event;
 - number of people in attendance;
 - sale of tickets;
 - type of advertisement, e.g. flyers, web site, media;
 - the previous track record of the applicant; and
 - any other relevant factors.
- (b) The TDSB-PU will make arrangements for media technicians and/or sound and lighting crew for events requiring these services at a cost.

4.12.6.8. School Permit Requests

Annually, principals are requested to submit ~~on-line permit~~ requests to reserve specific dates for meetings/special events during non-instructional hours for the following school year by June 1. The reserved dates are automatically appear on all subsequent excluded from community permits-as deletions. This ensures that ~~the~~ school requests receive priority and reduces the number of cancellations and reprocessing of permits.

Note: For issuance of special permits to parent groups during a labour disruption, please see Appendix AB.

4.13.6.9. Cancellation of Permits by School Principals/Administrator

~~From time to time,~~ Due to unforeseen circumstances, school administrators/principals may require the use of school facilities during times that have been allocated to permit holders. In such cases, the following guidelines are to be observed:

- a) Permit holders must be given sufficient notice of cancellation in order to inform participants in their programs. School permit requests should be submitted at least three (3) weeks before the event. It is the responsibility of the principal or designate to communicate cancellations to all permit holders or attempt to arrange an accommodation with the permit holder and provide written notification to the ~~FSPU~~TDSB-PU.
- b) Upon receipt of the ~~school on-line request, a school~~school's confirmation of the above, the school's permit request will be ~~confirmed on-line and processed;~~ the community use

permit ~~contract(s)~~ will be amended and ~~a revised permit contract will be issued to confirm the cancelled dates and adjustments to their accounts.refunded where applicable.~~

Note: If the above procedure is not followed, it may not be possible to grant the ~~school~~school's permit request.

4.14.6.10. Timelines for Permit Applications and ~~Processing~~¹Processing¹

a) School--Year ~~Permits~~ (September to June) ² June

May 1:—Principal/school to June 1: School administrator requests for the school term/year September to June are ~~to be submitted on-line and processed immediately.~~

May 1 to June 1:—Community ~~renewals requests~~ for the school term/year September to June are ~~to be received in the Facility Services Permit unit.~~³submitted.

Upon receipt:—Other/new applications are date stamped

June and scheduled by July: TDSB-PU processes the Permit unit based on availability (consultation community permit requests, consulting with the principals school administration, facility/caretaking team leaders, and head caretaker is caretakers where necessary.

August: Permits are issued provided that all required)- conditions have been met.

(b) Summer ~~Permits~~ (July and August) ⁴

Summer permits are scheduled/processed by the co-ordinator of Facility Services Permitting or designate TDSB-PU in consultation with Facility Services the Plant Operations & Sustainability Department and Design and Construction- and Maintenance Department

June 1:—Principal/school requests for the school term September to June are to be submitted on line.

Programs that operate full-time during the summer will be given a higher priority.

January 31—A proposed schedule of major and minor construction projects requiring permit restrictions in schools during the summer is prepared by the ~~Facility Services~~ Design and Construction Division and Maintenance Department and submitted to the ~~FSPU~~TDSB-PU.

January 31—A list of schools from facility services family team leaders

¹ Community applications received after the permit application deadlines are considered ineligible and will not be considered until all eligible permit applications are reviewed and processed. Applications for permits received during peak load times such as September will experience a delay in the start time of the permit activity.

² All school requests and community use requests for the following school term September to June are processed beginning with requests from school principals.

³ Note: Summer permit activity is to end two weeks prior to school commencing in September

- In general, caretaking charges will apply if summer programs operate beyond the regular caretaking shift and the approved scheduled times outlined in the Permit Fee Structure.
- A number of school pools are permitted by the City – times of use are based on the Letter of Understanding between the TDSB and the City and availability is based on scheduled construction projects.
- Parks and Recreation summer programs operate in exclusive use spaces (leased spaces) based on the terms and conditions of their lease agreement with the TDSB.

Agenda Page 71

~~identifying schools that are unavailable during the summer due February 1 to staffing.~~

¹ ~~Community applications received after the permit application deadlines are considered ineligible and will not be considered until all eligible permit applications are reviewed and processed. Applications for permits received during peak load times such as September will experience a delay in the start time of the permit activity.~~

² ~~All school requests and community use requests for the following school term September to June are processed beginning with requests from school principals.~~

³ ~~If a group/organization is to be denied the opportunity to renew their permit privileges for indoor facilities during the school year, the Principal is to provide written notification to the FSPU, by e-mail, permits@tdsb.on.ca prior to June 1st.~~

⁴ ~~Note: Summer permit activity is to end two weeks prior to school commencing in September (reference 3.2).~~

- ~~• In general, caretaking charges will apply if summer programs operate beyond the regular caretaking shift and the approved scheduled times outlined in the Permit Fee Structure.~~
- ~~• There is to be no permit activity during the evening in elementary schools and limited permit activity in Secondary Schools since caretaking staff will be greatly reduced due to vacations. Exceptions are approved as needed and dependent upon the availability of staffing. Additional charges will be applied appropriately.~~
- ~~• Closed/leased schools are not usually available for permit. Exceptions to be approved by Facility Services Real Estate.~~
- ~~• A number of school pools are permitted by the City—times of use are based on the Letter of Understanding between the TDSB and the City and availability is based on scheduled construction projects.~~
- ~~• Parks and Recreation summer programs operate in exclusive use spaces (leased spaces) based on the terms and conditions of their lease agreement with the TDSB.~~

~~February 15~~ — ~~A list of schools unavailable during the summer due to maintenance projects and staffing that will restrict permitted use will be distributed to stakeholders such as Continuing Education, the City of Toronto, Parks and Recreation Department, and to family team leaders.~~

~~March 1~~ — ~~All applications for summer programs must be received in the Facility Services Permit unit. Requests submitted online.~~

February 15: All Facilities that are unavailable during July and August are blocked off in the booking system. Closed/Leased schools are not available for permitting.

March: Summer requests will be processed based on availability and on the following priority of use:

- TDSB summer schools;
- Board Continuing Education/Departments;
- City of Toronto, Parks and Recreation ~~-Renewals-~~ renewals only;
- Community groups/organizations ~~—renewals~~ serving children, youth and seniors (priority will be given to renewals); and
 - ~~—Other approved groups/organizations~~
- New applications.

~~April 1~~ — 30: A draft schedule summarizing summer permit activity will be distributed to facility ~~services family~~ team leaders.

~~April 30~~ — May/June: The process for scheduling and permitting school facilities for the summer will be completed. Permits will be confirmed and issued to clients.

(c) Outdoor ~~Season~~¹Season

A list of school fields unavailable for permit activity due to maintenance projects will be posted on the TDSB permits website.

Where a group/organization is denied the opportunity to renew their permit privileges for outdoor sports fields during the outdoor season, the principal is to provide written notification to the TDSB-PU, by e-mail, prior to January 31.

Permits for the use of school sports fields and diamonds will be granted, if available (based on school use and maintenance schedules), under the following conditions and subject to the terms of section 6.4.3.

- Renewal requests received in the FSPUTDSB-PU by January 31 will receive first priority for their outdoor season sports activities.² All other requests will be processed on a first-come, first-~~serve~~ served basis.
 - The use of sports fields and diamonds shall be allowed only from the middle of May to the middle of October, inclusive. Exceptions may be made to

Agenda Page 73

accommodate the community football season in consultation with the school ~~principal, administration and the grounds team leader.~~

- Weekday permits ~~shall~~will commence no earlier than 6 p.m.
- Weekend permits ~~shall~~will commence no earlier than 10 a.m.
- Permits will end at dusk or 9:00 p.m. latest.
- Permits for the use of lighted ~~ball diamonds shall~~fields will end no later than 10 p.m.

¹ ~~A list of school fields unavailable for permit activity due to maintenance projects will be posted on The TDSB's grounds team leaders will assess the TDSB public website.~~

² ~~If a group/organization is to be denied condition of the opportunity to renew their permit privileges, for outdoor sports fields during before the outdoor beginning of the season, the Principal is to provide written notification to. Permits may be cancelled if the FSPU, by e-mail, field conditions are not favourable. prior to January 31st.~~

4.15.6.11. Alcohol

Drinking alcohol in school buildings and on school grounds is prohibited. Permission will not be granted for community use clients, tenants in operating buildings and/or business partners to serve alcohol; however,

Alcohol may be served on Board premises for **school-sponsored events only** and are subject to the following criteria ~~(reference as outlined in the Restrictions on Alcohol, Drug and Tobacco Use Policy (P095) and the Community Use of Board Facilities Policy (P011, section 4.5):~~

- Approval from Director of Education or designate is required and can be sought by completing the Alcohol Permission Form (Internal) (Form 666D) attached as Appendix D (also available on the Board's Policies, Procedures and Forms web page);
School
- ~~The school~~ principal or Board designate is the person in authority and on site during the time of the event;
- ~~There are no~~ minors are present;
- ~~There is a~~ licensed bartender is on site;
- ~~A permit~~ Special Occasion Permit (SOP) has been obtained from the LCBOAGCO and accompanies the Board's permit application;
- Adequate supervision and security staffing is available to the satisfaction of the Director, or designate; and
- ~~The~~ Director, or designate, may impose other conditions as deemed appropriate.

4.16.6.12. Child Care Tenants

Child care operators, including "before and after school programs", must be licensed by the Province's Ministry ~~of Children- responsible for children~~ and ~~Youth Servicesyouth~~ with an executed lease from ~~the Facility Services' Real Estate division~~ TDSB's Leasing Department.

- a) Permits are not required during Board designated holidays such as: ~~Winter and~~ March breaks, ~~Easter Monday and~~ summer holidays (July/August) for the use of leased space during regular ~~daycare~~ child care operating hours. For summer, any space(s) listed under a 10 month agreement require(s) a permit.
- b) Permits are required and permit fees do not apply for:
 - The use of exclusive leased space after 6 p.m. (i.e., child care staff meetings once per month, year-end activities, once per year); and
 - The use of the school staff room for monthly Board of Directors' meetings.
- c) Permits are required and permit fees do apply for the use of school space that is not included in the lease (e.g., gym, lunchroom, extra classrooms).

4.17.6.13. ~~Ontario Early Years~~ EarlyON Centres

The following steps have been developed to provide guidance for ~~Ontario Early Years~~EarlyON Centres, their satellite programs and school administrators in planning partnership programs for schools. Please note that it is important that permits for all early years programs are provided to enable tracking for program support and caretaking allocation.

Operational Procedure PR666
Community Use of Board Facilities (Permits)

- a) Any partner or ~~Principal~~principal requesting a partnership program should consult with the Early Years Manager, to determine whether a lease or permit is required and if permit fees apply. For all programs initiated by ~~Ontario Early Years~~EarlyOn Centres and their satellite programs, the guidelines below will be followed:
- (i) Daytime and ~~Evening~~evening programs (during school hours up to 6 p.m. and after 6 p.m. when school is operating, and a regular caretaker is on duty):
 - Up to 6 p.m.: Permit applications will be completed by the agency providing the program, ~~signed by the permit unit will consult with~~ the principal ~~with a notation confirming “Approved Early Years Partnership”, and submitted to the Permit unit for final processing to determine if it should be processed as partnership (no permit fees apply). A copy should be forwarded from the Permit unit to the Early Years Manager.~~
 - (ii) ~~All~~For all programs operating outside the regular school day (after ~~6:00pm p.m.~~ when a regular caretaker is not on duty as well as PA days, weekends and school holidays):
 - Permit applications will be completed by the agency providing the program, ~~signed by the school principal~~ and submitted to the ~~Permit~~permit unit for approval and final processing (**permit fees will apply**). ~~A copy should be forwarded from the Permit unit to the Early Years Manager.~~
- b) New permit applications will be reviewed based on the following criteria:
- Does the proposal reflect the ~~Toronto District School Board~~TDSB Early Years ~~Learning and Care~~ Policy (P022) and Early Years Partnership Guiding Principles?
 - Does the proposal add to the breadth and depth of programs within a community rather than duplicating services that already exist?
 - Does the proposal meet an identified need in an under-served area and, where applicable, has the possibility of locating a TDSB Parenting and Family Literacy Centre in the area been explored?
 - Is the school able to provide the space required and will the space be shared or designated specifically for the program?
 - What are the hours of the program and will it run during or outside the school day?
 - What are the safety and liability issues, and how have they been addressed? (Note: A copy of the agency's liability insurance certificate, naming the Toronto District School Board as “additional insured”, must accompany the application for permit with a minimum coverage ~~of \$2M-~~ amount as per Board decision)

- ~~(a)~~ Prior to submitting the permit application to the ~~FSPUTDSB-PU~~, roles and responsibilities regarding partners will be defined and the agency sponsoring
-

- c) ~~the program must ensure Criminal program staff's Police~~ Reference Checks have been carried out ~~for their staff and copies have been provided to the EarlyON Manager.~~

4.18.6.14. Elections

Provincially funded institutions are to make premises available for the purpose of polling stations during the time of ~~Municipal~~municipal and ~~Provincial~~provincial elections free of charge. However, Elections Canada ~~pay~~(federal elections) pays for the use of school spaces based on the number of polling stations. The cost per polling station is determined by Elections Canada.

~~Caretaking service~~service charges to open, maintain and secure the building will apply when a regular caretaker is not on duty. ~~A \$500 deposit per school site is required.~~ Payment is made directly to the ~~FSPUTDSB-PU~~ based on the Memorandum of Understanding between Elections Canada and the Toronto District School Board or as agreed.

For ~~Municipal, Provincial and Federal~~all elections, if the requested number of tables and chairs are not available at the school, it is the responsibility of the Returning Officer or designate to order the furniture required, make the necessary arrangements for delivery and pickup and ensure that payment is made directly to the vendor.

An application for permit is required for each polling site ~~requested~~ and is to be received no less than fourteen days prior to the polling day. Permits will be issued upon receipt of consultation with the ~~application for permit signed by the Principal~~principal and ~~Head Caretaker~~head caretaker.

- The requested facility will be assigned and the permit cannot be relocated.
- It is preferable that ~~Polling Stations~~polling stations be wheelchair accessible.
- All ~~Permits~~permits must include access to washrooms ~~and a phone at all times.~~
- If required, schools can ask for elections to provide security during the voting hours.

4.19.6.15. Liability Insurance

~~All groups who are granted a Permit~~A permit to use TDSB facilities ~~must have~~will not be granted until there is liability insurance naming the TDSB as "additional insured". A copy of the Insurance Certificate is to be ~~submitted upon receipt~~attached to the online permit application as soon as it is available and prior to the start of the ~~"tentative permit".~~

Groups that do not carry liability insurance ~~have the opportunity to purchase liability~~may consider purchasing insurance ~~at a reasonable cost~~ through the ~~TDSB Blanket Insurance based on the User Group Policy and Rating Schedule provided by All Sport Insurance Marketing Limited. The cost of the liability insurance is added to the Permit Rental Contract.~~agent recommended by the TDSB Risk Management Department.

4.20.6.16. Parking

- a) Permit Holders

Vehicle parking ~~space~~ for permit holders ~~is~~may be available on a space available basis, but cannot be guaranteed. In some ~~locations~~ circumstances, parking charges may apply. Fire routes and pedestrian walkways must be kept clear at all times. Vehicles may only be parked in approved parking lots. It is not permissible to park vehicles in school play yards.

- ~~Overnight parking is not allowed except by special permit Applications Special Arrangements for permits are to be signed by the Principal and Head Caretaker and submitted to the FSPU.~~
- ~~Parking lots in closed/leased sites are the responsibility of the Real Estate Division.~~

b) Parking of School Buses on School Property Overnight:

~~(b) — Special Arrangement~~

Due to a special arrangement between ~~Business Services~~ the TDSB and ~~four~~ its approved transportation ~~companies (Stock, Cardinal, Laidlaw and McCluskey), contractors,~~ permission has been granted to park school buses overnight on school parking areas designated by the ~~Principal/Head Caretaker~~ principal/head caretaker at no charge.

- ~~An "application for permit" form, however, is to be completed by the Driver/Contractor. This application form needs to be signed by the Principal and Head Caretaker and then submitted to the FSPU. Upon receipt of this form, the FSPU will provide the applicant with a Permit which includes guidelines pertaining to overnight parking.~~
- ~~An application for a permit must be submitted for each bus that requires a parking space.~~
- ~~The Driver/Contractor driver/contractor must include on the application for permit the TDSB route #, the name(s) of the TDSB school(s) that are serviced by the Bus License Number that requires a parking space on TDSB school property, bus, the license plate number, the bus size, the driver name and contact information number.~~

c) Parking related to Film Productions

Under a special agreement with the City of Toronto, where parking spaces are available in TDSB facilities, permits may be issued to film production crews. Parking charges will apply.

4.21.6.17. School Days Before 6 p.m.

Programs operating during school time up to 6 p.m. are at the discretion of the school principal and superintendent of education. Activities run by TDSB school staff up to 6:00 p.m. on school days do not require permits.

The school principal and superintendent of education should not introduce new programs between 4 p.m. and 6 p.m. that would displace Continuing Education and/or other Board programs, ~~(i.e., IL-E classes, Adult ESL,)~~ from their school.

Three Possible Scenarios

~~1. — School extra-curricular activities: Where the principal has a staff~~

~~member assigned to be with a group of volunteers to provide programs that benefit the students of the school such as: recreation/leisure and/or tutorial programs, a Permit is not required and liability insurance is covered under the TDSB insurance coverage.~~

- ~~2. Permit required (no permit fees): Where the Principal invites or agrees to partner with an agency/organization to provide programs that will benefit the students of the school, the Principal/designate is the person in authority.~~

Community groups that are approved by the school administration to operate programs before 6:00 p.m. should apply for permits. These programs must fulfill the requirements of the Child Care and Early Years Act, 2014. Ample time must be allowed for consultation with the Ministry of Education in this respect. Provided that these requirements are met, a permit will be processed by the TDSB-PU.

If

- ~~• The Site Principal requests the partner to complete and submit an application for permit to the Permit unit. The Site Principal will confirm the partnership by email to the Permit unit.~~

- ~~A Permit will then be issued in the name of the agency/organization to ensure that there is a record of the agency/organization and program.~~
 - ~~There is no cost or a minimal cost to the students.~~
 - ~~*\$2M in liability insurance is to be provided by the agency/organization.~~
3. ~~Permit required (permit fees apply): When an agency/organization operating a non-partnered program requests accommodation, the principal will confirm that the program will benefit the students of the school and confirm space availability.~~

~~The site principal advises the agency/organization to complete an application for permit and submit to the Permit unit.~~

- ~~The site principal will advise the Permit unit by email that the non-partnered program is approved and the space allocated for the program (e.g. gym).~~
- ~~A permit will then be issued in the name of the agency/organization. Permit fees will apply based on the category of the service provider (e.g. for-profit vs not-for-profit), operated by paid staff vs volunteers and the cost to the students.~~
- ~~*\$2M in liability insurance is to be provided by the agency/organization.~~

Summary

~~In all three scenarios, if the proposed program is being~~will be offered to participants who are not students of the school, the superintendent of education should be consulted, and this cannot be a local school partnered program.

~~The key to operating these programs prior to 6 p.m. at no charge is that a partnership has been established with the local/school principal~~Permit Fees

(a) Permit fees may be waived for local not-for-profit organizations provided:

the school administrator confirms that the not-for-profit community group is invited to provide the program to benefit the students ~~at the school.~~

~~*Groups that do not carry liability insurance have the opportunity to purchase liability insurance at a reasonable cost through the TDSB User Group Program.~~

Requirements

~~For all three scenarios:~~

Agenda Page 83

- ~~The volunteers/employees of the permit holder are considered to be “service providers” and will require criminal background checks CBCs in accordance with O. Reg. 521/01, Collection of Personal Information, school;~~
 - ~~(a) The site principal is to notify the parents of the status of after four programs: school-related (principal responsible)
non-profit community group (person responsible)~~
-

Operational Procedure PR666
Community Use of Board Facilities (Permits)

for profit operation (person owning/managing).

For scenarios 2 and 3, before a permit is issued, principals/permit holders will be required to provide proof of CBCs and in subsequent years a declaration to the Facility Services' Permit unit. Registered agencies/organizations may provide a letter naming the volunteers/employees and confirming that CBCs have been completed:

- there is no cost or minimal cost for students to participate; and
- the school administrator has designated school teaching staff to oversee the operation of the program.

(b) Otherwise, permit fees in the appropriate rate category will be charged.

(i)

~~When permits are confirmed and issued, the “conditions of use” will clearly state that:~~

(b)(c) The volunteers/employees of the permit holder are considered to be “service providers” and, in accordance with ~~O. Reg. 521~~, have provided/01, must provide proof of ~~CRGs~~ Police Reference Checks to the principal.

(ii) Misconduct by students must be reported to the site principal and violent student behaviours must be reported immediately to ~~the~~ Toronto Police Services.

(iii) Permit holders are to meet with the school principal to sign off on the fire safety plan for the site confirming that they know all exit locations, alarm boxes, extinguishers, etc.

5. ~~5.0~~ APPENDIX

7. EVALUATION

This Procedure will be reviewed as required, but at a minimum every four (4) years after the effective date.

8. APPENDICES

- Appendix A: — Permits Issued to TDSB Trustees
- Appendix B: Permits Issued to Toronto City Councillors
- Appendix C: Permit Fees for Parent Groups Supporting Extra- Curricular Activities During Labour Disruption
- Appendix D: Alcohol Permission Form (Internal) – Form 666D

6.9. REFERENCE DOCUMENTS

~~Policy P011: Community Use of Board Facilities (Permits)~~

~~O. Reg.~~ **Legislation:**

- Ontario Regulation 521/01₂: Collection of Personal Information ~~(Education Act)~~
-

~~Operational Procedure PR666~~ **Policies:**

- Community Use of Board Facilities Policy (P011)
-
- Early Learning and Care Policy (P022)
 - Restrictions on Alcohol, Drug and Tobacco Use Policy (P095)

Procedures:

- Election Activities and Use of Board Facilities ~~(Permits Resources (PR533))~~

Appendix A

Permits Issued to TDSB Trustees

A permit fee consists of 3 components as follows:

1. An application processing fee
2. A facility rental fee
3. An extra services fee (if applicable)

When a TDSB Trustee makes an application to permit a TDSB facility, the following fees apply:

<u>Type of Activity</u>	<u>Application Processing Fee</u>	<u>Facility Rental Fee</u>	<u>Extra Services Fee</u>
<u>Ward Meetings</u>	<u>Waived</u>	<u>Waived</u>	<u>Any costs arising from extra caretaking needs, media support, etc.</u>
<u>One community event per school year</u>	<u>Waived</u>	<u>Waived</u>	<u>Any costs arising from extra caretaking needs, media support, etc.</u>
<u>Additional community events</u>	<u>Waived</u>	<u>Community Youth and Seniors Category (A1) Highest Subsidy</u>	<u>Any costs arising from extra caretaking needs, media support, etc.</u>

The following guidelines are applicable for a permit issued to a TDSB Trustee in his/her official capacity:

- The Trustee must be present and is in charge during the permitted activity
- Trustee Services will provide the budget codes for charging any portion of the permit fee, and Trustee Services will receive a copy of the permit
- Permits will not be issued to a Trustee to use TDSB facilities during an election campaign, pursuant to Governance Procedure PR533, Election Activities and Use of Board Resources.

Appendix BPermits Issued to Toronto City Councillors

A permit fee consists of 3 components as follows:

1. An application processing fee
2. A facility rental fee
3. An extra services fee (if applicable)

When a Toronto City Councillor makes an application to permit a TDSB facility, the following fees apply:

<u>Types of Activity</u>	<u>Application Processing Fee</u>	<u>Facility Rental Fee</u>	<u>Extra Services Fee</u>
<u>All activities requiring a permit</u>	<u>Applicable</u>	<u>Registered Non-Profit Category (A2) Partial Subsidy</u>	<u>Any costs arising from extra caretaking needs, media support, etc.</u>

If the local TDSB Trustee is consulted and is in support of the Toronto City Councillor's activity requiring a permit, the following fees apply:

<u>Type of Activity (With Trustee Support)</u>	<u>Application Processing Fee</u>	<u>Facility Rental Fee</u>	<u>Extra Services Fee</u>
<u>Town Hall Meetings</u>	<u>Applicable</u>	<u>Waived</u>	<u>Any costs arising from extra caretaking needs, media support, etc.</u>
<u>One community event per school year</u>	<u>Applicable</u>	<u>Community Youth and Seniors Category (A1) Highest Subsidy</u>	<u>Any costs arising from extra caretaking needs, media support, etc.</u>
<u>Additional community events</u>	<u>Applicable</u>	<u>Registered Non-Profit Category (A2) Partial Subsidy</u>	<u>Any costs arising from extra caretaking needs, media support, etc.</u>

The following guidelines are applicable for a permit issued to a Toronto City Councillor:

- The City Councillor must be present and is in charge during the permitted activity
- During an election campaign (for all levels of government), a City Councillor may still permit TDSB facilities. However, none of the above reduces rates will be applicable

Facility rental fees will be charged in accordance with the *Private for Profit* category in place presently and the *Non-subsidized* category.

PERMIT FEES FOR PARENT GROUPS SUPPORTING EXTRA-CURRICULAR ACTIVITIES DURING LABOUR DISRUPTION

The application criteria for the issuance of a special permit to a parent group to run existing activities (normally under the guidance of school staff) during labour disruption are as follows:

- Extra-curricular events that are organized by parent groups are subject to consultation with ~~OSBI~~the Board's Risk Manager on a case-by-case basis. Proof of ~~OSBI User Group Insurance must~~appropriate liability insurance may be ~~undertaken unless there is confirmation from another source of coverage~~required.
 - The ~~Principal~~school administrator hosting the extra-curricular activity at his/her school must sign off on the special permit application, to confirm that this event/activity would have been conducted by school staff, if there was no labour action.
 - If available, a previous permit number for the same activity within the last two school years should be referenced by the ~~Principal~~school administrator that is signing off the activity.
 - ~~—~~• Parents should complete and pass a police reference check in accordance with
O. Reg. 521/01 Collection of Personal Information outlined in the Volunteer and Police Checks document.
- N.B. Important Note:** In cases when a special permit fee waiver is granted, the waiver does not include access and use of school equipment, school banners, school ~~colors~~colours, logo and uniforms.



Appendix D
(Form 666D)

Alcohol Permission Form (Internal)

The undersigned permit holder, organization and its designated representative hereby jointly acknowledge and agree that in consideration of the granting of permission to serve alcoholic beverages on Board property, they will ensure that the undersigned permit holder organization and its members/participants will strictly observe and comply with the following rules and regulations:

1. The event is scheduled outside of school hours.
2. The event is directly school related; all proceeds will benefit the TDSB.
3. No minors will be present at the function.
4. Adequate supervision and security staffing must be provided by the TDSB permit holder in the ratio of no less than one event worker to every 50 participants. At events where 150 or more guests are anticipated, arrangements are to be made for Toronto Police Services. Costs incurred are the responsibility of the Permit Holder.
5. Proof of appropriate liquor licensing for the event (i.e., photocopy of "Liquor License Permit") to be provided to TDSB Permit Unit; The Alcohol and Gaming Commission of Ontario (AGCO) is responsible for administering the *Liquor Licence Act* (LLA) and specific sections of the *Liquor Control Act* (LCA). The permit holder is bound by this licensee rules, regulations and the *Liquor Licence Act*.
6. Commercial General Liability insurance, including liquor liability, is in place naming TDSB as Additionally Insured should the Board or its employees get named in a lawsuit arising out of this event.
7. The service of alcoholic beverages must end one hour prior to the end time stipulated on the permit and Bartending must be provided by someone who is certified to serve alcohol.
8. Permit holder must ensure that provisions have been made for safe transportation of intoxicated participants. Plans for safe transportation could include options such as: a designated driver program (including advertising of such program at the event), free non-alcohol drinks for the designated drivers, arrangements for event sponsors to drive intoxicated patrons home, or provide taxi cabs. The police should be notified if an intoxicated person insists on driving.
9. Please note that it is an offence under the *Liquor Licence Act* to sell alcohol or permit alcohol to be sold to any person who is, or who appears to be, intoxicated or under 19 years of age.

To Be Completed by the Toronto Police Services, if Applicable (See item no. 4 above):

Division No.: _____ **Phone No.:** _____

Confirmation that arrangements have been made for Police

Reference TDSB Permit # _____

Name of School Principal (Please Print) _____

School/Department: Name and address _____

APPENDIX A

Services (attach copy of confirmation).

Number of Police Officers assigned: _____

Date: _____

Time: _____

Location: _____

Authorized Signature: _____

(Toronto Police Services)

(Print Name)

Signature of TDSB School Principal

(School Principal is the Person in authority during the time of the school event)

Dated

Completed, signed form to be acknowledged by the Director of Education or Designate.

Signature (Director of Education or Designate)

Dated

Note: Completed, signed form to be submitted to the Facility Services Permit Unit prior to the date of the school event.

Toronto District School Board

Operational Procedure PR666

Title: **COMMUNITY USE OF BOARD FACILITIES**

Adopted: May 24, 2006
Effectuated: May 24, 2006
Revised: November 4, 2009; December 12, 2012; February 12, 2013;
December 4, 2020
Reviewed: November 4, 2009; December 12, 2012; February 12, 2013;
December 4, 2020
Authorization: Executive Council

1. RATIONALE

The Community Use of Board Facilities Procedure (the “Procedure”) supports implementation of the Community Use of Board Facilities Policy (P011) and provides instructions on the processing of facility permits.

2. OBJECTIVE

To outline a process for providing access and use to Board facilities when not being used for Board and/or educational purposes.

3. DEFINITIONS

Board is the Toronto District School Board, which is also referred to as “TDSB”

Board Facilities mean the buildings, lands and premises that are owned and operated by the Board, and parts thereof.

Cannabis refers to a drug that is made from the dried leaves and flowers of the Cannabis indica or sativa plant. Often referred to as marijuana, pot, weed, etc. and is typically smoked, vaped, or digested.

Cannabis Related Product refer to any product containing, made or derived from cannabis (including synthetic products) that is intended for human consumption whether smoked, vaped, heated, inhaled or dissolved. Common types of cannabis products include dried cannabis (e.g., joints, spliffs, blunts), concentrated cannabis products (e.g. edibles, hash, hash oil, shatter, wax, etc.), or tetrahydrocannabinol (THC)/cannabidiol (CBD) infused drinks.

Community Group refers to a group or organization that is not affiliated with the TDSB.

Controlled Drugs when used on TDSB Policies refers to the harmful substances, illicit drugs or narcotics as set out in the Controlled Drugs and Substances Act.

Permit means a written order issued by the Board giving permission to enter into facilities for the purpose of conducting activities that comply with the rules and regulations governing the use of such facilities.

Permit Holder means the individual, community group or organization named in the permit, who maintains responsibility for ensuring that all users comply with the rules and regulations governing the use of Board facilities.

School Administration or Administrator(s) refers to the Principal, Vice-principal or designate of the school/site.

TDSB is the Toronto District School Board, which is also referred to as the “Board”.

TDSB Permit Unit (TDSB-PU) refers to the Board department responsible for overseeing all aspects of community use of Board facilities.

4. RESPONSIBILITY

Associate Director, Business Operations and Service Excellence and Executive Officer, Facility Services and Planning.

5. APPLICATION AND SCOPE

This Procedure applies to all Board staff and permit holders, including individuals, community groups and organizations that use Board facilities.

6. PROCEDURES

6.1. Permitting the Use of School Facilities

In accordance with the TDSB’s Community Use of Board Facilities Policy (P011), the Board is committed to providing all of its communities with reasonable access to schools when facilities are not being used for regular school activities.

In order to ensure that communities have fair and equitable access, groups seeking the use of school facilities must first obtain a permit. Permits will be issued depending upon the availability of space and caretaking staff and/or other Board approved personnel. Fees will be charged according to the established Community Permit categories (see Community Use of Board Facilities Policy [P011]). Fees will be adjusted annually in accordance with the Consumer Price Index.

The community use of Board facilities must conform to the following requirements:

- Facilities are maintained as safe and secure learning environments.
 - Permit holders use Board facilities in a responsible and respectful manner.
 - An adequate number of custodial staff are to be on duty per defined numbers of attendees at a permitted function.
 - All applicable regulations of the municipal, provincial and federal laws and Board policies and procedures are adhered to.
- a) Permit time after 6 p.m. weekdays, during the weekends, school breaks and summer time is scheduled by the TDSB permit unit (TDSB-PU) in compliance with the Community Use of Board Facilities Policy (P011) and fee structure approved by the Board of Trustees.
- b) Permitting Board facilities outside of the regular school day will be determined by the TDSB-PU, which has the right of refusal, if appropriate and in accordance with Board policies and procedures. In the event of any unusual circumstances or requirements associated with the permit (e.g., classroom allocations, special events), the school administration will be consulted.
- c) Schools have priority for the use of space during the school year, during the evenings and weekends for school student related activities. In the event of a conflict with another existing permit the school administration will attempt to arrange an accommodation with the permit holder and will provide written notification to the TDSB-PU.
- d) School administrators must not unreasonably deny access to the community for after school-hours use of their schools, or for other Board programs such as Continuing Education.
- (i) Block booking of school spaces to restrict community use is not permitted. School administrator requests for permits must clearly identify the purpose of the school activity and the person in charge of the permit. The person in charge of the permit must either be the principal, vice-principal or TDSB staff with teaching authority. If the school activity is not specified, the permit request will be rejected.
 - (ii) School administrators should not book permits on behalf of community organizations or tenants.
- e) All requests for permits must be submitted within the stipulated timelines. This applies to TDSB use as well as community use.
- f) Administrative sites, closed buildings and leased sites are not available for permitting to community groups.
- g) Schools that require weekend permits for special events, such as a school anniversary, are encouraged to submit their on-line requests providing a

APPENDIX B

minimum of three months in advance. For school activities taking place on weekends, e.g., school anniversary/tournament, a total of 16 hours of custodial service per site per school year shall be provided at no cost to the school. Student related permits held by the school principal can draw on the caretaking services provided under a community permit in the school at no cost to the school if the school event is held at the same time as the community event.

- h) Community organizations that have held indoor school year and outdoor sports permits for one or more years at a particular facility may be given first priority for the permit provided that the administrative procedures (sections 6.3 to 6.10) are followed. Subject to availability of the requested spaces, permits may be approved without the need for consultation with school administrators, facility/grounds team leaders or head caretakers.
- i) Summer permits do not have renewal privileges and are often affected by maintenance and staffing schedules, which vary year to year. These permit requests will be processed by the TDSB-PU in consultation with the Plant Operations and Community Use and Design, Construction and Maintenance Departments.
- j) New requests for school year activities will be scheduled by the TDSB-PU and processed in consultation with the school administration and head caretaker.
- k) New requests for sports field activities during the outdoor season will be scheduled by the TDSB-PU.
- l) Applications for one-time special events with a large attendance (200 people or more) will be processed by the TDSB-PU in consultation with the facility or caretaking team leader and head caretaker (section 6.7).
- m) For health and safety reasons, shop spaces (i.e., auto and wood) are not available to community groups.
- n) Permits for School Council meetings will be processed as per the Community Use of Board Facilities Policy (P011). All School Council meetings should be confirmed by the principal. School Councils can secure permits for other activities and these permits will be processed as community use and can be issued during community use of school hours.
- o) When a representative of another level of government (City Councillor, MPP, MP) requests a permit, the TDSB-PU will notify the school principal and local trustee.
- p) Permits for trustees will be processed as per Appendix A: Permits Issued to TDSB Trustees.

- q) Permits for Toronto City Councillors will be processed as per Appendix B: Permits Issued to Toronto City Councillors.
- r) The school administration will notify the Government, Public & Community Relations Department and the TDSB-PU when they are aware of media coverage at community events.

6.2. Accessing and Using School Facilities

- (a) Schools that have a custodial staff complement equal to or greater than 2.0 may be accessible for permitted use from Monday to Friday, 6 p.m. until 10 p.m., on those days that regular day school is in operation.
- (b) Schools that have a custodial staff complement of 1.75 may be accessible for permitted use from Monday to Friday, 6 p.m. until 8 p.m., on those days that regular day school is in operation. Exceptions may be granted in consultation with the facility team leader.
- (c) Schools that have a custodial staff complement equal to or less than 1.57 are not available for community permitted use.
- (d) Where special school events, School Council and trustee ward council meetings are scheduled during evenings, Monday through Friday, custodial coverage will be provided for such events.
- (e) Administration centre meeting rooms are only available for Board staff/department meetings, not community use. Bookings for such meeting rooms are scheduled by the Board's SAP administrators.
- (f) Community use of Board facilities during the summer or other school breaks will be restricted during those times when planned maintenance projects prevent the safe use of the facility or based on staffing availability.
- (g) Permits will not be granted for community use of Board facilities during the two weeks prior to school closing in June, and during the **first week of school** in September, unless otherwise approved by the school administration.
- (h) Permits will not be granted for community use of Board facilities during the **two weeks prior to Labour Day**, unless otherwise approved by the Executive Officer Facilities and Planning or designate.
- (i) In summer, due to operational requirements to reschedule caretaking staff from the afternoon shift to day shift, elementary schools are not available for permit use in the evenings. Permit use of secondary schools in the evenings during the summer will be limited, subject to the availability of

caretaking staff, and will require prior approval by the Executive Officer Facilities and Planning or designate.

- (j) Unless authorized by the Executive Officer, Facilities and Planning or designate, permits will not be granted for the use of school facilities on statutory holidays and designated Board holidays.
- (k) The outdoor season commences mid-May and ends mid-October. Groups/Organizations requiring school sports fields for organized sport activities must first obtain a permit. Availability of school sports fields is based on school use and maintenance schedules.
- (l) Announcements regarding all unforeseen school closures are made through the TDSB website, local media and eBase software notifications.

6.3. Accessing and Using TDSB Operated School Pools

- (a) Pools in schools may be accessible for permitted use during the following hours:
 - Monday to Friday, from 4:30 p.m. to 10:00 p.m. on those days that regular school is in operation, with the approval of the school principal to start before 6:00 p.m.
 - Saturday from 8:00 a.m. to 6:00 p.m. and Sunday from 8:00 a.m. to 3:00 p.m.
 - All Saturday permit bookings that extend beyond 6:00 p.m. will be charged caretaking overtime on an hourly basis including any applicable additional clean up time required at the end of the permit.
 - All Sunday permit bookings that extend beyond 3:00 p.m. will be charged caretaking overtime on an hourly basis including any applicable additional clean up time required at the end of the permit.
- (b) Permit time during the weekdays and permit time on weekends, school breaks and during summer is scheduled by the TDSB-PU in compliance with Community Use of Board Facilities Policy (P011).
- (c) Refer to TDSB-PU website for TDSB Operated School Pools – Access, Scheduling, Categories and Associated Fees.

6.4. Processing Permit Applications

Permit applications are processed on a first-come, first-served basis, from the date of receipt by TDSB-PU. When permit applications fall within the same classification, the Board will base its decision on past experience, the changing needs of the school community and the principal's recommendation. Every reasonable effort will be made to accommodate all groups within the Board's ability to do so.

In the event that several community applications are received at the same time, priority will be given to applicants in the following descending order of classification and to City of Toronto residents:

1. Approved community programs for children/youth (age 0 to 18 years) with at least 75% of membership residing within a school community
2. Approved community programs for seniors (age 65 years +) with at least 75% of membership residing within a school community
3. Approved community programs for adults (age 19 to 64 years) with at least 75% of membership residing within a school community
4. Other approved non-profit groups with at least 90% of membership residing in the City of Toronto
5. Other approved groups

6.5. Operating Dates for Permits

Permits may be granted for the use of eligible Board facilities throughout the calendar year, subject to the following exclusions.

Unless otherwise approved by the Executive Officer Facilities and Planning or designate, and except for existing agreements with the City of Toronto, no permits will be issued for:

- Statutory holidays
- Board Holidays
- Christmas Break (including Christmas Day, Boxing Day, and New Year's Day)
- March Break
- Easter Monday
- Simcoe Day
- the two weeks prior to school commencing in September

Unless otherwise approved by the school administration, no permits will be issued for:

- the two weeks prior to school closing in June; and
- the first week of school in September

6.6. Approval and/or Cancellation of Permits

Permits on weekday evenings, on weekends, during school breaks and summer time are processed by the TDSB-PU in compliance with the Community Use of Board Facilities Policy (P011).

(a) Applicants' eligibility is reviewed by TDSB-PU. Supporting documentation must be provided by the applicant as follows:

- Proof of charitable status, or copy of Letters Patent for an incorporated not-for-profit organization and a Letter of Authorization from the organization identifying who will be their permit administrator.
- A financial statement and an affidavit from the Executive Director (or equivalent) of a not-for-profit group that is not incorporated.
- Youth may be required to provide their home school name and seniors may be requested to provide confirmation of age.
- The TDSB reserves the right to request additional financial information such as an annual audited financial statement of account or fees paid by each participant.

(b) Permit privileges may be withdrawn for violations of Permit Rules and Regulations, including but not limited to, the following:

- Consumption of or being in possession of alcoholic beverages, cannabis, cannabis related products or any other controlled drugs.
- Smoking/vaping in Board operated buildings and on Board property.
- Using open flames or smoke emitting substances being burnt in or around Board facilities (TDSB Schools and Department will be permitted to conduct Smudging activities provided that the safety regulations are followed).
- Conducting vending activities on Board property.
- Gambling.
- Carrying or being in possession of weapons of any kind.
- Damaging, defacing or misusing school facilities.

6.7. Special Event Permits

Applications for one-time special events with a large attendance (200 or more people) will be processed by the TDSB-PU in consultation with the school principal, facility/caretaking team leader and head caretaker.

(a) The applicant may be required to make arrangements for security personnel and/or paid-duty police to be on duty. The TDSB-PU will consult with the safe schools advisor and TDSB Security Services and will consider the following:

- the type of event;
- number of people in attendance;
- sale of tickets;
- type of advertisement, e.g. flyers, web site, media;
- the previous track record of the applicant; and
- any other relevant factors.

- (b) The TDSB-PU will make arrangements for media technicians and/or sound and lighting crew for events requiring these services at a cost.

6.8. School Permit Requests

Annually, principals are requested to submit permit requests to reserve specific dates for meetings/special events during non-instructional hours for the following school year by June 1. The reserved dates are automatically excluded from community permits. This ensures that school requests receive priority and reduces the number of cancellations and reprocessing of permits.

Note: For issuance of special permits to parent groups during a labour disruption, please see Appendix B.

6.9. Cancellation of Permits by School Principals/Administrator

Due to unforeseen circumstances, school administrators/principals may require the use of school facilities during times that have been allocated to permit holders. In such cases, the following guidelines are to be observed:

- a) Permit holders must be given sufficient notice of cancellation in order to inform participants in their programs. School permit requests should be submitted at least three (3) weeks before the event. It is the responsibility of the principal or designate to communicate cancellations to all permit holders or attempt to arrange an accommodation with the permit holder and provide written notification to the TDSB-PU.
- b) Upon receipt of the school's confirmation of the above, the school's permit request will be processed; the community permit will be amended and refunded where applicable.

Note: If the above procedure is not followed, it may not be possible to grant the school's permit request.

6.10. Timelines for Permit Applications and Processing¹

a) School-Year Permits (September to June) ²

May 1 to June 1: School administrator requests for the school year September to June are submitted and processed immediately.

May 1 to June 1: Community requests for the school year September to June are submitted.

June and July: TDSB-PU processes the community permit requests, consulting with school administration, facility/caretaking team leaders, and head caretakers where necessary.

August: Permits are issued provided that all required conditions have been met.

(b) Summer Permits (July and August) ³

Summer permits are processed by the TDSB-PU in consultation with the Plant Operations & Sustainability Department and Design, Construction and Maintenance Department

Programs that operate full-time during the summer will be given a higher priority.

January 31: A proposed schedule of major and minor construction projects requiring permit restrictions in schools during the summer is prepared by the Design, Construction and Maintenance Department and submitted to the TDSB-PU.

February 1 to March 1: All applications for summer programs must be submitted online.

¹ Community applications received after the permit application deadlines are considered ineligible and will not be considered until all eligible permit applications are reviewed and processed. Applications for permits received during peak load times such as September will experience a delay in the start time of the permit activity.

² All school requests and community use requests for the following school term September to June are processed beginning with requests from school principals.

³ Note: Summer permit activity is to end two weeks prior to school commencing in September

- In general, caretaking charges will apply if summer programs operate beyond the regular caretaking shift and the approved scheduled times outlined in the Permit Fee Structure.
 - A number of school pools are permitted by the City – times of use are based on the Letter of Understanding between the TDSB and the City and availability is based on scheduled construction projects.
 - Parks and Recreation summer programs operate in exclusive use spaces (leased spaces) based on the terms and conditions of their lease agreement with the TDSB.
-

February 15: All Facilities that are unavailable during July and August are blocked off in the booking system. Closed/Leased schools are not available for permitting.

March: Summer requests will be processed based on availability and on the following priority of use:

- TDSB summer schools;
- Board Continuing Education/Departments;
- City of Toronto, Parks and Recreation – renewals only;
- Community groups/organizations serving children, youth and seniors (priority will be given to renewals); and
- New applications.

April 30: A draft schedule summarizing summer permit activity will be distributed to facility team leaders.

May/June: The process for scheduling and permitting school facilities for the summer will be completed. Permits will be confirmed and issued to clients.

(c) Outdoor Season

A list of school fields unavailable for permit activity due to maintenance projects will be posted on the TDSB permits website.

Where a group/organization is denied the opportunity to renew their permit privileges for outdoor sports fields during the outdoor season, the principal is to provide written notification to the TDSB-PU, by e-mail, prior to January 31.

Permits for the use of school sports fields and diamonds will be granted, if available (based on school use and maintenance schedules) under the following conditions and subject to the terms of section 6.4.

- Renewal requests received in the TDSB-PU by January 31 will receive first priority for their outdoor season sports activities. All other requests will be processed on a first-come, first-served basis.
 - The use of sports fields and diamonds shall be allowed only from the middle of May to the middle of October, inclusive. Exceptions may be made to accommodate the community football season in consultation with the school administration and the grounds team leader.
 - Weekday permits will commence no earlier than 6 p.m.
 - Weekend permits will commence no earlier than 10 a.m.
 - Permits will end at dusk or 9:00 p.m. latest.
 - Permits for the use of lighted fields will end no later than 10 p.m.

The TDSB's grounds team leaders will assess the condition of the fields before the beginning of the season. Permits may be cancelled if the field conditions are not favourable.

6.11. Alcohol

Drinking alcohol in school buildings and on school grounds is prohibited. Permission will not be granted for community use clients, tenants in operating buildings and/or business partners to serve alcohol; however,

Alcohol may be served on Board premises for **school-sponsored events only** and are subject to the following criteria as outlined in the Restrictions on Alcohol, Drug and Tobacco Use Policy (P095) and the Community Use of Board Facilities Policy (P011):

- Approval from Director of Education or designate is required and can be sought by completing the Alcohol Permission Form (Internal) (Form 666D) attached as Appendix D (also available on the Board's Policies, Procedures and Forms web page);
- School principal or Board designate is the person in authority and on site during the time of the event;
- No minors are present;
- A licensed bartender is on site;
- Special Occasion Permit (SOP) has been obtained from the AGCO and accompanies the Board's permit application;
- Adequate supervision and security staffing is available to the satisfaction of the Director, or designate; and
- Director or designate may impose other conditions as deemed appropriate.

6.12. Child Care Tenants

Child care operators, including "before and after school programs", must be licensed by the Province's Ministry - responsible for children and youth with an executed lease from TDSB's Leasing Department.

- a) Permits are not required during Board designated holidays such as: March breaks, summer holidays (July/August) for the use of leased space during regular child care operating hours. For summer, any space(s) listed under a 10 month agreement require(s) a permit.
- b) Permits are required and permit fees do not apply for:
 - The use of exclusive leased space after 6 p.m. (i.e. child care staff meetings once per month, year-end activities once per year); and
 - The use of the school staff room for monthly Board of Directors' meetings.

- c) Permits are required and permit fees do apply for the use of school space that is not included in the lease (e.g. gym, lunchroom, extra classrooms).

6.13. EarlyON Centres

The following steps have been developed to provide guidance for EarlyON Centres, their satellite programs and school administrators in planning partnership programs for schools. Please note that it is important that permits for all early years programs are provided to enable tracking for program support and caretaking allocation.

- a) Any partner or principal requesting a partnership program should consult with the Early Years Manager, to determine whether a lease or permit is required and if permit fees apply. For all programs initiated by EarlyOn Centres and their satellite programs, the guidelines below will be followed:
- (i) Daytime and evening programs (during school hours up to 6 p.m. and after 6 p.m. when school is operating, and a regular caretaker is on duty):
 - Up to 6 p.m.: Permit applications will be completed by the agency providing the program, the permit unit will consult with the principal to determine if it should be processed as partnership **(no permit fees apply)**.
 - (ii) For all programs operating outside the regular school day (after 6 p.m. when a regular caretaker is not on duty as well as PA days, weekends and school holidays):
 - Permit applications will be completed by the agency providing the program and submitted to the permit unit for approval and final processing **(permit fees will apply)**.
- b) New permit applications will be reviewed based on the following criteria:
- Does the proposal reflect the TDSB Early Learning and Care Policy (P022) and Early Years Partnership Guiding Principles?
 - Does the proposal add to the breadth and depth of programs within a community rather than duplicating services that already exist?
 - Does the proposal meet an identified need in an under-serviced area and, where applicable, has the possibility of locating a TDSB Parenting and Family Literacy Centre in the area been explored?
 - Is the school able to provide the space required and will the space be shared or designated specifically for the program?
 - What are the hours of the program and will it run during or outside the school day?

- What are the safety and liability issues, and how have they been addressed? (Note: A copy of the agency's liability insurance certificate, naming the Toronto District School Board as "additional insured", must accompany the application for permit with a minimum coverage - amount as per Board decision)
- c) Prior to submitting the permit application to the TDSB-PU, roles and responsibilities regarding partners will be defined and the agency sponsoring the program must ensure program staff's Police Reference Checks have been carried out and copies have been provided to the EarlyON Manager.

6.14. Elections

Provincially funded institutions are to make premises available for the purpose of polling stations during the time of municipal and provincial elections free of charge. However, Elections Canada (federal elections) pays for the use of school spaces based on the number of polling stations. The cost per polling station is determined by Elections Canada. Caretaking service charges to open, maintain and secure the building will apply when a regular caretaker is not on duty. Payment is made directly to the TDSB-PU based on the Memorandum of Understanding between Elections Canada and the Toronto District School Board or as agreed.

For all elections, if the requested number of tables and chairs are not available at the school, it is the responsibility of the Returning Officer or designate to order the furniture required, make the necessary arrangements for delivery and pickup and ensure that payment is made directly to the vendor.

An application for permit is required for each polling site and is to be received no less than fourteen days prior to the polling day. Permits will be issued in consultation with the principal and head caretaker.

- The requested facility will be assigned and the permit cannot be relocated.
- It is preferable that polling stations be wheelchair accessible.
- All permits must include access to washrooms.
- If required, schools can ask for elections to provide security during the voting hours.

6.15. Liability Insurance

A permit to use TDSB facilities will not be granted until there is liability insurance naming the TDSB as "additional insured". A copy of the Insurance Certificate is to be attached to the online permit application as soon as it is available and prior to the start of the permit.

Groups that do not carry liability insurance may consider purchasing insurance through the insurance agent recommended by the TDSB Risk Management Department.

6.16. Parking

a) Permit Holders

Vehicle parking for permit holders may be available on a space available basis, but cannot be guaranteed. In some circumstances, parking charges may apply. Fire routes and pedestrian walkways must be kept clear at all times. Vehicles may only be parked in approved parking lots. It is not permissible to park vehicles in school play yards.

b) Special Arrangements for Parking of School Buses on School Property Overnight

Due to a special arrangement between the TDSB and its approved transportation contractors, permission has been granted to park school buses overnight on school parking areas designated by the principal/head caretaker at no charge.

- An application for a permit must be submitted for each bus that requires a parking space.
- The driver/contractor must include on the application the TDSB route #, the name(s) of the TDSB school(s) that are serviced by the bus, the license plate number, the bus size, the driver name and contact information number.

c) Parking related to Film Productions

Under a special agreement with the City of Toronto, where parking spaces are available in TDSB facilities, permits may be issued to film production crews. Parking charges will apply.

6.17. School Days Before 6 p.m.

Programs operating during school time up to 6 p.m. are at the discretion of the school principal and superintendent of education. Activities run by TDSB school staff up to 6:00 p.m. on school days do not require permits.

The school principal and superintendent of education should not introduce new programs between 4 p.m. and 6 p.m. that would displace Continuing Education and/or other Board programs (i.e., IL-E classes, Adult ESL) from their school.

Community groups that are approved by the school administration to operate programs before 6:00 p.m. should apply for permits. These programs must fulfill the requirements of the Child Care and Early Years Act, 2014. Ample time must be allowed for consultation with the Ministry of Education in this respect. Provided that these requirements are met, a permit will be processed by the TDSB-PU.

If the proposed program will be offered to participants who are not students of the school, the superintendent of education should be consulted, and this cannot be a local school partnered program.

Permit Fees

(a) Permit fees may be waived for local not-for-profit organizations provided:

- the school administrator confirms that the not-for-profit community group is invited to provide the program to benefit the students of the school;
- there is no cost or minimal cost for students to participate; and
- the school administrator has designated school teaching staff to oversee the operation of the program.

(b) Otherwise, permit fees in the appropriate rate category will be charged.

(c) (i) The volunteers/employees of the permit holder are considered to be “service providers” and, in accordance with Reg. 521/01, must provide proof of Police Reference Checks to the principal.

(ii) Misconduct by students must be reported to the site principal and violent student behaviours must be reported immediately to Toronto Police Services.

(iii) Permit holders are to meet with the school principal to sign off on the fire safety plan for the site confirming that they know all exit locations, alarm boxes, extinguishers, etc.

7. EVALUATION

This Procedure will be reviewed as required, but at a minimum every four (4) years after the effective date.

8. APPENDICES

- Appendix A: Permits Issued to TDSB Trustees
- Appendix B: Permits Issued to Toronto City Councillors

- Appendix C: Permit Fees for Parent Groups Supporting Extra- Curricular Activities During Labour Disruptions
- Appendix D: Alcohol Permission Form (Internal) – Form 666D

9. REFERENCE DOCUMENTS

Legislation:

- Ontario Regulation 521/01: Collection of Personal Information

Policies:

- Community Use of Board Facilities Policy (P011)
- Early Learning and Care Policy (P022)
- Restrictions on Alcohol, Drug and Tobacco Use Policy (P095)

Procedures:

- Election Activities and Use of Board Resources (PR533)

Appendix A

Permits Issued to TDSB Trustees

A permit fee consists of 3 components as follows:

1. An application processing fee
2. A facility rental fee
3. An extra services fee (if applicable)

When a TDSB Trustee makes an application to permit a TDSB facility, the following fees apply:

Type of Activity	Application Processing Fee	Facility Rental Fee	Extra Services Fee
Ward Meetings	Waived	Waived	Any costs arising from extra caretaking needs, media support, etc.
One community event per school year	Waived	Waived	Any costs arising from extra caretaking needs, media support, etc.
Additional community events	Waived	Community Youth and Seniors Category (A1) Highest Subsidy	Any costs arising from extra caretaking needs, media support, etc.

The following guidelines are applicable for a permit issued to a TDSB Trustee in his/her official capacity:

- The Trustee must be present and is in charge during the permitted activity
- Trustee Services will provide the budget codes for charging any portion of the permit fee, and Trustee Services will receive a copy of the permit
- Permits will not be issued to a Trustee to use TDSB facilities during an election campaign, pursuant to Governance Procedure PR533, Election Activities and Use of Board Resources.

APPENDIX B**Appendix B****Permits Issued to Toronto City Councillors**

A permit fee consists of 3 components as follows:

1. An application processing fee
2. A facility rental fee
3. An extra services fee (if applicable)

When a Toronto City Councillor makes an application to permit a TDSB facility, the following fees apply:

Types of Activity	Application Processing Fee	Facility Rental Fee	Extra Services Fee
All activities requiring a permit	Applicable	Registered Non-Profit Category (A2) Partial Subsidy	Any costs arising from extra caretaking needs, media support, etc.

If the local TDSB Trustee is consulted and is in support of the Toronto City Councillor's activity requiring a permit, the following fees apply:

Type of Activity (With Trustee Support)	Application Processing Fee	Facility Rental Fee	Extra Services Fee
Town Hall Meetings	Applicable	Waived	Any costs arising from extra caretaking needs, media support, etc.
One community event per school year	Applicable	Community Youth and Seniors Category (A1) Highest Subsidy	Any costs arising from extra caretaking needs, media support, etc.
Additional community events	Applicable	Registered Non-Profit Category (A2) Partial Subsidy	Any costs arising from extra caretaking needs, media support, etc.

The following guidelines are applicable for a permit issued to a Toronto City Councillor:

- The City Councillor must be present and is in charge during the permitted activity
- During an election campaign (for all levels of government), a City Councillor may still permit TDSB facilities. However, none of the above reduces rates will be applicable

Facility rental fees will be charged in accordance with the *Private for Profit* category in place presently and the *Non-subsidized* category.

**PERMIT FEES FOR PARENT GROUPS SUPPORTING EXTRA-CURRICULAR
ACTIVITIES DURING LABOUR DISRUPTION**

The application criteria for the issuance of a special permit to a parent group to run existing activities (normally under the guidance of school staff) during labour disruption are as follows:

- Extra-curricular events that are organized by parent groups are subject to consultation with the Board's Risk Manager on a case-by-case basis. Proof of appropriate liability insurance may be required.
- The school administrator hosting the extra-curricular activity at his/her school must sign off on the special permit application, to confirm that this event/activity would have been conducted by school staff, if there was no labour action.
- If available, a previous permit number for the same activity within the last two school years should be referenced by the school administrator that is signing off the activity.
- Parents should complete and pass a police reference check in accordance with O. Reg. 521/01 Collection of Personal Information outlined in the Volunteer and Police Checks document.

Important Note: In cases when a special permit fee waiver is granted, the waiver does not include access and use of school equipment, school banners, school colours, logo and uniforms.



Alcohol Permission Form (Internal)

The undersigned permit holder, organization and its designated representative hereby jointly acknowledge and agree that in consideration of the granting of permission to serve alcoholic beverages on Board property, they will ensure that the undersigned permit holder organization and its members/participants will strictly observe and comply with the following rules and regulations:

1. The event is scheduled outside of school hours.
2. The event is directly school related; all proceeds will benefit the TDSB.
3. No minors will be present at the function.
4. Adequate supervision and security staffing must be provided by the TDSB permit holder in the ratio of no less than one event worker to every 50 participants. At events where 150 or more guests are anticipated, arrangements are to be made for Toronto Police Services. Costs incurred are the responsibility of the Permit Holder.
5. Proof of appropriate liquor licensing for the event (i.e., photocopy of "Liquor License Permit") to be provided to TDSB Permit Unit; The Alcohol and Gaming Commission of Ontario (AGCO) is responsible for administering the *Liquor Licence Act* (LLA) and specific sections of the *Liquor Control Act* (LCA). The permit holder is bound by this licensee rules, regulations and the *Liquor Licence Act*.
6. Commercial General Liability insurance, including liquor liability, is in place naming TDSB as Additionally Insured should the Board or its employees get named in a lawsuit arising out of this event.
7. The service of alcoholic beverages must end one hour prior to the end time stipulated on the permit and Bartending must be provided by someone who is certified to serve alcohol.
8. Permit holder must ensure that provisions have been made for safe transportation of intoxicated participants. Plans for safe transportation could include options such as: a designated driver program (including advertising of such program at the event), free non-alcohol drinks for the designated drivers, arrangements for event sponsors to drive intoxicated patrons home, or provide taxi cabs. The police should be notified if an intoxicated person insists on driving.
9. Please note that it is an offence under the *Liquor Licence Act* to sell alcohol or permit alcohol to be sold to any person who is, or who appears to be, intoxicated or under 19 years of age.

To Be Completed by the Toronto Police Services, if Applicable (See item no. 4 above):

Division No.: _____ Phone No.: _____

Confirmation that arrangements have been made for Police Services (attach copy of confirmation).

Reference TDSB Permit # _____

Name of School Principal (Please Print) _____

School/Department: Name and address _____

APPENDIX B

Number of Police Officers assigned: _____

Date: _____

Time: _____

Location: _____

Authorized Signature: _____
(Toronto Police Services)

(Print Name)

Signature of TDSB School Principal
(School Principal is the Person in authority during the time of the school event)

Dated

Completed, signed form to be acknowledged by the Director of Education or Designate.

Signature (Director of Education or Designate)

Dated
Note: Completed, signed form to be submitted to the Facility Services Permit Unit prior to the date of the school event.

Blank Page

Acknowledgement of Traditional Lands

We acknowledge we are hosted on the lands of the Mississaugas of the Anishinaabe (A NISH NA BEE), the Haudenosaunee (HOE DENA SHOW NEE) Confederacy and the Wendat. We also recognize the enduring presence of all First Nations, Métis and Inuit peoples.

Reconnaissance des terres traditionnelles

Nous reconnaissons que nous sommes accueillis sur les terres des Mississaugas des Anichinabés (A NISH NA BAY), de la Confédération Haudenosaunee (HOE DENA SHOW NEE) et du Wendat. Nous voulons également reconnaître la pérennité de la présence des Premières Nations, des Métis et des Inuit."

Committee Mandate

The Governance and Policy Committee's mandate will be to consider and make recommendations to the Board on governance and policy matters referred to it for consideration, including review of Board governance practices and the ongoing development and review of the Board's policies.



Our Mission

To enable all students to reach high levels of achievement and well-being and to acquire the knowledge, skills and values they need to become responsible, contributing members of a democratic and sustainable society.

We Value

- Each and every student's interests, strengths, passions, identities and needs
- A strong public education system
- A partnership of students, staff, family and community
- Shared leadership that builds trust, supports effective practices and enhances high expectations
- The diversity of our students, staff and our community
- The commitment and skills of our staff
- Equity, innovation, accountability and accessibility
- Learning and working spaces that are inclusive, caring, safe, respectful and environmentally sustainable

Our Goals

Transform Student Learning

We will have high expectations for all students and provide positive, supportive learning environments. On a foundation of literacy and math, students will deal with issues such as environmental sustainability, poverty and social justice to develop compassion, empathy and problem solving skills. Students will develop an understanding of technology and the ability to build healthy relationships.

Create a Culture for Student and Staff Well-Being

We will build positive school cultures and workplaces where mental health and well-being is a priority for all staff and students. Teachers will be provided with professional learning opportunities and the tools necessary to effectively support students, schools and communities.

Provide Equity of Access to Learning Opportunities for All Students

We will ensure that all schools offer a wide range of programming that reflects the voices, choices, abilities, identities and experiences of students. We will continually review policies, procedures and practices to ensure that they promote equity, inclusion and human rights practices and enhance learning opportunities for all students.

Allocate Human and Financial Resources Strategically to Support Student Needs

We will allocate resources, renew schools, improve services and remove barriers and biases to support student achievement and accommodate the different needs of students, staff and the community.

Build Strong Relationships and Partnerships Within School Communities to Support Student Learning and Well-Being

We will strengthen relationships and continue to build partnerships among students, staff, families and communities that support student needs and improve learning and well-being. We will continue to create an environment where every voice is welcomed and has influence.