

## [School Council Reference Links](#)

Please see below and share this list of helpful reference links:

[Approved Hospitality Vendors List.](#)

[Board Code of Conduct](#)

[By-Laws](#)

[Committees](#)

[Fundraising procedure](#)

(\*please see lotteries and raffles below)

[2024-25 TDSB Fundraising & Fun Fair Vendors Directory](#)

[How-to-get-involved/School-Councils](#) (Workshops, tools and resources and more)

[How-to-Get-Involved/Volunteering](#)

[Interpretation-and-Translation-Services](#)

[School Council \*\*Insurance\*\*](#)

[Mobile Device Policy](#)

[Multi-Year Strategic Plan \(MYSP\) 2024-28](#)

[Parent and Caregiver Engagement policy P023](#)

[Parent Concern Protocol](#)

[Parent/Caregiver and Community Engagement](#)

[Parent Involvement Advisory Committee](#)

[Police Reference Check](#)

[PRC policy](#)

Movies for fundraising (please see below) \*

[O. Reg. 612/00: SCHOOL COUNCILS AND PARENT INVOLVEMENT COMMITTEES](#)

Raffles (please see below)\*\*

[Resources for Parents, Guardians & Caregivers](#)

[School Banking](#)

[School Budget Allocations 2025-26](#)

[School Council Funds](#)

[School-Councils Roles-and-Responsibilities](#)

[School Community IT Support](#)

[School councils: a guide for members | ontario.ca](#)

**PSAB REPORT TEMPLATE**

[School Council Semi-Annual Report Template](#)

**SCHOOL COUNCIL FUNDS**

[School Council Disbursement Voucher](#) (Updated March 2025) ✨

[School Council Deposit Voucher](#) (Updated March 2025) ✨

[School Council Funds Deposit Log](#) (Updated March 2025) ✨

**SCHOOL BANKING (CIBC)**

[CIBC Signature Specimen Card](#)

Note - To open the CIBC Signature Specimen Card you must first Save it on your computer. Only fill out your Name, Full Title, the date and your signature on the card. Please see link to [Sample CIBC Signature Specimen Card](#)

[CIBC Banking Access Request](#)

## **PETTY CASH**

AC-201 Petty Cash Disbursement Voucher

AC-202 Petty Cash Reconciliation Reimbursement Claim - Quicken

AC-218 Petty Cash Deposit Voucher

[School Council Forms](#)

[School Council Insurance](#)

[School Council Innovation Grant](#)

[Speakers List](#)

[Newcomer-Services](#)

[Newcomer Welcoming Communities](#)

[tdsbHUB](#)

## **Movies\***

Thank you for considering copyright and intellectual ownership as part of your instructional practice. This is a complex question, and so I have provided a long answer - please read to the end. Recent (2012) changes to copyright law in Canada have resulted in significant changes related to the use of resources for instructional purposes, so there is a great deal of conflicting information as these changes are translated into practice.

### **Public Performance (group viewing for non-instructional purposes)**

There is no single umbrella license for all media. Different distributors work with different licensees to provide Public Performance Rights licenses, and it is up to the user to ensure they have the correct one. The TDSB does not purchase these rights usage licenses, but some schools choose to purchase site licenses to cover the use of video during non-instructional times, such as lunch hours or after-school programming. Additional licensing is required if the showing of a video is a paid event, such as a movie night. If you want more information about public performance rights please contact Christie Zai, Digital Librarian [christie.zai@tdsb.on.ca](mailto:christie.zai@tdsb.on.ca) or Ryan Coelho Manager Virtual Library [ryan.coelho@tdsb.on.ca](mailto:ryan.coelho@tdsb.on.ca)

**It is highly likely that a Public Performance Licence is not required if you are using this resource for instructional purposes, as long as certain conditions have been met.**

## Media Use in an Instructional Setting

When determining if a work can be used in an instructional setting, it is helpful to consult the [Fair Dealing Decision Tool](#), developed by the Council of Ministers of Education (as per TDSB P079). You can easily select the type of work and the type of usage and the tool will provide recommendations regarding usage. **It is this tool that your principal should refer to on a video by video basis until they are comfortable with the guidelines.**

More detailed information can be found in Copyright Matters! On pages 15 and 16. I suggest you also read this before making a final decision as you will note that five conditions need to be met in order for you to show a video. Please note that the guide is referring to purchased or rented works and not media streamed through a subscription service. Subscription service works are subject to the user agreement of the service providing the content (this may apply to media borrowed via Hoopla through the TPL or personal Netflix/Crave/Amazon accounts).

**As I am sure you are aware, the responsibility for ensuring copyright compliance rests with the teacher, principal, school, and board so it is important to ensure that you personally have reviewed this criteria for each title you wish to screen.**

### TDSB Virtual Library

The TDSB Library and Learning Resources Department do purchase and license an extensive range of media resources including streaming video and DVDs on a wide range of curriculum-related topics for K-12 learners. You can do a quick search of titles in our [catalogue](#) using the Virtual Library and then limiting to “streaming video” on the left hand navigation bar. We are always searching for new titles to add to this collection and welcome feedback from teachers as to works that they may find useful in their practice. Depending upon the wide-ranging relevancy of the work, licensing costs, items already in the collection and in consideration of TDSB selection policy these recommendations may be considered for purchase.

[School Council quick reference guide](#)

## **Raffles and Lotteries\*\***

### **Lottery License**

#### **Raffles**

#### **Bingo**

#### **50-50 Draws**

All such activities are governed by the Criminal Code (Canada); Order-in Council 1423/08 (as amended); And the Gaming Control Act, 1992 and its Regulations. Tickets for raffles, bingos and other gaming events may only be purchased by

#### **Lottery Licensing**

Schools or School Councils may be involved in organizing events with lottery schemes (games of chance), including **50-50 draws** and **raffles** with a total value of

prizes of \$50,000 and under (if over \$50,000, please contact the Alcohol and Gaming Commission of Ontario (AGCO) at [www.agco.on.ca](http://www.agco.on.ca)); and **Bingo events** with prize boards of up to \$5,500 (if over \$5,500, please contact the AGCO at [www.agco.on.ca](http://www.agco.on.ca))

A lottery scheme is defined as any game of chance (including **50-50 draws, raffles, bingo events**) that have the following three components: **1) a prize; 2) a chance to win the prize; and 3) a consideration or fee.**

All lottery schemes (games of chance) require a license. **There is no minimum amount that would exempt a school from obtaining a Lottery License.** Licenses are required for **all** lottery games of chance, even if it generates as little as \$1, if all 3 elements are there.

### **To apply for your license**

The City of Toronto license applications for lottery schemes are available on the city's website: [www.toronto.ca/registry-services/lottery.htm](http://www.toronto.ca/registry-services/lottery.htm).

### **Bazaar vs. Lottery**

A Bazaar is defined as an "event" (much like the CNE) which holds multiple gaming opportunities (i.e. spin the wheel, 5050 draws, etc).

### **IMPORTANT NOTES:**

- Schools that wish to host a Bazaar would need to obtain a license to host a Bazaar and obtain a licence for each respective game of chance held at the Bazaar. The City of Toronto discourages schools from hosting Bazaars. Schools do not typically host Bazaars, but rather a lottery.
- For Lotteries, the rule of maintaining a **Separate Bank Account** and completing the **Post-Lottery Reporting** is required.
- A Silent Auction is not a lottery, since an auction removes the element of chance to win the prize.
- Break Open Tickets – The City of Toronto advised that schools do not typically host Break Open Ticket activities. It would require a 3rd party vendor to produce the tickets and also get involved in selling them. The tickets cannot be sold to students under age 18 and, therefore, it would only be open to staff or parents.
- Electronic Raffles - Any schools that use a 3rd party platform with an electronic component (online) to host a game of chance will need to obtain a Lottery Licence from the AGCO. The municipality does not oversee anything online, even if it is a local initiative.

If you are operating a raffle or draw with a lottery license, each type of license is governed by its own set of rules known as Terms and Conditions, which may not align with TDSB policies and procedures. When purchasing prizes and/or gifts for the school with funds raised through a raffle, please do not make the purchases through SAP, as this would make it impossible to close off your raffle license. All purchases with raffle funds must be made directly with the vendor and payment issued through the designated raffle account. people 18 years of age and over.



