

WATERLOO REGION DISTRICT SCHOOL BOARD

NOTICE AND AGENDA

A Committee of the Whole meeting of the Waterloo Region District School Board will be held in the Board Room, Building 2, 1st Floor, 51 Ardel Avenue, Kitchener, Ontario, on **Monday, April 15, 2019, at 7:00 p.m.**

AGENDA

Call to Order

O Canada

Approval of Agenda

Declarations of Pecuniary Interest

Celebrating Board Activities/Announcements

Delegations

Corina Harris – Galt Collegiate Institute & Vocational School Amphitheatre
Jamie Colwell – Galt Collegiate Institute & Vocational School Amphitheatre
Tom Barlow – Galt Collegiate Institute & Vocational School Amphitheatre

Policy and Governance

01	Review of Board Policy 4001 - Opening of New Schools and Additions	A. Russell
03	Review of Board Policy 6006 - Adult and Continuing Education	R. DeBoer

Reports

05	2018-19 Interim Financial Report and Forecast	M. Gerard
16	Major Capital Projects Quarterly Update	M. Gerard/ I. Gaudet
18	Heating, Ventilation, and Air Conditioning Update	M. Gerard/ I. Gaudet
24	Motion to Discontinue the Nutrition Committee	Trustee K. Woodcock
26	Discussion: Bylaw Review	Committee

Board Reports

Question Period (*10 minutes*)

Future Agenda Items (*Notices of Motion to be referred to Agenda Development Committee*)

Adjournment

Questions relating to this agenda should be directed to
Stephanie Reidel, Manager of Corporate Services
519-570-0003, ext. 4336, or Stephanie.Reidel@wrdsb.ca



OPENING OF NEW SCHOOLS AND ADDITIONS

Legal References:

Related References:

Effective Date: *February 23, 1998*

Revisions:

Reviewed: *May 30, 2011, April 18, 2016, **April 15, 2019***

1. Preamble

- 1.1 It is the policy of the Waterloo Region District School Board to hold an official opening for each new school or major addition constructed under its supervision and to make provisions for the neighbourhood community and the total community to be suitably involved in that program, recognizing that schools play an important role in the life of the community and that the total community is involved both directly and indirectly with school building projects.



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ADULT AND CONTINUING EDUCATION

Legal References:	<i>Education Act</i>
Related References:	<i>Regulation 285 – Continuing Education</i>
Effective Date:	<i>February 23, 1998</i>
Revisions:	<i>April 14, 2014</i>
Reviewed:	<i>September 18, 2017, April 15, 2019</i>

1. Preamble

- 1.1 It is the policy of the Waterloo Region District School Board to provide adult and continuing education as alternative educational programs other than regular day school programs for people of all ages in order to respond to the educational needs of the citizens in its jurisdiction consistent with approved financial resources available, recognizing that:
- 1.1.1 the Board acknowledges the concept of life-long learning and adult and continuing education as an important component and is committed to providing adult and continuing education programs relevant to students of all ages consistent with available financial and physical resources;
 - 1.1.2 the mandate of adult and continuing education is to provide alternative programs and processes through which people of all ages may improve their skills and enrich their knowledge in order that they may participate fully in modern society.



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Report to Committee of the Whole

April 15, 2019

Subject: 2018-19 Interim Financial Report and Forecast

Recommendation

This report is for the information of the Board.

Status

The Board of Trustees (Board) approved the 2018-19 operating budget on June 13, 2018, and at that time the Board approved a balanced budget.

The development of the Waterloo Region District School Board's (WRDSB's) operating budget includes many underlying assumptions which, over the course of a school year, can change significantly. On a quarterly basis throughout the year, staff provides updates to the Board regarding our key assumptions, the identification of key risks and planned mitigation strategies.

The information contained in this report is based on financial results up to February 28, 2019, and indicates that we expect the WRDSB to finish the year in a balanced position. That being said, staff are cautiously optimistic that we may be able to signal an in-year operating surplus of approximately \$3.5M as part of our Q3 report. This statement, which is provided solely for the purpose of raising the awareness of the Board, would be based on a variety of factors (stabilizing supply costs, freeze on professional development) which cannot be confirmed until we conclude our 3rd Quarter analysis in following the April 30th month end.

The 2018-19 Q2 Interim Financial Report, comparing the budget to the forecasted year-end position, is attached as Appendix A. In terms of key assumptions and risk areas, the following represent factors which may impact the year-end results.

Revenues

- No material variances have been identified subsequent to the 1st Quarter (Q1) report which was provided on January 21, 2019. As part of that report, staff identified additional revenues related to Student Enrolment, Special Education, ESL/ELD funding and funding provided to the WRDSB through Education Programs Other Grants (EPO).

Expenditures

- As part of our Q1 report we provided information to explain expenditure increases for Classroom Teachers, Early Childhood Educators and Teaching Assistants, as well as Non-Operating Costs (related to the WRDSB's Extended Day Program). No material variances have been identified subsequent to the Q1 report for these areas, so they are not specifically addressed below.
- Supply Costs
 - In-year change: Expenditures are forecast to be \$704,000 higher than the budget forecast, an increase of 3.4%.

- Impact: Staff continue to exercise caution with regards to forming any conclusions based on the in-year forecast for supply costs. Absenteeism can fluctuate significantly and there remains sufficient time within the school year for this forecast to materially change.
- Strategy: As part of the 2018-19 budget, expenditures on supply staff were increased by \$2.5M, or 13.3%. The rationale for this increase was the consistent upward trend in supply costs which have been identified over the past number of years, which is supported by the findings in the [Auditor General's 2017 Annual Report](#) where supply costs were identified as a pressure across the province. For the 2018-19 school year, Human Resource Services has implemented measures to reduce fail-to-fill scenarios that arise in schools as a result of absenteeism. Staff are continuing to monitor expenditures in this area, and will provide further updates throughout the year.
- Utility Costs (Water, Natural Gas, Hydro)
 - In-year change: Expenditures are forecast to be \$597,000 lower than the budget forecast, a decrease of 0.9% of the WRDSB's overall budget.
 - Impact: The forecast savings in utilities will assist in offsetting cost pressures being experienced in other areas of the WRDSB's operations. It also demonstrates the value of the work being undertaken by our Facility Services staff to operate our schools efficiently.
 - Strategy: As noted by Facility Services in the [May 2018 Energy Update](#), utility consumption (and therefore cost) is an aspect over which the WRDSB and its stakeholders have partial control. Factors that are controllable may include:
 - Student and staff behavior;
 - Use of efficient technologies;
 - Automation and control (occupancy sensors or building automation systems);
 - Building envelope improvements;
 - Designated periods of set-back and/or shut down.

Consumption is also driven by factors beyond stakeholder control and can include factors such as:

- Weather (warmer summer and shoulder season drives cooling demand);
- Hours of operation (extended use for Ministry initiatives such as Community Use);
- School closures (disposal of redundant school sites, port-a-packs or portables);
- Expansion of facilities and square footage (new schools or school additions).

Staff from Financial Services and Facility Services meet regularly throughout the year to assess the financial impact of changes in our utility consumption. The Ministry of Education has also signaled, through

[Memorandum 2019:B08](#), that the non-staff portion of the School Facility Operations and Renewal Grant will be increased by 2% in 2019-20 to assist boards in managing commodity price increases.

Another Energy update will be provided to the Board in May 2019.

Overall, staff continue to identify, assess and mitigate against financial risks to help ensure the fiscal well-being of the organization. As noted above, we have not changed our forecast of the year-end financial position at this time, but are cautiously optimistic that we will be able to signal an in-year operating surplus as part of our Q3 report.

Background

It is the sole responsibility of the Board to approve the annual operating budget and it is the responsibility of staff to oversee and monitor day-to-day spending within the budget framework. The Board plays a key role in the budget process, ensuring that funding is aligned with the WRDSB's strategic priorities and legislative requirements.

In an effort to support the Board in fulfilling their fiduciary duties, staff provide quarterly financial updates on in-year spending forecasts relative to the budget. These updates identify potential risks and opportunities that may be on the horizon, as well as the strategies staff have in place to address the identified items. These actions are intended to support the Board in making evidence based decisions and fulfilling their governance responsibilities.

Financial Implications

No financial implications.

Communications

Financial Services will work with our Communications Department to ensure that financial information is readily available to the public via our corporate website.

Prepared by: Matthew Gerard, Coordinating Superintendent, Business Services & Treasurer of the Board
Nick Landry, Controller, Financial Services
Sharon Uttley, Manager of Accounting Services
Wendy Jocques, Manager of Budget Services
Fabiana Frasher, Budget Officer
in consultation with Coordinating Council

2018-19 Interim Financial Report (Second Quarter- Sept 1, 2018 to Feb 28, 2019)
Summary of Financial Results

(000's)

	Budget	Forecast	In-Year Change	
			\$	%
Revenue				
Provincial Grants-GSN	710,663	713,376	2,713	0.4%
Revenue transferred from/(to) deferred revenue	28	681	653	2295.7%
Other Grants	3,742	6,208	2,467	65.9%
Other Revenue	25,937	27,711	1,774	6.8%
School Generated Funds	14,000	14,000	-	0.0%
Transferred from DCC**	35,198	35,294	96	0.3%
Transferred to DCC**	(14,975)	(15,880)	(906)	6.0%
Total Revenue	774,594	781,391	6,797	0.9%
Expenses				
Instruction	605,353	610,409	5,056	0.8%
Administration	18,149	18,316	167	0.9%
Transportation	18,174	18,174	-	0.0%
School Operations & Maintenance	64,204	63,607	(597)	(0.9%)
Pupil Accom/Renewal/Debt/Non-operating	48,251	50,684	2,432	5.0%
School Generated Funds	14,000	14,000	-	0.0%
Total Expenses	768,132	775,191	7,059	0.9%
Surplus/(Deficit)	6,461	6,200	(262)	(4.0%)

Changes in Revenue

- Provincial Grants- Increase in enrolment and ESL/ELD funding, change in Special Education per pupil benchmarks
- Deferred Revenue- Changes are related to transfers for Special Education, Student Achievement Envelope, School Renewal
- Other Grants- Increase due to additional Educational Program Other (EPO) announcements following 2018-19 budget submission and carryover of 2017-2018 Local Priorities Funding
- Other Revenue- Net effect of a projected decrease in the number of International students; increase in extended day care fees due to increased enrolment; increase in fully recoverable positions

Change in Expenditures

- Instruction- Reflects the increase in staffing to support enrolment
- Administration- Net effect of Communications new initiative approved after budget approval and adjustment due to suspension of 2018-2019 executive compensation increases
- School Operations & Maintenance- projected utility savings
- Pupil Accom/Renewal/Debt/Non-Operating- Net of increase in extended day care enrolment, school renewal and increase in fully recoverable positions

**DCC - Deferred Capital Contributions

2018-19 Interim Financial Report (Second Quarter- Sept 1, 2018 to Feb 28, 2019)
Summary of Financial Results

(000's)

	Budget	Forecast
DETERMINATION OF ANNUAL OPERATING SURPLUS		
PSAB Surplus/(Deficit) (from above)	6,461	6,200
LESS: Internally Appropriated		
2018/19 one-time initiatives	7,497	7,747
Committed Capital Projects		
Committed capital projects annual amortization	(564)	(467)
Sub-Total: In-Year Appropriations	6,933	7,280
Previous year one-time initiatives	-	944
Commitment of sinking fund interest	(78)	(78)
Committed capital projects	(4,266)	(5,162)
Total: Internally Appropriated	2,589	2,983
Less: Unavailable for Compliance		
PSAB Adjustments	(9,614)	(9,651)
Total Adjustments	(7,025)	(6,667)
In-year unappropriated Operating Surplus/(Deficit)	(564)	(467)
Committed capital projects annual amortization	564	467
ANNUAL Unappropriated Operating Surplus/(Deficit)	-	-

Summary of Capital to be Financed

(000's)

	Budget	Forecast
Funding		
New Building and Additions	7,000	7,508
Community Hubs	0	
Child Care Capital	1,000	2,140
Child and Family Centres	1,000	1,200
Greenhouse Gas (GHG) Reduction	1,602	330
School Condition Improvement	14,422	16,735
Full Day Kindergarten	1,350	1,098
Renewal	7,367	7,980
Education Development Charge (EDC)	13,032	13,032
Proceeds of Disposition	5,465	5,132
Minor Tangible Capital Assets	7,608	7,858
Rural and Norther Education		42
Other	4,830	3,040
Total Capital by Funding Source	64,675	66,094
Expenditure		
Buildings (new, additions & renewal)	42,236	43,363
Land	13,032	13,032
Land Improvements	1,350	1,350
Leasehold Improvements	0	0
Moveable Assets	8,058	8,350
Total Capital Expenditure	64,675	66,094

2018-19 Interim Financial Report (Second Quarter- Sept 1, 2018 to Feb 28, 2019)

Summary of Enrolment

ADE	Budget	Forecast	In-Year Change	
			#	%
Elementary				
JK	3,766.75	4,104.00	337.25	9.0%
SK	4,319.33	4,318.00	(1.33)	0.0%
Grade 1-3	13,542.84	13,439.00	(103.84)	-0.8%
Grade 4-8	22,862.64	22,762.00	(100.64)	-0.4%
Other Pupils (International)	18.00	11.00	(7.00)	-38.9%
Total Elementary	44,509.56	44,634.00	124.44	0.3%
Secondary				
Pupils of the Board <21	19,258.95	19,251.61	(7.34)	0.0%
High Credit Pupils	28.04	26.50	(1.54)	-5.5%
Pupils of the Board >21	8.00	8.96	0.96	12.0%
Other Pupils (International)	114.00	99.00	(15.00)	-13.2%
Total Secondary	19,408.99	19,386.07	(22.92)	-0.1%
Total	63,918.55	64,020.07	101.52	0.2%

Note: Forecast based on October 31st count date

Highlights of Changes in Enrolment:

- We attribute our growth in the elementary panel to net migration into the Region. This continues a trend identified in 2016-17 and is likely to continue as affordability of housing in the Greater Toronto area pushes people further down the 401 corridor.
- We have adjusted our multi-year forecast for both elementary and secondary to reflect the most recent data available; we expect a gradual increase moving forward.

Summary of Staffing

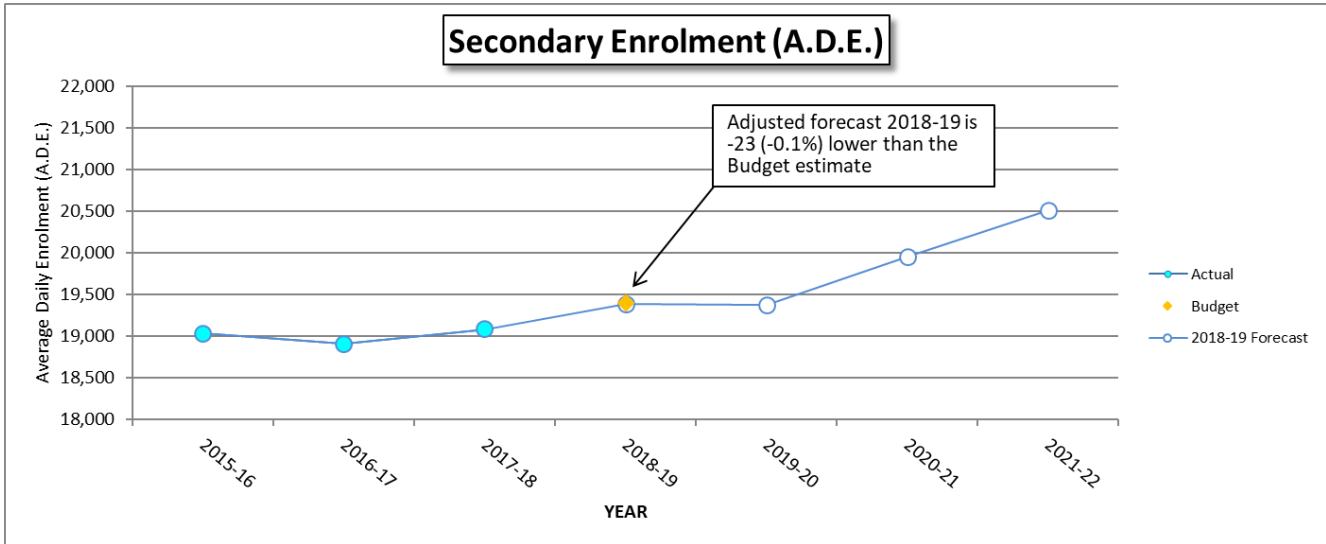
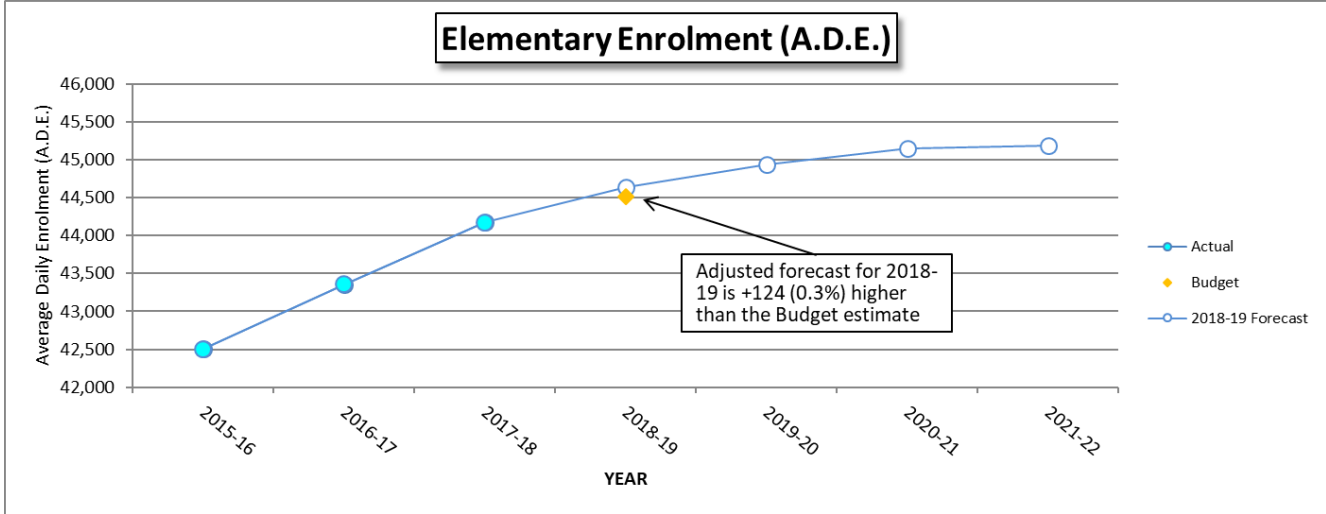
FTE	Budget	Actual October 31st	In-Year Change	
			#	%
Instruction			-	
Classroom Teachers	3,924.75	3,941.10	16.35	0.42%
Non-Classroom	2,028.50	2,053.20	24.70	1.22%
Total Instruction	5,953.25	5,994.30	41.05	0.69%
Non-Instruction	809.00	804.90	(4.10)	-0.51%
Total	6,762.25	6,799.20	36.95	0.55%

Highlights of Changes in Staffing:

- October 31st numbers exclude vacant permanent positions

2018-19 Interim Financial Report (Second Quarter- Sept 1, 2018 to Feb 28, 2019)

Historic and Projected Enrolments with 2018/19 Budget vs Projected Comparison



Waterloo Region District School Board
2018-19 Interim Financial Report (Second Quarter)
PSAB Revenues for the Period Ending February 28, 2019

	2018-19					Material Variance Note
	Budget (Estimates)	% Change from Prior Year Actuals	Forecast	In-Year Change		
				\$ Increase (Decrease)	% Increase (Decrease)	
Provincial Grants for Student Needs						
1 Pupil Foundation-Elementary	242,152,627	3.1%	243,193,957	1,041,330	0.43%	1
2 Pupil Foundation-Secondary	114,678,188	2.9%	114,634,482	(43,706)	(0.04%)	
3 School Foundation	43,700,603	2.2%	43,729,027	28,390	0.06%	
4 Special Education	88,274,637	3.2%	89,219,499	944,896	1.07%	2
5 French as a Second Language	8,964,597	2.5%	8,924,869	(39,728)	(0.44%)	
6 English as a Second Language	10,232,768	0.2%	10,888,456	655,688	6.41%	3
7 Remote and Rural Allocation	42,411	(0.2%)	42,411	-	0.00%	
8 Learning Opportunities	7,249,304	(6.9%)	7,243,788	(5,516)	(0.08%)	
9 Continuing Education	1,443,826	4.4%	1,447,150	3,324	0.23%	
10 High Credit	97,074	(7.1%)	91,743	(5,331)	(5.49%)	
11 Teacher Q&E	64,048,344	(1.2%)	64,232,268	183,924	0.29%	
12 New Teacher Induction Program (NTIP)	313,564	3.0%	310,122	(3,442)	(1.10%)	
13 ECE Q&E	4,249,545	(1.3%)	4,307,303	57,758	1.36%	
14 Transportation	17,307,869	3.8%	17,340,147	32,278	0.19%	
15 Admin and Governance	18,279,612	6.3%	18,261,814	(17,798)	(0.10%)	
16 Trustees' Association Fee	43,316	0.0%	43,316	-	0.00%	
17 School Operations	60,865,654	2.6%	60,988,158	122,504	0.20%	
18 Community Use of Schools	842,701	1.6%	842,701	-	0.00%	
19 Declining Enrolment	-	0.0%	-	-	0.00%	
20 Temporary accommodation - relocation and leasing	1,930,500	8.1%	1,930,500	-	0.00%	
21 Indigenous Education	992,228	(12.8%)	1,028,274	36,046	3.63%	
22 Safe Schools	1,319,434	2.0%	1,321,197	1,763	0.13%	
23 School Renewal	9,932,536	1.1%	9,949,568	17,032	0.17%	
24 Approved Debt	104,872	0.0%	104,872	-	0.00%	
25 Debt Charges-Interest Portion	7,207,269	(2.3%)	6,911,002	(296,267)	(4.11%)	
26 1% Lump Sum	-	-	-	-	-	
27 Capital Grant for Land	-	-	-	-	-	
28 Restraint Savings	(129,030)	0.0%	(129,030)	-	0.00%	
29 Labour Related Enhancements	6,518,694	0.0%	6,518,694	-	-	
Total Provincial Grants for Student Needs (GSN)	710,663,143	2.4%	713,376,288	2,713,145	0.38%	
30 Amortization of Deferred Capital Contributions	35,197,975	100.0%	35,294,394	96,419	0.27%	
31 Legislative Grants transferred from/(to) Deferred Revenue	28,436	(110.0%)	681,228	652,792		
32 Other Grants	3,741,569	(41.2%)	6,208,136	2,466,567	65.92%	4
Non Grant Revenue						
33 Fees	2,287,900	15.9%	1,915,700	(372,200)	(16.27%)	
34 Transportation Recoveries	-	(100.0%)	-	-	0.00%	
35 Rental Revenue	1,669,100	(1.0%)	1,669,100	-	0.00%	
36 Education Development Charge	10,142,195	-	10,142,195	-	0.00%	
37 Other Revenue	11,837,882	(18.5%)	13,984,266	2,146,384	18.13%	5
38 Non Grant Revenue	25,937,077	2.8%	27,711,261	1,774,184	6.84%	
39 School Generated Funds Revenue	14,000,000	0.7%	14,000,000	-	0.00%	
40 Grants Transferred to Deferred Capital Contributions	(14,974,537)	(2.2%)	(15,880,298)	(905,761)	6.05%	
41 Total PSAB Revenues	774,593,663	2.3%	781,391,009	6,797,346	0.88%	

Waterloo Region District School Board
2018-19 Interim Financial Report (Second Quarter)
PSAB Revenues for the Period Ending February 28, 2019

EXPLANATIONS OF MATERIAL GRANT VARIANCES

- 1 Projected increase in elementary enrolment
- 2 Ministry has increased the Special Education Per Pupil Amount for 2018-19
- 3 Number of students eligible for ESL/ELD funding higher than budget forecast
- 4 Additional EPO grants announced after budget submission and carryover of the 2017/2018 Local Priorities Funding
- 5 Extended Day Program enrolment increase offset by corresponding expense; change in mix of recoverable secondments which is offset by corresponding expense

Waterloo Region District School Board
2018-19 Interim Financial Report (Second Quarter)
PSAB Expenses for the Period Ending February 28, 2019

	2018-19				Material Variance Note
	Budget (Estimates)	Forecast	Change		
			\$ Increase (Decrease)	% Increase (Decrease)	
OPERATING					
Classroom					
Classroom Teachers	402,527,473	404,460,026	1,932,553	0.5%	1
Supply Staff	20,854,500	21,558,737	704,237	3.4%	
Teacher Assistants	35,713,994	36,852,268	1,138,274	3.2%	1
Early Childhood Educator	17,966,100	18,644,214	678,114	3.8%	1
Textbooks and Classroom Supplies	16,026,029	16,151,297	125,268	0.8%	
Computers	8,648,200	8,898,200	250,000	2.9%	
Professionals & Paraprofessionals	29,245,135	29,297,192	52,057	0.2%	
Library & Guidance	13,680,279	13,520,092	(160,187)	(1.2%)	
Staff Development	4,160,810	4,242,309	81,499	2.0%	
Department Heads	1,426,000	1,409,851	(16,149)	(1.1%)	
Principal and Vice-Principals	28,689,618	28,890,422	200,804	0.7%	
School Secretaries & Office Supplies	16,554,369	16,747,932	193,563	1.2%	
Teacher Consultants	8,782,734	8,908,735	126,001	1.4%	
Continuing Education	2,088,699	2,088,899	200	0.0%	
Instruction-Amortization	6,239,783	6,239,783	-	0.0%	
Less: GSN Funded Tangible Capital Assets	(7,250,500)	(7,500,500)	(250,000)	3.4%	
Sub-Total Instruction Expenses	605,353,223	610,409,457	5,056,234	0.8%	
Other Expenses					
Board Administration	17,762,826	17,930,167	167,341	0.9%	
School Operations	64,345,463	63,748,464	(596,999)	(0.9%)	
Transportation	18,172,835	18,172,835	-	0.0%	
Amortization	603,521	603,521	-	0.0%	
Less: GSN Funded Tangible Capital Assets	(357,000)	(357,000)	-	0.0%	
Sub-Total Other Expenses	100,527,645	100,097,987	(429,658)	(0.4%)	
TOTAL OPERATING EXPENSE	705,880,868	710,507,444	4,626,576	0.7%	
NON-OPERATING					
Pupil Accommodation/Renewal/Debt					
School Renewal	9,933,140	10,429,233	496,093	5.0%	
Debt Charges	6,766,418	6,729,749	(36,669)	(0.5%)	
Recoverable Costs	9,838,400	12,324,651	2,486,251	25.3%	2
Other Non-Operating Expenses	104,872	104,872	-	0.0%	
Loss on Disposal of TCA and Assets					
Amortization	28,975,532	28,975,532	-	0.0%	
Less: GSN Funded Tangible Capital Assets	(7,367,037)	(7,880,387)	(513,350)	7.0%	
Total Pupil Accommodation Expense	48,251,325	50,683,650	2,432,325	5.0%	
Instruction: reflects the adjustment for compensation estimates for centrally ratified	14,000,000	14,000,000	-	0.0%	
TOTAL EXPENSES	768,132,193	775,191,094	7,058,901	0.9%	

EXPLANATIONS OF MATERIAL BUDGET VARIANCES

- 1 Increase in staffing due to increase in enrolment
- 2 Increase in extended day enrolment and change in mix of recoverable secondments - both have revenue offset

Waterloo Region District School Board
 2018-19 Interim Financial Report (Second Quarter)
 Spending Risk Assessment for the Period Ending February 28, 2019

	Actual to Feb 28/19	Actual to Feb 28/18	Year-to year Increase (Decrease)	Forecast vs. Prior year YTD
	% of Forecast Spent	% of Actual Spent		
OPERATING				
Classroom				
Classroom Teachers	48.66%	49.67%	(1.0%)	
Supply Staff	43.96%	46.22%	(2.3%)	
Teacher Assistants	52.24%	53.53%	(1.3%)	
Early Childhood Educator	52.61%	54.46%	(1.8%)	
Textbooks and Classroom Supplies	47.69%	50.98%	(3.3%)	
Computers	20.47%	17.88%	2.6%	
Professionals & Paraprofessionals	46.34%	49.78%	(3.4%)	
Library & Guidance	51.19%	50.45%	0.7%	
Staff Development	50.34%	59.96%	(9.6%)	2
Department Heads	50.07%	50.15%	(0.1%)	
Principal and Vice-Principals	50.22%	49.80%	0.4%	
School Secretaries & Office Supplies	48.02%	50.68%	(2.7%)	
Teacher Consultants	47.42%	47.57%	(0.1%)	
Continuing Education	27.16%	27.56%	(0.4%)	
Instruction-Amortization	0.00%	0.00%	0.0%	
Less: GSN Funded Tangible Capital Assets	4.85%	0.74%	4.1%	
Sub-Total Instruction Expenses	48.36%	49.57%	(1.2%)	
Other Expenses				
Board Administration	46.42%	50.66%	(4.2%)	
School Operations	44.74%	45.77%	(1.0%)	
Transportation	59.70%	58.62%	1.1%	
Amortization	0.00%	0.00%	0.0%	
Less: GSN Funded Tangible Capital Assets	75.9%	35.86%	40.0%	
Sub-Total Other Expenses	47.38%	48.80%	(1.4%)	
TOTAL OPERATING EXPENSE	48.22%	49.46%	(1.2%)	
NON-OPERATING				
Pupil Accommodation/Renewal/Debt				
School Renewal	41.73%	27.38%	14.3%	1
Debt Charges	51.05%	16.71%	34.3%	1
Recoverable Costs	44.97%	47.78%	(2.8%)	
Other Non-Operating Expenses	0.00%	0.00%	0.0%	
Loss on Disposal of TCA and Assets				
Amortization	0.00%	0.00%	0.0%	
Less: GSN Funded Tangible Capital Assets	37.6%	-8.25%	45.9%	
Total Pupil Accommodation Expense	20.45%	-77.15%	97.6%	
Instruction: reflects the adjustment for compensation estimates for centrally ratified	0.00%	0.00%	0.00%	
TOTAL EXPENSES	45.53%	46.38%	(0.8%)	

Pressure- The variance between year-to-date spending as a % of forecast versus spending for the same period last year indicates cost pressure.

Due to Timing- The variance between year-to-date spending as a % of forecast versus spending for the same period last year is due to the timing of expenditure only.

EXPLANATIONS OF SPENDING RISK ASSESSMENT

- Variations between the year-to-date spending this year and the % spent at this time last year is due to the timing of expenditures only. A budget pressure in these areas is not anticipated.
- Variations between the year-to-date spending this year and the % spent at this time last year is due to the moratorium on professional development. A budget pressure in these areas is not anticipated.



Report to Committee of the Whole

April 15, 2019

Subject: Major Capital Projects Quarterly Update Report

Recommendation

This report is provided for information of the Board.

Status

Current capital projects with budgets greater than \$2.5M are outlined in Appendix A and are presented with dashboard symbols to indicate the status of the project relative to the schedule, budget and scope. Significant milestones, along with basic project statistics, are also presented. All projects are proceeding as planned through the design and construction stages with the following updates.

An architect has been hired for the new school in South West Kitchener (Tartan Avenue).

This change is now updated in Appendix A.

Background

The major capital projects listed on Appendix A have been funded by the Ministry and approved by the Board of Trustees (Board).

Financial implications

The updated projects are listed on Appendix A.

Communications

Facility Services staff have consulted with the Ministry of Education, administration, contractors, architects, Financial Services, municipalities, various internal committees and the Board in regard to the stages of approval, design, construction and budget approvals.

Prepared by: Matthew Gerard, Coordinating Superintendent, Business Services
& Treasurer of the Board
Ian Gaudet, Controller, Facility Services
Ron Dallan, Manager of Capital Projects
in consultation with Coordinating Council

Major Capital Projects
Quarterly Update Report
Mar/25/2019

Project	Stage		Scope	Board Approval	Ministry Approval	Site Acquisition Complete	Site Encumbrances	Architect	Site Plan Approval	Bldg Permit	Tender Awarded	Project Budget	Classes Begin
P.S. in South East Cambridge (Greengate) (new)	Pre-Design		New School	9-May-16	21-Nov-16	No	No	TBA	No	No	No	\$13,503,269	TBA
Grand River C.I. (addition and renovation)	Construction		Addition/ Renovation	9-May-16	21-Nov-16	NA	No	Kingsland + Architects Inc.	Yes	Yes	Yes	\$10,855,705	September 2019
Ryerson P.S. (addition and renovation)	Construction		Addition	9-May-16	21-Nov-16	NA	No	WalterFedy	Yes	Yes	Yes	\$4,706,749	September 2019
Cedar Creek P.S. (addition and renovation)	Construction		Addition	9-May-16	21-Nov-16	NA	No	BJC Architects Inc.	Yes	Yes	Yes	\$8,845,721	September 2019
P.S. in Kitchener Huron South (Tartan Ave) (new)	Schematic Design		New School	15-May-17	15-Jan-18	Yes	No	Cornerstone Architecture	No	No	No	\$16,361,437	TBA
Lackner Woods P.S (childcare addition)	Design Development		Addition	NA	3-May-18	NA	No	CS&P Architects Inc.	No	No	No	\$2,520,852	TBA
Saginaw P.S. (childcare addition)	Design Development		Addition	NA	3-May-18	NA	No	Martin Simmons	No	No	No	\$2,520,852	TBA

Major Capital Projects are those greater than \$2.5M total project cost

Dashboard Definitions

On schedule, on budget, within scope	
Schedule, budget or scope concerns	
Schedule delays, budget creep, or quality concerns	



Report to Committee of the Whole

April 15, 2019

Subject: Heating, Ventilation, and Air Conditioning Update Report

Recommendation

This report is for the information of the Board.

Status

Trustees requested of staff *“that a report be presented to the Board of Trustees with a prioritized plan that would air condition all Waterloo Region District School Board classrooms that are without air conditioning”* by the end of January 2020.

It was further requested that an update be presented to Trustees in April 2019 as to the status of this initiative.

Current Projects Underway

In June 2018, during the budget process, Trustees approved a new initiative to install air conditioning at six of our schools. The schools were prioritized based on a list of socio-economic indicators. This was the first time efforts solely to air condition schools were put forward. Historically, this type of effort would only be coupled with another extensive renovation or school addition project. The schools included in this new initiative, as approved by Board are:

- Howard Robertson Public School
- Forest Hill Public School
- Rockway Public School
- Queen Elizabeth Public School
- Wilson Avenue Public School
- J F Carmichael Public School

Based on the magnitude of these projects, two years is required for completion of all six schools. This year, design is underway for Rockway Public School, Queen Elizabeth Public School and J.F. Carmichael Public School. It is anticipated construction will begin this summer. The other schools, Howard Robertson Public School, Forest Hill Public School and Wilson Avenue Public School, are planned to be completed in the summer of 2020.

It is important to note that the full scale implementation of air conditioning at a school is dependent upon adequate electrical services at the school, the possible disturbance of asbestos and other building materials, available trade capacity within our region to successfully tender at a reasonable cost, and availability of a short summer season to undertake this body of work. Further, impacts to stakeholders in terms of community use

restrictions, extended day operations, or childcare offering complicate the delivery of these projects.

Overall, 57% of all school areas are now air-conditioned and this number is anticipated to increase as the planned upgrades of various schools, additions and new builds are completed.

To that end, since September 2018, the Board has completed, has under way or plans to provide air conditioning upgrades in the following:

- Avenue Road Public School - three full day kindergarten (FDK) and one medically fragile classroom
- Ayr Public School - library
- Cedar Creek Public School - five child care and four FDK classroom additions
- Courtland Public School - community room
- Eastwood Collegiate Institute - double portable drama classroom
- Elmira District Secondary School - family studies classroom
- Forest Heights Collegiate Institute - medically fragile and autism spectrum disorder (ASD) classrooms
- Doon Public School - special education classroom
- Franklyn Public School - library and five FDK classrooms
- Grand River Collegiate Institute - addition with six special education classrooms and four science labs
- Lackner Woods Public School - five child care classroom additions
- Ryerson Public School - addition with four FDK classrooms, three child care classrooms and four classrooms
- Saginaw Public School - five child care classroom additions
- Smithson Public School - two FDK classrooms
- Southwood Secondary School - family studies classroom
- Waterloo Collegiate Institute - two life skills classrooms

It is recognized that the Board's approach to cooling schools, while costly, helps to ensure tie in to the Board's building automation and controls system (BAS) that enables our mechanical systems to leverage favourable outdoor air conditions and minimize wasting valuable electrical and gas resources, as opposed to reliance of occupant behaviour.

Exploring Alternatives

Other less capital cost intensive options are available such as portable air conditioning units, ceiling insulation, and others. While these solutions create significant challenges for those responsible for the Board's security, maintenance or energy budgets, due to accommodations across our system (medical, personal or otherwise) or creativity of staff, some of these solutions do exist in classroom spaces such as Ayr Public School, Courtland Ave Public School and Franklin Public School.

A pilot project is under preliminary design utilizing portable air conditioning units serving a large school area of a typical elementary school. This pilot will try to determine the impact to the electrical service and distribution, security at ground level windows, off-season

storage, mobilization and maintenance, noise as well as equipment availability, warranty, energy use and capital cost among various factors.

High-efficiency de-stratification fans are also being piloted in various non-air conditioned classrooms. These were initially installed in 2018 at Tait Street Public School and Winston Churchill Public School, with favorable feedback, and have since expanded to King Edward, Courtland Avenue, and Ayr Public Schools. If feedback continues to be favourable, the fans can be installed to provide an efficient alternative to mechanical cooling, especially in the schools that require an upgrade to the main electrical service in order to meet cooling loads. It is to be noted that these fans would not be a suitable solution in classrooms that operate summer programs or when excessively high humidity conditions prevail.

Evidence Based Decision Making

Facility Services will be seeking funds through a Special Project Request to consider extending the pilot of some of these different technologies at additional schools and more formally, with an effort to collect before and after data to determine the impact of the pilot.

Additionally, BAS monitoring has been installed in three typical elementary schools with the intent of logging data from May to October to better understand temperature and humidity levels experienced. The collection of this data will help inform the eventual prioritization plan.

Student Voice

Facility Services staff engaged with Student Senate in December 2018 to understand their concerns related to the lack of air conditioning and how it influences their classroom experience in secondary school.

Students clearly support air-conditioning where feasible, and when not available, the use of fans or windows that can open. Estimates of high heat impacts ranged from 20 to 42 days based on their input and recollection. Student senate ranged in opinion of air conditioning being very important to not very important, but indicated high heat days impacted classroom activities, presentations, tests, and impacted their comfort, focus, attendance, and health.

Student senate indicated heating and cooling was very important, as was ample parking, recycling and composting, and fields and tracks. Windows, lighting, and roofing were also recognized as important aspects to students.

Looking Forward

Air conditioning all of the Board's classrooms is a large undertaking that needs to be contemplated within available financial and human resources. Even if funding were allocated to undertake this body of work, it would strain available resources within the region to complete in a timely fashion.

The effort the Board undertook to install air conditioning in portable classrooms took five years to complete for 188 portables. That installation was much simpler than completing a built solution and cost \$1,426,156.00.

Installing a portable air conditioning solution, while on the surface seems simple, will challenge available electrical resources and likely disrupt power to many of our classrooms, as electrical circuit breakers fail due to overloading. Furthermore, portable units have presented significant security concerns of our Health and Safety Department in the past and some solutions may increase the potential for vermin infestations. These risks need to be more fully assessed.

Further to the above, it is important for the Board to assess the sustainability of such an effort. The impacts to our utility budget would not go un-noticed, and would likely have significant impacts on other services within our system, if not controlled.

Background

At a Committee of the Whole meeting on May 28, 2018, the following notice of motion was served:

That the Waterloo Region District School Board record, track and collate temperatures and humidity levels in classrooms without air-conditioning during the months of May 2019 to October 2019; and

That a report be presented to the Board of Trustees by the end of January 2020, with temperature and humidity data, as well as a prioritized plan that would air-condition all Waterloo Region District School Board classrooms that are without air-conditioning; and

That short term measures be taken such as effective fans, U. V. filtering blinds, painting asphalt courtyards white, retractable shades, etc.

On November 12, 2018, a report regarding Temperature and Humidity Levels in Classrooms was presented for information of the Board.

This report detailed how heating, ventilation, and cooling (HVAC) systems are designed and operate in our schools, as well as reported on our inventory of classrooms, libraries, offices, and other spaces that have and do not have air conditioning.

This report also highlighted the following supporting measures to reduce classroom temperatures installed in spaces without air conditioning:

- Nanotechnology window films - Waterloo Collegiate Institute and Linwood Public School
- Tree planting - Sir John A Macdonald Secondary School
- High efficiency de-stratification fans
 - Tait Public School - two classrooms
 - Winston Churchill Public School - two classrooms
 - Courtland Public School - three classrooms
 - King Edward Public School - three classrooms
 - Ayr Public School - port-a-pack four classrooms (to be completed)
- Replacement of fluorescent lamps with Light Emitting Diodes (LED) at various schools Board wide
- Window roller shades - \$70,000 spent on 34 schools in last 12 months

- Free cooling by introduction of cooler outdoor air when conditions permit
- Partial air-conditioning limited by electrical service
 - Conestogo Public School - two FDK classrooms
 - Grandview Public School - two FDK classrooms
 - Lincoln Heights Public School - three FDK classrooms and library
 - Linwood Public School - ten classrooms
 - Margaret Avenue Public School - three classrooms and library
 - New Dundee Public School - four classrooms in the second and third floor
 - Prueter Public School - two FDK, one special education and two classrooms
 - Sheppard Public School - four FDK and six upper floor classrooms and library
 - Smithson Public School - two FDK classrooms
 - Southridge Public School - four FDK classrooms
 - Stewart Ave Public School - six classrooms
 - Suddaby Public School - four FDK classrooms
 - Wellesley Public School - four FDK classrooms
 - Westheights Public School – three port-a-pack classrooms
 - Winston Churchill Public School - three FDK classrooms and library
 - Ayr Public School - library in port-a-pack (to be completed)

Furthermore, new construction and renovations rely on the following:

- New building code requirements with stringent energy performance
- Building orientation to minimize heat gain for new construction
- Window and roof design brief - 40 percent window to wall ratio, low emissivity and high shade coefficient glass, argon filled space and thermally broken frames for new installs and window replacements - minimum thermal resistance values for new and replacement roofs and details on service penetrations
- Building automation to control the impact of hot, humid outside air, synchronize cooling operation with classroom hours and instructional days
- LED lighting to reduce internal heat gains to the classroom space and ceiling plenum
- Building shade structures
- Additionally, we have piloted new technology such as the following:
 - gas heat pump - Stewart Avenue Public School

Financial implications

It was estimated in the November 2018 report that approximately \$40M would be required to provide air conditioning to all classrooms within the Board.

Certainly, implementing alternate solutions may provide for a lower cost of capital, but the impact to operating budgets needs to be carefully considered.

It is anticipated that with some study and piloting of other available technologies, Facility Services will be in a better position to provide budgetary costing for alternate solutions.

Communications

An engagement and feedback strategy will be required to gain input from stakeholders. Further, data Facility Services provides from our studies will be shared to help inform a prioritization strategy.

Prepared by: Matthew Gerard, Coordinating Superintendent, Business Services
& Treasurer of the Board
Ian Gaudet, Controller of Facility Services
Ron Dallan, Manager of Capital
Lou Lima, Manager of Mechanical, Electrical, and Environmental
Services
in consultation with Coordinating Council



Report to Committee of the Whole

April 15, 2019

Subject: Motion to Discontinue the Nutrition Committee

Recommendation

That the Waterloo Region District School Board discontinue and dissolve the Nutrition Committee effective April 15, 2019.

Status

The Nutrition Committee is an inactive committee. The Committee has not met in a number of years. Processes have been put in place, many of which are operational, replacing the demand for the Nutrition Committee:

- School reporting requirements for nutrition programs are in place.
- [Nutrition for Learning](#), an organization that provides healthy breakfasts to children, is in many of our schools.
- [Board Policy 6007 School Nutrition Programs](#)
- [Administrative Procedure 1220 - Sale of Food and Beverages in Schools](#)
- [Ministry of Education Policy/Program Memorandum No. 150 School Food and Beverage Policy](#) provides nutrition standards for food and beverages sold in publicly funded elementary and secondary schools in Ontario
- The WRDSB elementary school day is organized as a balanced school day. The day begins with an instructional period followed by a 40 minute nutrition/activity break, another instructional period and another 40 minute nutrition/activity break and a final instructional period. It has been found that the day organized this way promotes a better learning environment, effectively meets the nutritional needs of students and provides quality time for physical activity and play.

Should there be a need for the Committee to be re-established, the Trustee Membership Selection Committee may assign a Trustee in consultation with the Board of Trustees.

Background

The Ad Hoc Bylaw Review Committee, in their data collection, found this committee to be inactive and recommends, in consultation with staff, it be removed from the Trustee Committee Selection forms.

Financial implications

There are no financial implications.

Communications

If approved, the Nutrition Committee will be removed from further Trustee Committee Selection forms and the corporate website.

Prepared by: Stephanie Reidel, Manager of Corporate Services
for Trustees in consultation with Coordinating Council



Report to Committee of the Whole

April 15, 2019

Subject: Bylaw Review Ad Hoc Committee - 2019 Working Draft Discussion - Articles 20 - 23

Recommendation

This working draft is for information only.

Status

It is important to note that this remains a “Working Draft” and is not ready for trustee approval. There will be no recommendation coming forward on April 15, 2019 to adopt the working draft as bylaws. This is one of many scheduled discussions.

Trustees are asked to come prepared to discuss and provide opinions on the following articles:

<p>Article 20.0 – BOARD COMMITTEES</p> <p>20.1 Agenda Development</p> <p>20.2 Director Performance Appraisal</p> <p>20.3 Policy Working Group</p> <p>20.4 Student Trustee & Student Senate Mentor</p>
<p>ARTICLE 21.0 – COMMUNITY COMMITTEES</p> <p>21.1 Accessibility</p> <p>21.2 Early Years Advisory Group</p> <p>21.3 Equity & Inclusion Advisory Group</p>
<p>Article 22.0 – AD HOC COMMITTEES</p>
<p>Article 23.0 – TRUSTEE REPRESENTATION ON STAFF COMMITTEES</p>

ARTICLE 20.0 BOARD COMMITTEES

20.1 Agenda Development - shall be struck each year for the following purposes:

- a) to set meeting agendas;
- b) to ensure the flow of business to be brought before the Board or any of its Committees, including timed, regular reports;
- c) to track to completion all business brought before the Board by motion, and provide to all trustees on a monthly basis a current schedule of meetings and pending agenda items.

20.1.1 The Committee shall be comprised of the following people: Board Chair; Board Vice-Chair, PPAC Chair, PSSAC Chair, one trustee assigned on an alphabetical rotation, Director of Education and Secretary, and Manager of Corporate Services.

20.1.2 The Committee may be chaired by the Board Chair or the Board Vice-Chair, in the absence of the Chair, or by another member designated by the Board Chair and will report directly to the Board. The committee will serve in an advisory capacity only, having no power to act.

20.1.3 The Agenda Development Committee will meet on the first working Monday of each month, as well as at the call of the Committee Chair.

20.1.4 The committee membership term in the year prior to a municipal election will be January to November to coincide with the trustee term of office.

20.2 Director Performance Appraisal

(NOTE: Requires further development)

20.3 Policy Working Group (NOTE: Requires further development)

20.3.1 This committee consists of the Vice-Chair and three trustees, appointed annually by Board motion at the Board meeting held in December. Additionally, one trustee is assigned on an alphabetical rotation.

20.3.2 The Policy Working Committee initiates and/or considers draft policies and reviews existing policies as required by Board Policy G300 – Policy Development and Review and Bylaw Article 5.4 related to the Board's Strategic Plan and makes recommendations for approval to the Board. Additionally, this committee considers the addition or removal of existing policies.

20.3.3 This Board Committee ensures that community input and input from PIC/WRAPSC and SEAC, is sought on all policies prior to being referred to the Board for approval. It is responsible for directing the maintenance of accurate and current records of all Board policies and may conduct a review of policies every three years or when referred to the Committee for review. New or substantively changed policies will be referred to staff review for compliance with legislative requirements.

20.3.4 It normally meets the first working Monday of each month between September and June.

20.3.5 The Vice-Chair of the Board is the chair of the committee.

20.3.6 The committee reports to the Board of trustees.

20.3.7 This committee is guided by the Policy Working Group Terms of Reference. (Appendix E)

20.4 Student Trustee & Student Senate Mentor

(NOTE: Requires further development)

20.4.1 Two student trustees are elected annually by Student Senators.

20.4.2 A Student trustee mentor will be assigned by the Chair of the Board to advise student trustees.

20.4.3 Student trustees will provide a report to The Board at least twice per year to inform The Board of Student Senate activities.

20.4.4 Student Trustees co-chair Student Senate meetings which are held monthly throughout the year.

20.5 School Year Calendar Committee

20.5.1 This committee is guided by the Education Act, legislation, Ministry of Education timelines and collective bargaining agreements.

ARTICLE 21.0 COMMUNITY COMMITTEES

21.0.1 Members of the Board attending committee meeting who are not voting members may use their voice in such a way that it doesn't hinder the actions or work of the committee.

21.1 Accessibility Committee

21.1.1 This committee is guided by the Accessibility Committee Terms of Reference. (Appendix F)

21.2 Early Years Advisory Group

21.2.1 This committee is guided by the Early Years Advisory Group Terms of Reference. (Appendix G)

21.3 Equity and Inclusion Advisory Group

21.3.1 This committee is guided by the Equity and Inclusion Advisory Group Terms of Reference. (Appendix H)

21.4 Mental Health and Addiction Strategy (Committee?)

21.4.1 This committee is guided by the Mental Health and Addiction Strategy Terms of Reference. (Appendix)

ARTICLE 22.0 - AD HOC COMMITTEES

22.1 No Ad Hoc Committee shall be struck without Board approval.

22.2 Ad hoc committees of the Board may be established by Board motion. The motion/recommendation shall include a mandate, time frame for reporting to the Board and committee membership.

22.3 An Ad Hoc Committee shall be permitted to request the Board for an extension of its reporting timeline, if required.

22.4 Any motion establishing an Ad Hoc Committee shall have a completed terms of reference, with membership, included with the motion. See Ad Hoc Committee Terms of Reference template.

22.5 A formal Board motion should be presented to dissolve an Ad Hoc Committee once the final report has been presented to the Board.

ARTICLE 23.0 – TRUSTEE REPRESENTATION ON STAFF COMMITTEES

23.1 Trustee representatives may be required to serve on staff (administrative) committees which are chaired by a senior administrator or designate.

23.2 Staff Committee Chairs are to submit any requests for trustee representation to the Chair of the Board who will seek trustee volunteers and determine appointments in consultation with the Vice-Chair of the Board and the Director.

23.3 If necessary, actions taken by staff committees will be reported to the Board as information as determined by the Staff Committee Chair.

This package also include the following documents:

Appendix A: Current Bylaws

Appendix B: Working Draft Bylaws

The documents have not yet been edited for formatting. Any and all future versions will include edits in red.

Note: The Committee is considering name changes for Program and School Services Advisory Committee (PSSAC) to Program and School Services Committee and Planning and Priorities Advisory Committee (PPAC) to Finance and Infrastructure Committee. This is not yet reflected in the Bylaw Working Draft. The Committee welcomes other name suggestions.

Background

The Bylaw Review Ad Hoc Committee was established by way of trustee motion at the March 19, 2018 Committee of the Whole meeting. On November 19, 2018 trustees approved a committee extension until the end of June 2019.

The committee currently consists of the following members:

- Natalie Waddell, Trustee (Committee Co-Chairperson)
- Kathleen Woodcock, Trustee (Committee Co-Chairperson)
- Jayne Herring, Board Chairperson (New Member)
- Kathi Smith, Trustee
- John Bryant, Director of Education
- Stephanie Reidel, Manager of Corporate Services

The committee met of the following dates in 2019:

	N. Waddell	K. Woodcock	J. Herring	K. Smith
January 22, 2019	✓	✓	✓	✓
February 6, 2019	Cancelled due to weather			
February 20, 2019	✓	✓	✓	
March 21, 2019	✓	✓		
March 28, 2019		✓	✓	✓

April 10, 2019	Cancelled due to illnesses
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Additional background information can be found on the February 25, 2019 Bylaw Discussion report to the Board of Trustees.

Note: A summary of the Trustee Seminar on April 1, 2019 will be provided as part of the April 29, 2019 Report to Board.

Communications

Public consultation will include Parent Involvement Committee, Special Education Advisory Committee, Equity and inclusion Committee and other stakeholders. Further communications will be developed in the spring.

Prepared by: Stephanie Reidel, Manager of Corporate Services
in consultation with the Bylaw Review Ad Hoc Committee



**Waterloo Region
District School Board**

BOARD BYLAWS

Revised: June 2011
December 2011
February 2012
March 2012
May 2013
November 2013
January 2015

BOARD BYLAWS

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1.1 Name of Organization and Objective

- 1.1.1 The following bylaws of the Waterloo Region District School Board shall be observed for the order and dispatch of its business. All former bylaws of the Waterloo Region District School Board are hereby repealed.
- 1.1.2 The bylaws of the Waterloo Region District School Board shall be subject to the provisions of any Statute of the Province of Ontario and the Dominion of Canada and, in the event of any conflict between a statutory provision and anything contained in these bylaws, the statutory provision shall have precedence.
- 1.1.3 It is the Board's objective to invite, support, and encourage public participation in the policy formulation, delivery, and quality assurance of educating our students.

1.2 Definitions

- 1.2.1 • “Board” means the Waterloo Region District School Board;
- 1.2.2 • “Member” or “Trustee” means a person elected, or acclaimed, or appointed to the office of Member or Trustee of the Board pursuant to the provisions of the Municipal Elections Act and the Education Act.
- 1.2.3 • “Chairperson” means the Chairperson of the Board;
- 1.2.4 • “Vice-Chairperson” means the Vice-Chairperson of the Board;
- 1.2.5 • “Director” means the Director of Education and Secretary who is also the Chief Executive Officer and Secretary of the Board;
- 1.2.6 • “Committee of the Whole” means the members of the Board meeting as a Committee;
- 1.2.7 • “In Camera” means a private meeting of the Board or any Committee of the Board from which the public is excluded pursuant to the Education Act, the Young Offenders’ Act or the Municipal Freedom of Information and Protection of Privacy Act;
- 1.2.8 • “Board Committee (Standing)” means a committee established by the Board of Trustees to consider matters related to its approved terms of reference that meets on a regular basis and/or submits minutes and recommendations to the Board for approval;
- 1.2.9 • “Board Committee (Ad Hoc)” means a committee established by the Board of Trustees to consider a specific assigned subject matter per its approved terms of reference, with start and end dates, and that submits a report outlining its recommendation(s) by a specific dated fixed by the Board;
- 1.2.10 • “Statutory Committee” means a committee struck as a requirement of government legislation;
- 1.2.11 • “Community Committee (Standing)” means a committee established by the Board of Trustees to consider matters related to its approved terms of reference, that has public/community representation, is not a Statutory Committee, meets on a regular basis and/or submits minutes and recommendations to the Board for approval;

- 1.2.12 “Community Committee (Ad Hoc)” means a committee established by the Board of Trustees to consider a specific assigned subject matter per its approved terms of reference, with start and end dates, that has public/community representation, is not a Statutory or Standing Committee, and that submits a report outlining its recommendation(s) by a specific date fixed by the Board;
- 1.2.13 “Trustee Appointment” means a committee established by the community and/or another entity to which trustees are appointed for a specified time frame per the committee terms of reference;
- 1.2.14 “Committee Chairperson” means a Chairperson of statutory, standing, advisory, or ad hoc committee of the Board;
- 1.2.15 • “Act” means the Education Act of Ontario, R.S.O. 1990, as amended from time to time;
- 1.2.16 • All provisions in this bylaw shall be interpreted in a manner consistent with all laws applicable to a public board of education in Ontario.

1.3 **Head Office**

- 1.3.1 The head office of the Waterloo Region District School Board is hereby established at the Education Centre, 51 Ardelt Avenue, Kitchener, Ontario, N2C 2R5.

ARTICLE 2 - MEMBERS

2.1 Board Membership

2.1.1 The Waterloo Region District School Board is comprised of eleven elected members representing the seven municipalities within the Regional Municipality of Waterloo:

- three members - City of Cambridge/Township of North Dumfries
- four members - City of Kitchener
- three members - City of Waterloo/Township of Wilmot
- one member - Township of Wellesley/Township of Woolwich

2.1.2 The Board appoints two student representatives, as directed by legislation, in accordance with the Board's policy on student representatives and related regulations.

2.2 Duties of Members

2.2.1 The Board will operate under the ordinance of the Education Act.

2.3 Qualification/Disqualification (Education Act, Section 219)

2.3.1 A person is qualified to be elected as a member of a district school board or school authority if the person is qualified to vote for members of that district school board or that school authority and is a resident in its area of jurisdiction.

2.3.2 A person who is qualified to be elected as a member of a district school board or school authority is qualified to be elected as a member of that district school board or school authority for any geographic area in the district school board's or school authority's area of jurisdiction, regardless of which positions on that district school board or school authority the person may be qualified to vote for.

2.3.3 A member of a district school board or school authority is eligible for re-election if otherwise qualified.

2.3.4 A person is not qualified to be elected or to act as a member of a district school board or school authority if the person is,

- (a) an employee of a district school board or school authority;
- (b) the clerk or treasurer or deputy clerk or deputy treasurer of a county or municipality, including a regional municipality, all or part of which is included in the area of jurisdiction of the district school board or the school authority;
- (c) a member of the Assembly or of the Senate or House of Commons of Canada; or
- (d) otherwise ineligible or disqualified under this or any other Act.

2.4 Removal From Office (Education Act, Section 228)

A member of a board vacates his or her seat if he or she,

- (a) is convicted of an indictable offence;
- (b) absents himself or herself without being authorized by resolution entered in the minutes, from three consecutive regular meetings of the board;
- (c) ceases to hold the qualifications required to act as a member of the board;
- (d) becomes disqualified under subsection 219 (4); or

(e) fails to meet the requirements of section 22, which reads, “a member of a board shall be physically present in the meeting room of the board for at least three regular meetings of the board in each 12-month period beginning December 1, 1997.”

2.4.2 Where a member of a board is convicted of an indictable offence, the vacancy shall not be filled until the time for taking any appeal that may be taken from the conviction has elapsed, or until the final determination of any appeal so taken, and in the event of the quashing of the conviction the seat shall be deemed not to have been vacated.

2.5 Resignation

(Education Act, Section 220)

2.5.1 A member of a board, with the consent of a majority of the members present at a meeting, entered in the minutes of it, may resign as a member, but he or she shall not vote on a motion as to his or her own resignation and may not resign as a member if the resignation will reduce the number of members of the board to less than a quorum.

2.5.2 Where it is necessary for a member of a board to resign to become a candidate for some other office, the member may resign by filing his or her resignation, including a statement that the resignation is for the purpose of becoming a candidate for some other office, with the secretary of the board and the resignation shall become effective on November 30 after it is filed or on the day preceding the day on which the term of the office commences, whichever is the earlier.

2.6 Vacancies

(Education Act, Section 225 (a) & (b), Section 221)

2.6.1 Where a vacancy occurs on a board;

(a) within one month before the next election, it shall not be filled; or

(b) after the election, but before the new board is organized, it shall be filled immediately after the new board is organized in the same manner as for a vacancy that occurs after the board is organized.

2.6.2 If the office of a member of a board becomes vacant before the end of the member's term;

(a) the remaining elected members shall appoint a qualified person to fill the vacancy within 60 days after the office becomes vacant, if a majority of the elected members remain in office, and priority will be given to candidates who ran for the position of trustee in the current election; or

(b) a by-election shall be held to fill the vacancy, in the same manner as an election of the board, if a majority of the elected members do not remain in office.

2.6.3 If elections of the board are held under the Municipal Elections Act, 1996 and the vacancy occurs in a year in which no regular election is held under that Act or before April 1 in the year of a regular election, the remaining elected members may by resolution require that an election be held in accordance with the Municipal Elections Act, 1996 to fill the vacancy.

2.6.4 A member appointed or elected to fill a vacancy shall hold office for the remainder of the term of the member who vacated the office.

ARTICLE 3 - OFFICERS

3.1 Officers

3.1.1 The officers of the Waterloo Region District School Board shall be:

- The Chairperson of the Board;
- The Vice-Chairperson of the Board;
- The Director of Education and Secretary;
- The Executive Superintendent of Business and Financial Services.

3.2 Director of Education and Secretary

3.2.1 The Director of Education and Secretary is the Chief Education Officer and the Chief Executive Officer and Secretary of the Waterloo Region District School Board.

3.2.2 The Chief Executive Officer shall, within policies established by the Board, develop and maintain an effective organization and the programs required to implement such policies.

ARTICLE 4 - MEETINGS

4.1 Inaugural Meeting

(Education Act, Section 208 (4), Section 209 (1))

4.1.1 Subject to statutory requirements the Board shall, in each year of the elected members' term of office, fix a day (to be not later than the seventh day of December) for the first meeting of the Board for the ensuing year.

4.1.2 In accordance with the provisions of the Education Act, the Director of Education and Secretary shall preside until the election of the Chairperson of the Board. If the Director of Education and Secretary is absent, the members present shall designate who shall preside at the election of the Chairperson and, if a member of the Board is so designated, that member may vote at the election of the Chairperson.

4.1.3 At the Inaugural Meeting following the election of a new Board, after calling the meeting to order, the Director or designated Chairperson pro tem (temporary), shall read the return (if any) of the municipal clerks along with a statement that the Declaration of Office and Oath of Allegiance have been completed and filed, pursuant to the provisions of the Education Act.

4.1.4 Following the election of the Chairperson, the Chairperson shall preside over the meeting and shall proceed with the election of the Vice-Chairperson and other inaugural and organizational business.

4.2 Election of Chairperson and Vice-Chairperson

(Education Act, Section 208 (8))

4.2.1 Nominations for the position of Chairperson of the Board shall be made orally by any member. No seconder is required.

4.2.2 A member may make only one nomination for the office of Chairperson.

4.2.3 When nominations have been closed by a vote with a show of hands, any vote required to elect the Chairperson will be conducted by secret ballot.

4.2.4 The Board shall appoint two staff members to act as scrutineers for the election of Chairperson and Vice-Chairperson.

- 4.2.5 The candidate receiving the votes of the majority of the members present shall be declared elected.
- 4.2.6 The outcome of each ballot will be delivered by the scrutineers to the Chairperson, who will announce the results without reference to the number of votes received.
- 4.2.7 If at the conclusion of any ballot no candidate has secured a majority of the votes of members present the Board shall proceed to another ballot from which the name of the candidate receiving the least number of votes on the previous ballot has been dropped. This procedure shall be repeated until a candidate is elected as Chairperson.
- 4.2.8 In the event that no candidate secures a majority of the votes of members present and two or more candidates are tied with the least number of votes a second ballot shall be conducted with the same slate of candidates.
- 4.2.9 If the second ballot fails to break the tie among candidates having the least number of votes and if no other candidate secures the necessary majority to be elected, the name of the person to be dropped from the next ballot shall be resolved by drawing of lots with the name(s) of the candidate(s) drawn to be added to the next ballot.
- 4.2.10 When the slate of candidates has been reduced to two individuals and there is an equality of votes the candidates shall draw lots to fill the position.
- 4.2.11 The election of the Vice-Chairperson shall proceed in the same manner as that of the Chairperson.
- 4.2.12 Following completion of the balloting for the office of Chairperson and Vice-Chairperson, the Board may approve a motion authorizing the scrutineers to destroy all ballots.

4.3 Term and Tenure of Office - Board Chairperson and Vice-Chairperson

- 4.3.1 The Board Chairperson and Vice-Chairperson are elected annually.
- 4.3.2 The following table sets out the term and tenure for Board Chairperson and Vice-Chairperson as noted:

<u>Office</u>	<u>Length of Term</u>	<u>Maximum Number of Consecutive Allowable Terms</u>
Board Chairperson	1 year	2 terms
Board Vice-Chairperson	1 year	2 terms

- 4.3.3 In the case of a partial term for the position of Chairperson or Vice-Chairperson of less than one year, six months or more shall be defined as a term.
- 4.3.4 Following the completion of the maximum number of terms noted in the table above, the member officer in question shall step down for a period of one year before holding that office again, except in the case of a member making a bid for a higher office.

4.4 Ex Officio

- 4.4.1 The Chairperson of the Board shall be an ex-officio member of all Committees, shall have voice and vote, and shall have the power to delegate the Vice-Chairperson of the Board to serve on any such committee in the absence of the Chairperson in which case the Vice-Chairperson shall have voice and vote.
- 4.4.2 The Chairperson, or Vice-Chairperson, as the case may be, shall count in forming a quorum.

4.5 Notice and Holding of Public Meetings

(Reference Board Policy 3004 - Holding of Public Meetings)

- 4.5.1 The Board Chairperson shall chair all meetings of the Board and Committee of the Whole. In the Chairperson's absence, the Vice-Chairperson shall chair such meetings. In the absence of both, Board members shall elect a chair from amongst themselves.
- 4.5.2 The Director of Education and Secretary shall give notice of all meetings of the Board and of the Committee of the Whole, together with all matters so far as known, that are to be brought before the Board or the Committee at such meeting, to every member of the Board at least 48 hours in advance. Notice of meetings of the Board and its Committees shall be delivered to the last known address of each member at least 48 hours prior to the hour of each meeting.
- 4.5.3 Until members of the Board notify the Director of Education and Secretary in writing of their official addresses for the receipt of all notices or communications, all such notices or communications delivered or mailed to the members at their addresses, as set out in their nomination papers, shall be deemed to have been received by them.
- 4.5.4 Accidental omission to give notice to any member of the Board or of a committee, or the non-receipt of any notice, or any error in any notice not affecting the substance thereof shall not invalidate any action taken at any meeting held pursuant to such notice or founded thereon.
- 4.5.5 The Chairperson of the Board or the Vice-Chairperson, in the absence of the Chairperson, shall have the authority to call a special meeting of the Board during an emergency without having given the required 48 hours notice.
- 4.5.6 Formal sessions of the Board, in public, including statutory and ad hoc committees may be convened in accordance with these bylaws without Board approval. The notice of meeting and agenda will serve as a statement on the status of the session and its purpose.
- 4.5.7 Attendance of staff members at meetings will be determined by the Director of Education and Secretary.

4.6 Quorum - Board and Committee of the Whole Meetings

- 4.6.1 The presence of a majority of all the members constituting a board is necessary to form a quorum. (Education Act, Section 208 (11))
- 4.6.2 Board members unable to attend scheduled Board and Committee of the Whole meetings should notify the Chairperson's Office as early as possible, and if it should appear a quorum will be lacking, the Chairperson will instruct the Secretary to the Chairperson and Trustees to notify trustees of the postponement or cancellation of the meeting.
- 4.6.3 Should there be no quorum present at the time appointed for the meeting, the Chairperson shall seek the advice and consent of members as to what action should be taken. Should no quorum be present within thirty minutes after the appointed time for the meeting, the Manager of Corporate Services shall record the names of the members present and the time, and the meeting shall be cancelled, unless members present direct that the meeting continue, recognizing that no formal action may be taken.
- 4.6.4 In the case of the absence of both the Chairperson and Vice-Chairperson for five minutes after the hour appointed for the meeting, as soon as a quorum shall be present, the Board shall select a Chairperson from among themselves who will preside until either the Chairperson or Vice-Chairperson arrive. If neither arrive, then the selected Chairperson will preside until the completion of the meeting.

4.7 Board Meetings

- 4.7.1 The regular monthly meetings of the Board shall be held on the last Monday of each month during the school year September to June, commencing at 7:00 p.m., as well as the first Monday in July, if required, and the last Monday in August, if required, unless otherwise ordered by special motion or unless that Monday falls on a statutory holiday
- 4.7.2 Regular meetings in any month may be cancelled or rescheduled by Board resolution at a preceding regular meeting.
- 4.7.3 In unusual circumstances, at the discretion of the Chairperson and in consultation with the Vice-Chairperson and the Director, a regular meeting may be cancelled or rescheduled.

4.8 Committee of the Whole Meetings

- 4.8.1 The Committee of the Whole meetings of the Board shall be held on the second and third working Mondays of each month commencing at 7:00 p.m., unless otherwise determined by members of the Agenda Development Committee.
- 4.8.2 In unusual circumstances, at the discretion of the Chairperson and in consultation with the Vice-Chairperson and the Director, a Committee of the Whole meeting may be cancelled or rescheduled.

4.9 Special Board Meetings

(Education Act, Section 208 (13))

- 4.9.1 Special Meetings of the Board shall be held at the call of the Chairperson or at the written request of five members of the Board.
- 4.9.2 The written notice of every special meeting of the Board shall state all business to be transacted or considered within 24 hours before the meeting is to take place. No other business shall be considered unless all the members of the Board are present and agree unanimously.

4.10 Opening Exercises

- 4.10.1 National Anthem - All public Committee of the Whole and Board meetings will be opened with the singing of the national anthem, O Canada.
- 4.10.2 Invocation - Following the singing of the national anthem, O Canada, all Board meetings will be opened with the reciting of the following sentence:

In preparation for this evening's meeting, let us pause for thirty seconds of silent reflection - to commit our hearts and our heads, and help one another to make the careful and thoughtful decisions that will further the education of all our students.

4.11 Reports from Members

- 4.11.1 Presentations made under the "Reports from Members" section on the regular Board meeting agenda shall be limited to information concerning events or activities at which the member presenting the report was acting on behalf of or representing the Board.
- 4.11.2 When trustees attend a conference or workshop on behalf of the board, they are required to submit to the Board a written report of that event.

4.12 Delegation Procedures

- 4.12.1 The Waterloo Region District School Board recognizes the need to foster effective communication between the educational system and the community.
- 4.12.2 Delegations wishing to appear before the Waterloo Region District School Board at a Committee of the Whole or Board Meeting should register with the Manager of Corporate Services by noon on the Thursday prior to the meeting. Delegations not making prior arrangements by noon on the Thursday may speak at the following Monday meeting only on the approval of a majority vote of the trustees, up to a maximum of eight (8) delegates.
- 4.12.3 Delegations are asked to make submissions in writing which contain the speaker's full name, contact information (including telephone number[s] and home address), a brief summary of the issue being presented, and recommendation(s) for resolving the matter. A Delegation Submission Template can be accessed via the Board's website (<http://www.wrdsb.ca/board-meetings/delegations/delegation-form>) and can be completed online, or a copy can be printed, completed in writing and submitted to the Manager of Corporate Services.
- 4.12.4 At regular Board Meetings, delegations may speak only to matters relevant to those items listed on the agenda. All other presentations will be referred to Committee of the Whole meetings.
- 4.12.5 Delegations will be permitted to address the Board for a period of up to ten minutes. Exceptions to this rule will be permitted only by a majority vote of the Board or Committee.
- 4.12.6 Delegations will be scheduled to appear at the beginning of Board or Committee meetings up to the first hour of the meeting. A maximum of eight (8) delegates will be scheduled per meeting.
- 4.12.7 The Board will consider or act on any request from a delegation during the same meeting at which the presentation is made only if approved by a vote of two-thirds (2/3) of the members present at the meeting, or if consideration of the matter was included on the meeting agenda.
- 4.12.8 Delegates are expected to refrain from the use of abusive or derogatory language at all times and the Board Chairperson may expel or exclude from any meeting any person(s) who engage in this or any other form of improper conduct. Applause, booing or other audible or visual demonstrations of support or opposition are discouraged because they may be intimidating for those with opposing views. Courtesy and respect for others must be displayed.
- 4.12.9 A delegate cannot register for more than one place on the agenda, and that place is not transferable to another party unless extenuating circumstances exist (e.g. illness of delegate).

4.13 Special Delegation Meetings

- 4.13.1 Special Meetings to hear delegations may be scheduled, when warranted (e.g. accommodation reviews, budget, etc.)
- 4.13.2 Delegations wishing to appear before the Waterloo Region District School Board at a Special Delegation Meeting should register with the Manager of Corporate Services by noon on the Thursday prior to the meeting.

- 4.13.3 Delegations are asked to make submissions in writing which contain the speaker's full name, contact information (including telephone number[s] and home address), a brief summary of the issue being presented. A Delegation Submission Template can be accessed via the Board's website at (<http://www.wrdsb.ca/board-meetings/delegations/delegation-form>) and can be completed online, or a copy can be printed, completed in writing and submitted to the Manager of Corporate Services.
- 4.13.4 Delegations who wish to speak for the first time on a topic will be given precedence over those who wish to speak a second time on the same topic. Delegations who wish to speak for a second time on the same topic will be placed on a waiting list. The Manager of Corporate Services will review the list of delegations on the Friday prior to the meeting and will contact the delegations on the waiting list to advise them if they will be scheduled on the agenda.
- 4.13.5 Delegates are expected to refrain from the use of abusive or derogatory language at all times and the Board Chairperson may expel or exclude from any meeting any person(s) who engage in this or any other form of improper conduct. Applause, booing or other audible or visual (e.g. props, placards) demonstrations of support or opposition are discouraged because they may be intimidating for those with opposing views. Courtesy and respect for others must be displayed.
- 4.13.6 A delegate cannot register for more than one place on the agenda, and that place is not transferable to another party unless extenuating circumstances exist (e.g. illness of delegate).

4.14 Adjournment

- 4.14.4 All public Board and Committee of the Whole Meetings will adjourn at **9:30 p.m.** unless otherwise agreed to by trustees.
- 4.14.5 An extension of 30 minutes beyond this adjournment time requires the majority vote of trustees present at the meeting.
- 4.14.6 At **10:00 p.m.** a second extension of an additional 30 minutes requires two-thirds support of all trustees present at the meeting.
- 4.14.7 At **10:30 p.m.** a third extension of an additional 30 minutes requires unanimous support of all trustees present at the meeting.

ARTICLE 5 - COMMITTEES

5.1 General Committee Operation

- 5.1.1 The Board's Committee operation consists of the following:
- a) Committee of the Whole (In Camera and Public)
 - b) Board Committees (Statutory)
 - i) Special Education Advisory Committee
 - ii) Student Program Review/Student Alternative Learning Committee (as per Ontario Regulation 374/10 - Supervised Alternative Learning and Other Excusals from Attendance at School)
 - iii) Discipline Committee
 - iv) Audit Committee (In Camera Committee)
 - v) Parent Involvement Committee (PIC)

- c) Board Committees (Standing)
 - i) Agenda Development
 - ii) Student Trustee & Student Senate Mentor(s)
 - d) Board Committees (Ad Hoc)
 - i) As required
 - e) Community Committees (Standing)
 - i) Accessibility Committee
 - ii) Equity and Inclusion Advisory Group
 - i) School Year Calendar Committee
 - f) Community Committees (Ad Hoc)
 - i) As required
 - g) Community Committee (Appointments)
 - i) Huron Natural Area Advisory Committee
 - ii) Waterloo Education Foundation Inc.
- 5.1.2 The membership, tenure, terms of reference, powers, and duties of Statutory, Board Standing and Ad Hoc Committees and Community Standing, Ad Hoc and Appointment Committees shall be as required by law, collective agreement, or as approved by the Board and set forth in these bylaws.
- 5.1.3 Minutes will be taken at all Statutory and Board Standing Committees and must be submitted for approval at regular monthly Board Meetings.
- 5.1.4 At the first meeting of any Committee, only members of that Committee shall elect a Chairperson and Vice-Chairperson from among themselves.
- 5.1.5 The Board Chairperson shall not be eligible to be elected as the Chairperson or Vice-Chairperson of any Board Statutory, Standing or Ad Hoc Committees; and Community Standing, Ad Hoc or Appointment Committees.
- 5.1.6 Other members are not eligible to serve as Chairperson of more than one Statutory Committee at the same time. Members shall not be elected as Vice-Chairperson of more than two Statutory Committees at the same time.
- 5.1.7 Members of the Board may attend meetings of committees of which they are not members and, unless otherwise limited by law, collective agreement or Board motion, shall have voice but no vote.
- 5.1.8 A majority of the members constituting a Committee shall be a quorum. Should there be no quorum present at the time appointed for the meeting, the Committee Chairperson shall seek the advice and consent of members as to what action should be taken. Should no quorum be present within thirty minutes after the appointed time for the meeting, the Secretary shall record the names of the members present and the time, and the meeting shall be cancelled, unless members present direct that the meeting continue, recognizing that no formal action may be taken.
- 5.1.9 In the case of the absence of both the Committee Chairperson and Vice-Chairperson for five minutes after the hour appointed for the meeting, as soon as a quorum shall be present, committee members shall select a Chairperson from among themselves. The selected Committee Chairperson shall preside only until the Chairperson or Vice-Chairperson arrives and the immediate business at hand is completed.
- 5.1.10 Unless otherwise directed, all Committee recommendations shall be reported to the Board in the form of a report to a Committee of the Whole meeting, and shall be subject to the approval of the Board.

5.1.11 If a Board Statutory or Board Standing Committees makes a recommendation that requires immediate consideration by the Board, the process noted below is to be followed:

- a) The Agenda Development Committee must be advised that the Board Statutory or Board Standing Committee has a report they wish to have scheduled on a Committee of the Whole agenda.
- b) This report shall be submitted in the regular Board Report format, providing the background information necessary for trustees to make an informed decision on the recommendation.
- c) The report will normally be scheduled for the first Committee of the Whole meeting following the Agenda Development Committee meeting where the report is considered. If the recommendation is time-sensitive, any alternative action will be at the discretion of the Board Chairperson.
- d) The minutes of the Board Statutory or Board Standing Committee meeting (containing the recommendation requiring immediate consideration) will continue to appear on the Board meeting agenda in accordance with the procedures currently in place; i.e., the minutes of the committee meeting are presented at the next committee meeting for approval before they are included on a Board meeting agenda.

5.1.12 Meetings of Committees shall be held in accordance with committee approved schedules subject to any terms and conditions contained in the Board's bylaws. Committee Chairpersons, in consultation with the Committee Vice-Chairperson, may convene additional meetings as may be deemed necessary, or may cancel a scheduled meeting where there is insufficient agenda material to warrant the holding of a meeting.

5.2 In Camera (Closed) Meetings

5.2.1 A meeting of a committee of a Board including a Committee of the Whole meeting may be closed to the public when the subject matter under consideration involves (Education Act, Section 207(2)):

- (a) the security of the property of the board;
- (b) the disclosure of intimate, personal or financial information in respect of a member of the board or committee, an employee or prospective employee of the board or a pupil or his or her parent or guardian;
- (c) the acquisition or disposal of a school site;
- (d) decisions in respect of negotiations with employees of the board; or
- (e) litigation affecting the board.

5.2.2 Every in camera recommendation from Committee of the Whole, Audit Committee, or other committees shall be given formal approval during an in camera Board meeting before being reported to the Board in public session.

5.2.3 As part of its in camera procedures, the Waterloo Region District School Board allows any member to rise on a point of order dealing with the appropriateness of agenda items to be considered during an in camera meeting, and the decision to consider an agenda item which might be called into question will be based on the willingness of a majority of members present at the meeting to consider the item as an in camera matter.

- 5.2.4 Only members of the Board and Senior Administration may be present at in camera meetings. Other staff members may attend at the request of the Director of Education and Secretary.
- 5.2.5 Delegations may be received at in camera meetings if they relate to matters involving Board employees, or, in the case of matters involving students, if the delegation is the parent/guardian of student, or the student (if he/she is 18 years of age or older). The procedures for delegations, as set out in Article 4.12, will apply.

5.3 Board Committees (Statutory)

- 5.3.1 Special Education Advisory Committee - The Special Education Advisory Committee shall function in accordance with the terms of the Education Act and the regulations made thereunder. (Education Act, Section 206; Ontario Regulation 464/97)
- 5.3.2 Student Program Review/Student Alternative Learning Committee – The Student Program Review/Student Alternative Learning Committee shall function in accordance with the Education Act and the regulations made thereunder (Ontario Regulation 374/10 – Supervised Alternative Learning and Other Excusals from Attendance at School).
- 5.3.3 Discipline Committee - In accordance with Section 23 (6) of the Education Act, R.S.O. 1990, the Waterloo Region District School Board directed its powers and duties with respect to the hearing of appeals to suspensions/expulsions to a Committee comprised of the three or more trustees appointed annually by the Board.
- 5.3.4 Audit Committee – The Audit Committee shall function in accordance with the terms of the Education Act and the regulations made thereunder. (Education Act, Section 253.1; Ontario Regulation 361/10 – Audit Committees)
- 5.3.5 Parent Involvement Committee – The Parent Involvement Committee shall function in accordance with Regulation 612/00 from Bill 177 (The Student Achievement and School Board Governance Act).

5.4 Board Committee (Standing/Advisory)

- 5.4.1 Board Committee (Standing) means a committee established by the Board of Trustees to consider matters related to its approved terms of reference that meets on a regular basis and/or submits minutes and recommendations to the Board for approval. Membership on Board Committees (Standing) would need to be determined.

5.5 Other Board Committees

- 5.5.1 Agenda Development Committee - shall be struck each year for the following purposes:
- a) to set meeting agendas;
 - b) to ensure the flow of business to be brought before the Board or any of its Committees, including timed, regular reports;
 - c) to track to completion all business brought before the Board by motion, and provide to all trustees on a monthly basis a current schedule of meetings and pending agenda items.
- 5.5.1.1 The Committee shall be comprised of the following people: Board Chairperson; Board Vice-Chairperson, Past Chairperson (if applicable), one trustee appointed for the period January to May, one trustee appointed for the period June to December, Director of Education and Secretary, and Manager of Corporate Services.
- 5.5.1.2 The Committee may be chaired by the Board Chairperson or the Board Vice-Chairperson, in the absence of the Chairperson, or by another member designated by the Board

Chairperson and will report directly to the Board. The committee will serve in an advisory capacity only, having no power to act.

5.5.1.3 The Agenda Development Committee will meet on the first working Monday of each month, as well as at the call of the Committee Chairperson.

5.5.2.1 The committee membership term in the year prior to a municipal election will be January to November to coincide with the trustee term of office.

5.5.2.2 The Board of Trustees will review the minutes of Board Standing/Advisory Committees and the annual reports of the other Board Committees to determine if those committees should continue to operate or be dissolved. Their recommendations will be reported to the Board at the December Board Meeting for consideration and approval.

5.5.3 Parent Involvement Committee - works collaboratively with the school board to ensure linkages between parents, the Director of Education and trustees:

- to develop strategies for enhancing parental engagement and outreach;
- to hold district-wide meetings and to engage in inter-school communications;
- establish a forum for the exchange of ideas, concerns and topics that matter to parents for school councils to share with the Director of Education and trustees.

5.5.3.1 A minimum of one trustee is appointed annually by the Board under the terms of the regulations.

5.5.3.2 The committee meets approximately four or five times per year.

5.6 Board Committee (Ad Hoc)

5.6.1 No Board Committee (Ad Hoc) shall be struck without Board approval.

5.6.2 Any motion establishing an Ad Hoc Committee shall contain a date by which the Committee must present its report to the Board.

5.6.3 An Ad Hoc Committee shall be permitted to request the Board for an extension of its reporting timeline, if required.

5.6.4 The membership of all Ad Hoc Committees established under this bylaw shall be approved by the Board.

5.6.5 Any motion establishing a Board Committee (Ad Hoc) shall have a completed terms of reference included with the motion.

5.6.6 A formal Board motion should be presented to dissolve a Board Committee (Ad Hoc) once the final report has been presented to the Board.

5.7 Trustee Representation on Staff Committees

5.7.1 Trustee representatives may be required to serve on staff (administrative) committees which are chaired by a senior administrator or designate. Staff Committee Chairs are to submit any requests for trustee representation to the Board Chairperson who will seek trustee volunteers and determine appointments in consultation with the Board Vice-Chairperson and the Director of Education and Secretary. If necessary, actions taken by staff committees will be reported to the Board as information as determined by the Staff Committee Chair.

ARTICLE 6 - PARLIAMENTARY AUTHORITY

6.1 Rules Of Procedure

- 6.1.1 The rules of order to be observed at meetings shall be in accordance with the provisions of this section. In all cases not provided for by these rules, the rules and practice of Robert's Rules of Order shall govern as applicable.
- 6.1.2 A member, in speaking to any question or motion, shall address the Chair, confining remarks to the question in debate and avoiding all discourteous language and personalities.
- 6.1.3 When two or more members, at the same time, signify their desire to speak, the Chairperson shall name the member who is to speak first.
- 6.1.4 At the mover's request, the mover of a motion may be the initial and/or the final speaker.
- 6.1.5 No member while speaking shall be interrupted except on a point of order or privilege, in which case that member shall desist from speaking and await the decision of the Chairperson on the point of order or privilege raised. The original speaker regains the floor after the interruption has been dealt with.
- 6.1.6 A Point of Order is a question about process, or content of a motion, or an objection of process and a suggestion of an alternative process. It may include a request for the Board Chair to rule on process. A Point of Order should not be used as a means to obtain the floor for any other reason. Members misusing a Point of Order will not be acknowledged. A Point of Order has priority over all other motions with the exception of a Point of Personal Privilege.
- 6.1.7 A Point of Personal Privilege relates to the comfort of the members (e.g. room temperature), or a direct response to a comment defaming a member's character. The Board Chair shall recognize the member raising the matter of privilege and the member shall, as briefly as possible, state the Point of Personal Privilege. A Point of Personal Privilege has priority over all other motions.
- 6.1.8 Any member may put a motion to challenge the ruling of the Board Chair, and shall state the reason(s) for the challenge. Such a motion requires a seconder and is not debatable. The Chair shall have the opportunity to explain his/her ruling before the vote is taken. The Chair will call for a vote on the upholding of the Chair's ruling. A majority vote of members is required to overturn the ruling.
- 6.1.7 No member shall speak longer than five minutes on the same question, without permission from the Board, by simple majority. Each member has a right to speak a maximum of twice on the same question but cannot make a second speech on the same question as long as any member who has not spoken on the same question desires the floor. Further discussion beyond two speeches by a trustee will be permitted only at the discretion of the Board Chairperson if new information is being offered.
- 6.1.8 No motion shall be debated or put without a second, unless it is a motion of nomination. Members shall have the privilege of writing their own motions or on request, the Manager of Corporate Services, or designate, shall record and read the motion before the vote is taken.
- 6.1.9 Any member may require the motion under discussion to be read for clarification and information at any time in the course of debate, provided that the request does not interrupt the member speaking to the question.
- 6.1.10 When the motion under consideration contains two or more distinct issues, upon the request of any member, those issues may be considered and voted upon separately.

- 6.1.11 After a motion has been moved and seconded and the mover wishes to withdraw or modify it or substitute a different one in its place, if no one objects, the Chairperson may grant that permission. If an objection is made to the withdrawal, it will be necessary to put a motion for that purpose.
- 6.1.12 The ordinary motions rank as follows, the lowest in rank being at the bottom and the highest at the top of the list. When any one of them is immediately pending, the motions above it in the list are in order, and those below are out of order. Those marked (2/3) require a 2/3 vote for their adoption; the others require only a majority.

Undebatable

Fix the Time to which to Adjourn (when privileged). [Notes 1 & 2 apply]

Adjourn (when privileged). [Note 2 applies]

Take a Recess (when privileged). [Notes 1 & 2 apply]

Raise a Question of Privilege

Call for the Orders of the Day

Lay on the Table

Previous Question (2/3).

Limit or Extend Limits of Debate (2/3). [Note 1 applies]

Debatable

Postpone to a Certain Time. [Note 1 applies]

Commit or Refer. [Note 1 applies]

Amend. [Note 1 applies]

Postpone Indefinitely.

A Main Motion. [Note 1 applies]

[Note 1. Can be amended: the others cannot be amended.]

Note 2. The first three motions are not always privileged. To *Fix the Time to which to Adjourn* is privileged only when made while another question is pending, and in an assembly that has made no provision for another meeting on the same or the next day. To *Adjourn* loses its privileged character and is a main motion if in any way qualified, or if its effect, if adopted, is to dissolve the assembly without any provision for its meeting again. To *Take a Recess* is privileged only when made while other business is pending.]

- 6.1.13 A motion to adjourn shall be put without debate. A motion to adjourn shall always be in order, but no second motion to the same effect shall be made until some other business has intervened.
- 6.1.14 A motion to adjourn or to table shall be put without debate. A motion to refer, until it is decided, shall preclude all amendments of the main question.
- 6.1.15 A motion to delay consideration of any item may be moved at any time when a motion is before the Chair, provided that it is put in one of the following statements:
- a) “That the motion be postponed (to a specific time)”.
If the motion to postpone is to a “specific time”, the motion may be:
 - i) amended as to the specific time;
 - ii) debated as to the advisability of the postponed motion.
 If the motion to postpone to a specific time is carried, the matter cannot be reconsidered until the time specified, unless otherwise agreed to by a vote of two-thirds of the members present.

- b) “That the motion be postponed indefinitely”.
If the motion to postpone is for an “indefinite time”, it is not meant to postpone, but to reject the main motion without incurring the risk of a direct vote on it, and it is made only by members opposing the main motion when they are in doubt as to their being in the majority. the motion may be:
- i) amended as to the specific time;
 - ii) debated as to the advisability of the postponed motion.
- c) “That the motion be tabled”.
If the motion is to “table”, the motion is undebatable. If the motion to table is carried, the matter is laid aside until it is removed from the table by a majority vote. A motion to remove from the table is undebatable.
- 6.1.15 A motion to amend another motion takes precedence over the motion to be amended. The motion to amend can also be amended; however, only one amendment shall be allowed to each amendment. An amendment must be directly relevant to the main motion and propose some change in form or substance of the main motion. An amendment to an amendment must be directly relevant to the main motion and amendment, and propose some change in the form or substance of the amendment. A separate vote will be taken, in this order:
- an amendment to an amendment;
 - an amendment;
 - the main motion.
- 6.1.16 After a motion has been moved and seconded and before the question has been put by the Chair, any member may informally suggest one or more modifications (a friendly amendment) to the motion about which there is unlikely to be a difference of opinion. The mover of the motion may accept or reject the suggested modification.
- 6.1.17 A motion to “Call the Question” (or “move previous question”) may be moved at any time when a motion, with or without amendment or amendments, is before the Board, provided always that no member while speaking is interrupted for this purpose. A motion to call the question is undebatable and shall be put in the following words, “I move that we call the question”. If carried by two-thirds of those present, the Chairperson shall then call for the vote on the pending motion and amendments (if more than one is before the Board at the time the question is called), in the appropriate order as required by these rules, and these items shall be voted upon and disposed of without further debate, and no other motion or amendment shall be entertained until the motion and amendment(s) are disposed of. If the vote on the amendment is negative, further amendments may then be moved, and the motion and all amendments shall continue to be debated in the same manner as if the previous question had not been moved.
- 6.1.18 If the Chairperson has not exercised the right to vote on a motion, and a tie vote occurs, the Chairperson may exercise the right of the chair to cast a deciding vote.
- 6.1.19 Should the Chairperson elect to vacate the Chair to take part in any debate or discussion or for any other reason, the Vice-Chairperson will be called upon or, in the Vice-Chairperson’s absence, one of the members to fill the Chair for that period of time. The Vice-Chairperson or other member occupying the Chair shall discharge all the duties and enjoy all the rights of the Chair. If a motion is on the floor at the time the Chairperson returns to the meeting, the Vice-Chairperson, or designate, shall remain in the chair until the vote on the motion is taken.
- 6.1.20 When the Chairperson is called upon to decide a point of order or practice the Chairperson shall, before deciding, state the rule applicable to the case, without comment. The ruling of the Chairperson shall be final, subject only to an appeal to the Board by a member, without debate.

- 6.1.21 When a motion is presented by a trustee that is not in relation to a written report, the Board Chairperson may call upon the Director of Education, or designate, to offer information from staff once the motion has been moved and seconded, as well as immediately prior to the vote being taken on the motion on the floor.

6.2 Reconsideration of a Motion Previously Approved at a Board Meeting

- 6.2.1 Once a motion has been decided upon by the Board at a regular or special Board meeting, and confirmed by a resolution of the Board recorded in its minutes, it shall not be reconsidered during the ensuing twelve-month period unless:
- a) at least 72 hours written notice has been given to all members of the Board; and
 - b) the motion to reconsider is made by a member who voted with the prevailing side (whether it was for or against);* and
 - c) the affirmative vote of two-thirds of all members of the Board present at the meeting is received to reopen the matter.**

Notes: * The prevailing side means that if the majority of members voted in favour of a motion, the member presenting the motion of reconsideration must be someone who previously voted in favour of it. If the majority of members voted against the motion, the members presenting the reconsideration motion must be someone who previously voted against it. However, in the year following election of a new board, newly elected trustees (not including re-elected incumbents), will be deemed to have voted on the prevailing side of any motion proposed for reconsideration that received formal approval by the previous board.

** No formal action may be taken unless a quorum is present (half of total membership plus one).

6.3 Recorded Votes

- 6.3.1 The yeas, nays and abstentions shall be recorded on any question if a member of the Board requests that action. The recording secretary shall call the roll, and each member will respond with either a yes or no. The recording secretary will then read out the names of those who answered in the affirmative, followed by those names answering in the negative, so that errors may be corrected, and any abstentions verified. An entry shall be made in the minutes of the names of all members voting in the affirmative, the negative, and those abstaining.

6.4 Member Question Period/Requests for Information

- 6.4.1 A ten-minute question period is scheduled just prior to the adjournment of each Regular Board and Committee of the Whole meeting. Members are advised to contact the appropriate administrative official(s) regarding the item on which they intend to speak so that staff are prepared to respond appropriately.
- 6.4.2 Member requests for research and preparation of information of a detailed nature by staff shall be referred to the Agenda Development Committee or the Director of Education and Secretary for review. If, in the opinion of the Agenda Development Committee members the amount of staff time involved to fulfill the request is excessive, the member seeking the information will be required to secure Board approval before any work is undertaken.

6.5 Corporate Seal and Execution of Documents

- 6.5.1 Documents required to be executed under the Corporate Seal of the Board shall be signed by the Director of Education and Secretary or designate, as deemed appropriate.

6.6 Notice of Motion

- 6.6.1 Trustees may orally serve notice of a motion that they intend to present at a future meeting during a Committee of the Whole or Board Meeting under the “Future Agenda Items” portion of the meeting. Trustees require the signed support of at least two additional trustees before the notice of motion would be accepted and scheduled for consideration by the Board. The wording of the motion must be provided to the Manager of Corporate Services for scheduling on the next Agenda Development Committee agenda, no later than noon on the Friday prior to the Agenda Development Committee meeting.

6.7 Motion to Suspend the Rules

- 6.7.1 Any member may make a motion to suspend the rules in order to do something, which cannot ordinarily be done without violating these rules. Such a motion is not debatable and requires a two-thirds vote of members present at the meeting to pass.

6.8 Calculation of Two-Thirds

- 6.8.1 A vote of two-thirds of trustees present at a meeting is calculated by multiplying the number of trustees present by .66 and rounding up to the nearest whole number (e.g. 11 x .66 = 7.26 and would be rounded up to 8).

ARTICLE 7 - AMENDMENTS TO BYLAWS

7.1 Amendment Procedures

- 7.1.1 No amendment, alteration, or addition to the bylaws shall be made unless written notice outlining the proposal is presented at the meeting previous to the meeting during which the item will be considered. A majority vote of trustees present is required to support the scheduling of the proposal at the next meeting.
- 7.1.2 To adopt an amendment, alteration or addition to the bylaws requires the support of two-thirds of all members of the Board present at the meeting during which the proposal is considered.

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ARTICLE 1.0 – OVERVIEW

1.1 Statutory Provision

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1.1.1 The following bylaws of the Waterloo Region District School Board shall be observed for the order and dispatch of its business. All former bylaws of the Waterloo Region District School Board are hereby repealed.

1.1.2 The bylaws of the Waterloo Region District School Board shall be subject to the provisions of any Statute of the Province of Ontario and the Dominion of Canada and, in the event of any conflict between a statutory provision and anything contained in these bylaws, the statutory provision shall have precedence.

1.1.3 All provisions in this bylaw shall be interpreted in a manner consistent with all laws applicable to a public board of education in Ontario.

1.2 Board Commitments

1.2.1 Trustees, as individuals who serve public education in Waterloo Region, are committed to:

- **Collaboration** through reaching out and listening to stakeholders. Trustees build collaborative relationships to achieve common goals and resolve differences.
- **Innovation** in a culture where new ideas are welcomed and considered. Trustees build their capacity to think critically and problem-solve creatively.
- **Integrity** by matching actions to our words. Trustees conduct themselves in an open and transparent manner that inspires trust.
- **Respect** by honouring all stakeholders. Trustees create an environment where people feel included, valued and treated with dignity.
- **Service** by embracing an attitude of care and support. Trustees seek to understand and meet the needs of those they serve.

1.3 Definitions

1.3.1 For the purpose of these bylaws:

- “Act” means the *Education Act of Ontario*, R.S.O. 1990, as amended from time to time;
- “Ad Hoc Committee” means a committee established for a specific time frame and purpose;
- “Board” means the Board of Trustees of the Waterloo Region District School Board;
- “Board Committee” means an ongoing committee established by the Board;
- “Board meeting” means an official, regularly-scheduled or special Board meeting as defined in the *Education Act*;
- “Chair” means the Chair of the Board;
- “Committee Chair” means a Chair of statutory, standing board, board, community or ad hoc committee of the Board;
- “Committee of the Whole In Camera” means an in camera, closed meeting of the Board or any committee of the Board from which the public is excluded pursuant to *the Education Act*, the *Young Offenders’ Act* or the *Municipal Freedom of Information and Protection of Privacy Act*;
- “Community Committee” refers to a committee(s) established to address operational/system needs, initiatives and community partnerships;
- “Director” means the Director of Education and Secretary who is also the Chief Executive Officer and Secretary of the Board;
- “Member” means a voting member of the Board and/or a Board committee;

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- “PPAC” means Planning and Priorities Advisory Committee;
- “PSSAC” means Program and School Services Advisory Committee;
- “Past Chair” means the **most recent previous** Past Chair currently **a member of** elected to the Board;
- “Standing Board Committees” refer to the Planning and Priorities Advisory Committee (PPAC) and to the Program and School Services Advisory Committee (PSAAC);
- “Statutory Committee” means a committee struck as a requirement of government legislation;
- “Treasurer” means the Treasurer of the Board;
- “Trustee” means a person elected, or acclaimed, or appointed to the office of Trustee on the Board pursuant to the provisions of the *Municipal Elections Act* and the *Education Act*;
- “Two-thirds majority” means a vote of two-thirds of trustees present at a meeting. It is calculated by multiplying the number of trustees present by .66 and rounding up to the nearest whole number e.g., 11 x .66 = 7.26 and would be rounded up to 8;
- “Vacancy” means when due to death, resignation or removal, a trustee doesn’t complete the term.
- “Vice-Chair” means the Vice-Chair of the Board.
- “Working day” means any regular day of business of the WRDSB Education Centre.

1.4 Amendments and Additions to Existing Bylaws

- 1.4.1 No amendment, alteration, or addition to the bylaws shall be made unless written notice outlining the proposal is presented at the meeting previous to the meeting during which the item will be considered. A majority vote of trustees present is required to support the scheduling of the proposal at the next meeting.
- 1.4.2 To adopt an amendment, alteration or addition to the bylaws requires the support of two-thirds of all members of the Board present at the meeting during which the proposal is considered.

1.5 Corporate Seal and Execution of Documents

- 1.5.1 Documents required to be executed under the Corporate Seal of the Board shall be signed by the Director of Education or designate, as deemed appropriate.
- a) The Corporate Seal of the Board is located in Corporate Services.
- 1.5.2 The corporate seal of the Board shall be in the form impressed on the original copy of bylaws located in the Administrative Offices of the Waterloo Region District School Board.
- 1.5.3 The Chair or the Vice-Chair of the Board and the Treasurer shall be authorized to sign cheques and orders for payment of money on behalf of, and in the name of, the Board.
- 1.5.4 The Treasurer shall be authorized to endorse bills of exchange, cheques, drafts, and orders for payment of money, for deposit to the credit of the Board, and to receive all paid cheques and vouchers, and any documents the bank may have from time to time, belonging to the Board, and to sign the bank’s form of settlement and release.
- 1.5.5 The Treasurer shall be authorized to sign cheques by means of a cheque signing machine and a facsimile of the signatures of the Chair of the Board and the Treasurer.

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1.5.6 The Chair of the Board and the Treasurer shall be authorized to sign all necessary bank forms or documents required by the bank in respect to parts 1.5.3, 1.5.4, and 1.5.5 of this resolution.

1.5.7 The Treasurer shall be authorized to have printed all the necessary forms required for the banking business of the Board.

1.6 Electronic Meetings

The Waterloo Region District School Board shall provide for the use of electronic means for the holding of meetings of the Board and meetings of a Committee of the Board. Committee of the Whole In Camera meetings cannot be attended electronically.

1.6.1 At every meeting of the Board, the following persons shall be physically present in the meeting room of the Board:

- The Chair of the Board or Standing Board or their designate
- At least five additional members of the Board
- The Director of the Board or their designate
- The Manager of Corporate Services or their designate.

1.6.2 At the request of any Board member, the Board shall provide the member or representative with electronic means of participating in one or more meetings of the Board or Standing Board Committee except where to do so would not comply with section 1.6.1.

1.6.3 A member of the Board who participates in a meeting through electronic means shall be deemed to be present at the meeting but not counted towards quorum.

1.6.4 A member of the Board shall be physically present in the meeting of the Board for at least three regular Board meetings in each twelve month period beginning December 1 (*Education Act 1998 s.229(1)*).

1.6.5 For the period beginning when a member of a Board is elected or appointed to fill a vacancy and ending on the following November 30, the member shall be physically present in the meeting room of the Board for at least one regular Board meeting for each period of four full calendar months that occurs during the period beginning with the election or appointment and ending the following November 30 (*Education Act 1998 S.229(2)*).

1.6.6 The electronic means shall permit the Board member to hear and be heard by all other participants in the meeting. **(Note: Section 1.6 requires a reasonable implementation period to ensure the electronic resources are in place.)**

ARTICLE 2.0 – TRUSTEE DETERMINATION AND DISTRIBUTION

2.1 The number of trustees on a district school board is determined under the *Education Act* (Section 58).

2.2 The distribution of trustees is governed by Ontario Regulation 412/00 (Election to and Representation on District School Boards). A report is provided to the Board by staff in advance of each municipal election, outlining the distribution of trustees.

2.3 The Waterloo Region District School Board is a public corporate entity composed of eleven trustees, elected by public school ratepayers for a four year term representing the seven municipalities within the Regional Municipality of Waterloo:

- three members - City of Cambridge/Township of North Dumfries
- four members - City of Kitchener
- three members - City of Waterloo/Township of Wilmot
- one member - Township of Wellesley/Township of Woolwich

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2.4 The Board of trustees, as mandated by the current *Education Act* 1998, has a collective regional responsibility of governance and policy making for public education in accordance with the provisions of the *Act*, its regulations and other relevant legislation.

ARTICLE 3.0 – STUDENT TRUSTEES

3.1 The Board appoints two student representatives, as directed by legislation, in accordance with the Board’s policy 3006 – Student Trustees on student representatives and related regulations.

3.2 A student trustee will have their vote recorded for the purpose of public record and for accountability to the student body; however, it is recognized that “a student trustee is not a member of the Board or any of its committees.” [Education Act, Section 55 (2)]

3.4 Student trustees must comply with legislation governing the attendance of trustees at public meetings of the Board

ARTICLE 4.0 – TRUSTEE RESPONSIBILITY

4.1 The Board will operate under the ordinance of the *Education Act*.

4.2 Principles of Policy Governance

- The Board of trustees as a body has the responsibility to serve the general public rather than groups of the population or professionals whom the Board employs.
- The Board of trustees exists to govern the school system, not manage it.
- The Board of trustees has multiple and varied responsibilities, but involvement in the details of these concerns should never displace students as the central focus of the system.

Areas of Responsibility

- Articulate the Board’s vision for education
- Establish and monitor Board policy based on vision and provincial policy
- Approve a budget and monitor its implementation
- To advocate for a strong and vigorous public education system that benefits the learners and communities served within the District
- To recruit, evaluate and terminate a Director of Education
- To undertake directly and/or facilitate linkages with the communities and public served and represented by the Board.
- To establish the strategic directions, priorities and outcomes of the Board, and regularly monitor their achievement.

4.3 Expectations of Trustees

4.3.1 In addition to the responsibilities set down in the *Education Act* and incorporated in the bylaws and procedures of the Board, an individual trustee shall be expected to:

- (a) Attend regular Board meetings;
- (b) Serve on statutory, standing board, board, community and ad hoc committees of the Board as required;
- (c) Notify the Chair of the Committee when unable to attend a meeting;

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- (d) Safeguard and keep confidential, materials and information discussed or placed in confidence with trustees.
- (e) Be prepared for, and actively participate in, discussion and decision-making;
- (f) Ensure, when making public statements, that it is clear whether they speak on behalf of the Board or as an individual trustee;
- (g) Exercise their power to govern only as a trust of the corporate body, not as an individual;
- (h) Be aware that they can be held personally liable if they are guilty of bad faith, neglect or willful or malicious use of power.

4.3.2 Trustees as full participating members of the Board may be expected to:

- (i) Act as a representative of the Board at official functions;
- (j) Be involved in provincial trustee organizations and committees;
- (k) Consult and communicate with stakeholders regarding Board activities;
- (l) Attend conference, workshops, etc., in order to be kept informed of current educational issues;
- (m) Reflect community attitudes while also providing leadership in decision-making;

4.3.3 Trustees shall be expected to model ethical practices which include:

- (o) making decisions in a manner which is open, accessible and equitable;
- (p) Approaching all Board issues with an open mind, and being prepared to make the best decisions for stakeholders as a whole;
- (q) Respecting different points of view;
- (r) Conducting Board business through appropriate channels;
- (s) Ensuring that public office is not used for personal gain;
- (t) Protecting the integrity of the Board.

4.4 Trustee Vacancies on the Board

Background

4.4.1 The *Education Act*, 1998, allows a Board to fill a trustee vacancy by either of two means:

- (i) require the municipality to hold a by-election, or
- (ii) appoint a qualified person to the position.

4.4.2 A by-election may not be held after March 31 in an election year (i.e., within approximately 8 months of a regularly scheduled municipal election). All costs for a by-election are borne by the Board (subsection 7(3) *Municipal Elections Act*, 1996).

4.4.3 The method of appointment is not specified in the *Act* (Section 221 (1) (a)).

4.4.4 The following steps/decisions need to be considered:

By-Election or Appointment:

- (a) If by-election, the matter is the responsibility of the municipality. The process for filling a vacancy in this manner takes approximately 2-1/2 months. Information regarding the implications of holding a by-election, including previous election results and estimated costs, will be provided to the Board.

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(b) If appointment, the *Education Act* requires the vacancy to be filled within ninety days after the office becomes vacant.

4.4.5 Qualifications:

(a) The *Education Act, 1998, Section 219 (1)* specifies the qualifications necessary to be elected as a member of a Board (and, presumably, to be appointed):

- qualified to vote for members of the Board
- a resident in the area of jurisdiction of the Board
- disqualifications are outlined in the *Education Act, 1998 Section 291 (4) (5) (67)*.

4.4.6 The board may choose to appoint one of the unsuccessful trustee candidates from the last municipal election in the vacated electoral area providing the candidate remains a qualified person. If the Board chooses to offer the position to a broader range of electors, the following actions will occur:

(a) Advertising

- The vacancy shall be advertised through the WRDSB Communications Department.

(b) Applications

- Individuals interested in the position shall be required to submit in writing an application for the position, to be received by the Manager of Corporate Services.
- The Board shall establish a deadline for the appointment process.

(c) Information Required

- Applicants shall be asked to provide the following information:
 - (i) Confirmation of eligibility as per Section 4.4.5 (a);
 - (ii) Why they are interested in the position;
 - (iii) Background, interests, experience, concerns;
 - (iv) Other information they think is pertinent.

(d) Information Provided

- Upon written or verbal indication from an individual that they intends to apply for the position, a package of information shall be made available for pick-up from the Administrative Assistant to the Chairperson and Trustees, as follows:
 - (i) Waterloo Region District School Board Trustee Handbook (*Note: Handbook to be developed*);
 - (ii) Bylaw 4.2 – Board and Trustee Areas of Responsibilities and Policy G201, Code of Conduct;
 - (iii) Schedule of Board and Committee meetings;
 - (iv) Committee membership list.

(e) Presentations

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- The board will establish the number of applicants to schedule for presentations:
 - (i) The Board shall establish the presentation date and the schedule of presentations.
 - (ii) Only candidates who have submitted written applications by the deadline date shall be contacted.
Presentations shall be conducted in the Board room.
 - (iii) Each candidate shall be requested to address the Board for up to five minutes.
 - (iv) Presentations shall be conducted at a Board or Special Board meeting
 - (v) The Chair of the Board or designate shall preside over the presentations and be responsible for adhering to the timelines.
 - (vi) The presentation process shall be open to the public. Candidates shall be advised of their right to attend any or all presentations.

- (f) Voting on Presentations:
 - (i) A vote by secret ballot shall be conducted with each Member present able to cast one vote.

 - (ii) The candidate receiving a majority of the votes cast shall be declared appointed, but the count shall not be declared.

 - (iii) Should no candidate receive a majority of the votes cast, the Chair, shall announce the names of the candidates remaining on the ballot with the name of the candidates receiving the fewest number of votes being dropped from the list.

 - (iv) Should there be a tie vote between candidates with the least number of votes, there will be a vote including only the candidates with the tie votes to eliminate the candidate with the fewest votes.

 - (v) In the event there is a tie vote after the candidate with the least number has been withdrawn, the Chair will call for the drawing of lots. The candidate whose name is drawn will be declared the appointed trustee the remaining term.

 - (vi) A candidate may voluntarily withdraw their name between votes.

 - (vii) Following the swearing in of the successful candidate, by motion of the Board, all ballots shall be destroyed.

 - (viii) The Board of Trustees shall appoint Scrutineers to count the ballots;

4.5 Leave of Absence of Members

4.5.1 To meet the provisions of Section 229 (1) of the *Education Act*, the request from a Board member for leave of absence shall be made directly to the Board convened in regular open session. If the member is unable to attend the meeting, the Chair may make the request on the member's behalf.

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4.5.2 Any action on a request for leave of absence must be recorded as a motion of the Board.

4.5.3 Notwithstanding the Education Act, section 228(1), 229(1) and 229(2), and as per Board Policy 3009 (*Parental Leave - Trustees*), an office is not vacated by a Trustee who is absent for 20 consecutive weeks or less if the absence is as a result of the Trustee's pregnancy, the birth of the Trustee's child or the adoption of a child by the Trustee in accordance with Subsection 259(1.1) of the Municipal Act, 2001 as amended by Bill 68.

ARTICLE 5.0 – WATERLOO REGION DISTRICT SCHOOL BOARD OF TRUSTEES RESPONSIBILITIES

The *Education Act* provides for the establishment of locally elected school boards responsible for operating publicly-funded schools within their jurisdiction and for the delivery and quality of educational programs and services. Legal accountability for board decisions applies to the board as a corporate entity rather than to individual trustees.

5.1 Accountability for Student Achievement and Well Being in the Region

- Nurture a culture that supports student academic success and provides an environment that promotes well-being
- Provide a safe environment to promote student learning
- Promote programming opportunities for each and every student in the region
- Make decisions that reflect the belief that each and every student can learn
- Use student achievement and well-being data to make informed decisions
- Foster a professional climate that puts educators in the role of champions of their students

5.2 Accountability to the Provincial Government

- Act in accordance with the *Education Act*, Regulations, and other statutory requirements to ensure the implementation of provincial and education standards and policies
- Perform Waterloo Region District School Board functions required by provincial legislation and board policy
- Provide advice and input to the Ministry of Education regarding current or evolving issues

5.3 Accountability to the Community

- Promote community consultation and outreach that seeks and provides communities at large with opportunities for input and the exchange of ideas
- Recognize the role of individual trustees as advocates and as liaisons for their communities
- Annually review the communication plan to ensure that the WRDSB is fulfilling its commitment to communicate with the community at large
- Provide two way communications between WRDSB, Board and Community Committees
- Support the growth and development of Parent Involvement Committee, Waterloo Region Assembly of Public School Councils and school councils. -
- Provide reports outlining WRDSB results in accordance with provincial policy
- The Audit Committee is accountable to the Board of Trustees

5.4 Policy Development, Implementation and Review

- Develop policies that outline how the Board will successfully function

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- Ensure the processes for policy development, implementation and review comply with the Board Policy G300, Governance Policy – Policy Development and Reviews

5.5 Director/Board Relations

- Select the Director of Education
- Provide the Director with a clear job description and corporate direction
- Delegate through policy, administrative authority and responsibility subject to the provisions and restrictions of the *Education Act* and Regulations
- Evaluate the Director in the first year of service and annually thereafter. Use the Director's job description and WRDSB Strategic Plan as basis for the evaluation
- At the Director's request provide the Director with the opportunity to meet alone with the Board in closed session
- To establish and review the contract of the Director in consultation with the Director and the Coordinating Superintendent of Human Resources

5.6 Board Development

- Conduct an annual Board self-assessment
- Develop and support an annual development plan for trustees with the ability to utilize professional resources where applicable

5.7 Strategic Planning

- Establish and/or confirm overall direction for the WRDSB by establishing the strategic priorities
- Annually set priorities and develop a process for communicating this with the system
- Annually use the strategic plan to drive the budget process

5.8 Fiscal Responsibility

- Ensure a budget review process is in place to help determine annual resource allocations (use the system priorities and other provincial and local directions)
- Annually approve the budget to ensure that the financial resources are allocated to achieve the strategic plan and operational goals and comply with provincial requirements
- Approve as per legislation all capital plans and other planning documents that will drive budget decision.
- Ensure compliance with the provincial regulations.
- Ratify applicable bargaining unit agreements
- Monitor significant financial expenditures and fiscal variances

5.9 Political Advocacy

- Articulate the role of trustees as advocates for public education
- Develop and maintain partnerships to strengthen the advocacy role
- Meet on an ongoing basis with elected municipal, provincial and federal officials

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5.10 Recognition

- Ensure that WRDSB makes efforts toward recognizing all students and student achievements
- Ensure that the contributions of all staff are recognized and appreciated.
- Ensure that WRDSB recognizes community members and volunteers

The Board also has the following responsibilities:

- Approval of school year calendars
- Naming of educational facilities
- Approval of tender selection for major building construction and modernization
- Approval of disposition of land and buildings
- Approval of educational development charges
- Approval for the issuance of debentures
- Involvement in Superintendent interviews at the invitation of the Director of Education.

ARTICLE 6.0 – ELECTION OF CHAIR, VICE-CHAIR, PPAC CHAIR AND PSSAC CHAIR

6.1 The Chair, Vice-Chair, Planning and Priorities Advisory Committee (PPAC) Chair and Program and School Services Advisory Committee (PSSAC) Chair for the ensuing year, effective November 15, shall be elected at the annual inaugural meeting.

6.2 The Director shall preside over the election of the Chair.

6.3 With the Director presiding, or if absent, the Director's designate, the Board shall proceed to elect a Chair for the ensuing year.

6.4 The Director, or if absent, the designate, shall name two scrutineers appointed for the election of Chair, Vice-Chair, PPAC Chair and PSSAC Chair.

6.5 Election Process

6.5.1 The Director or designate shall call for oral nominations for the office of Chair. No seconder is required.

6.5.2 After a suitable length of time, and after a motion to close nominations has been supported by a majority vote, the Director or designate shall declare nominations closed.

6.5.3 After all nominees have been identified in random order, they will be asked to declare whether they accept the nomination.

6.5.4 An individual who is absent may be considered a candidate if the individual has previously indicated in writing to the Director a desire to stand for election if nominated.

6.5.5 The nominees shall be offered the opportunity to speak to their nomination in random order for a maximum of two minutes each.

6.5.6 A vote by secret ballot shall then be conducted with each member present able to cast one vote.

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6.5.7 The member receiving a majority of the votes cast shall be declared elected, but the count shall not be declared.

6.5.8 Should no member receive a majority of the votes cast, the Director or designate, shall announce the names of the members remaining on the ballot with the name of the member receiving the fewest number of votes being dropped from the list.

6.5.9 Should there be a tie vote between candidates with the least number of votes, there will be a vote including only the candidates with the tie votes to eliminate the candidate with the fewest votes.

In the event there is a tie vote after the candidate with the least number has been withdrawn, the Director or designate will call for the drawing of lots. The candidate whose name is drawn will be declared the Chair of the Board for the ensuing year.

6.5.10 A member may voluntarily withdraw their name between votes.

6.5.11 By motion, the ballots shall be destroyed.

6.6 Following the election, the newly-elected Chair shall at once take the chair and preside over the election of the Vice-Chair, PPAC Chair and PSSAC Chair.

6.7 Members shall then elect a Vice-Chair of the Board according to the same procedure followed for the election of the Chair.

6.8 Members shall then elect a PPAC Chair according to the same procedure followed for the election of the Chair.

6.9 Members shall then elect a PSSAC Chair according to the same procedure followed for the election of the Chair.

6.10 In the event the office of the Chair, Vice-Chair, PPAC Chair or PSSAC Chair becomes vacant for any reason, a new Chair, Vice-Chair, PPAC Chair or PSSAC Chair as is required, shall be elected at a special Board meeting called for this purpose (See 6.5 above).

6.11 The Officers of the Waterloo Region District School Board shall be:

- The Chairperson of the Board;
- The Vice-Chairperson of the Board;
- The Director of Education and Secretary;
- The Executive Superintendent of Business and Financial Services.

6.12 In order for the Chair or Vice-chair to be considered beyond two consecutive one-year terms, a two-thirds majority vote is required prior to the secret ballot commencing.

6.13 In the case of a partial term for the position of Chair, Vice-chair, PPAC Chair or PSSAC Chair of less than one year, six months or more shall be defined as a term (See 6.12 above).

ARTICLE 7.0 – INAUGURAL MEETING OF THE BOARD

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7.1 Following a municipal election, the Board's inaugural meeting shall be held on the third working Monday in November in the Board room of the Waterloo Region District School Board Education Centre at 7:00 p.m. at a Special Board meeting.

7.2 In accordance with the provisions of the *Education Act*, the Director shall preside until the election of the Chair of the Board. If the Director is absent, the members present shall designate who shall preside at the election of the Chair and, if a member of the Board is so designated, that member may vote at the election of the Chair.

7.3 At the inaugural meeting following the election of a new Board, after calling the meeting to order, the Director or designated Chair pro tem (temporary), shall read the return (if any) of the municipal clerks along with a statement that the Declaration of Office and Oath of Allegiance have been completed and filed, pursuant to the provisions of the *Education Act*.

7.4 Following the election of the Chair, the Chair shall preside over the meeting and shall proceed with the election of the Vice-Chair, the Planning and Priorities Advisory Committee (PPAC) Chair, the Program and School Services Advisory Committee (PSSAC) Chair and other inaugural and organizational business.

ARTICLE 8.0 – INAUGURAL MEETING OF THE CHAIR

8.1 On the years that do not follow a municipal election, the Chair's inaugural meeting shall be held in the Board room of the Waterloo Region District School Board Education Centre at 7:00 pm at a Special Board meeting to be held on the third working Monday in November.

8.2 The newly-elected Chair shall deliver an inaugural address.

ARTICLE 9.0 – DUTIES OF THE CHAIR

9.1 The Chair of the Board shall be the official spokesperson unless otherwise determined.

9.2 The Chair, in consultation with the Director and the Agenda Development Committee, with opportunity for input from other members of the Board, shall set the agendas for the regularly-scheduled Board meetings and ensure that members have sufficient information for informed discussion. The Chair shall move proceedings through the approved agenda for the meeting.

9.3 The Chair of the Board shall preside at all Board meetings. In the Chair's absence, the Vice-Chair shall chair such meetings. In the absence of both, the PPAC Chair or the PSSAC Chair shall chair such meetings. In the absence of all, Board members shall elect a chair from amongst the Members present at the meeting.

9.4 The Chair shall call the meeting to order at the hour appointed, shall preserve order and decorum and decide upon all questions of order subject to an appeal to the Board.

9.5 The Chair, when called upon to decide a point of order or practice, shall, before stating a decision, give reasons for such decision.

9.6 The ruling of the Chair shall be final, subject only to a member appealing the ruling of the Chair.

9.7 When a member appeals the decision of the Chair, the member shall state the reasons for the appeal and the Chair shall have the opportunity to provide the rationale in support of the decision or if the reasons given for the appeal are convincing, the Chairperson may change their ruling accordingly, in which case the appeal is automatically dropped. Such appeal shall be decided with limited debate. The Chair shall ask "Shall the decision of the Chair be sustained?" The Chair

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may not vote on such an appeal and in the event that there is a tie vote, the decision of the Chair shall be deemed to be sustained.

9.8 The Chair shall not take part in any debate without leaving the Chair.

9.9 The Chair shall have voting rights on all matters, except when a member challenges the Chair for a ruling (See 9.7). The Chair may vote on all matters that Members vote on, thus providing consistency in voting.

9.10 The Chair shall ensure that any Trustee wishing to speak shall so indicate by upraised hand, and upon recognition by the Chair, who shall call the member by name (Trustee _____), the Trustee shall then address the Chair.

9.11 When two or more Trustees attempt to speak at the same time, the Chair shall name the Trustee who is to speak.

9.12 The Chair shall ensure every Trustee speaks only to the matter under discussion. A Trustee may request one supplementary question. No Trustee shall speak longer than five minutes on the same question without leave of the Chair.

9.13 The Chair shall also ensure that Trustees direct all comments through the Chair and avoid all personal remarks and discourteous language.

9.14 No Trustee shall be interrupted while speaking except a point of order is raised by a Member for transgression of the rules of the Board, in which case the Trustee shall remain silent until the point of order has been decided by the Chair. A Member so interrupting shall speak to the point of order or in explanation only.

9.15 A Trustee called to order by the Chair shall at once remain silent but after the point of order has been decided, may explain and appeal to the Board, which, if appealed to, shall decide the point of order without debate. The decision of the Chair on the point of order shall be overruled only by a majority vote of the Members present in favour thereof. If there is no appeal, the decision of the Chair shall be final.

9.16 The Chair of the meeting is responsible for maintaining order and seeing that appropriate decorum of the Board meeting is maintained. Disruptions by the public will not be permitted.

9.17 The Chair of the Board shall be an ex-officio member of all Committees, shall have voice and vote, and shall have the power to delegate the Vice-Chair of the Board to serve on any such committee in the absence of the Chair in which case the Vice-Chair shall have voice and vote.

9.18 The Chair of the Board, on completion of their duties as Chair, will hold the position of Past-Chair until they are no longer the immediate Past-Chair.

9.18.1 In an election year, where the Chair of the Board is not re-elected, the Past-Chair Position is held by the previous Past-Chair.

ARTICLE 10.0 – DUTIES OF THE VICE-CHAIR

10.1 The Vice-Chair of the Board shall chair all Committee of the Whole In Camera meetings. In the Vice-Chair's absence, the Chair shall chair such meetings. In the absence of both, the PPAC Chair or the PSSAC Chair shall chair such meetings. In the absence of all, Board members shall elect a chair from amongst the Members present at the meeting.

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10.2 The Vice-Chair will chair the Policy Working Group meetings. In the absence of the Vice-Chair, the committee members shall elect a chair from amongst the committee members present at the meeting.

10.3 In the absence of the Chair from any Board meeting, the Vice-Chair shall preside at the meeting. During the continued absence of the Chair from duty, or upon written request of the Chair, the Vice-Chair shall perform all the duties of the Chair.

ARTICLE 11.0 – NOTICE AND HOLDING OF PUBLIC MEETINGS

11.1 The Director shall give notice of all meetings of the Board and of the Committee of the Whole In-Camera, together with all matters so far as known, that are to be brought before the Board or the Committee at such meeting, to every member of the Board at least 48 hours in advance. Notice of meetings of the Board and its Committees shall be delivered to the WRDSB designated e-mail address of each member at least 48 hours prior to the hour of each meeting.

11.2 Until members of the Board notify the Director in writing of their official addresses for the receipt of all notices or communications, all such notices or communications delivered or mailed to the members at their addresses, as set out in their nomination papers, shall be deemed to have been received by them.

11.3 Accidental omission to give notice to any member of the Board or of a committee, or the non-receipt of any notice, or any error in any notice not affecting the substance thereof shall not invalidate any action taken at any meeting held pursuant to such notice or founded thereon.

11.4 The Chair of the Board or the Vice-Chair, in the absence of the Chair, in consultation with the Director or designate, shall have the authority to call a special meeting of the Board during an emergency without having given the required 48 hours' notice.

11.5 Attendance of staff members at meetings will be determined by the Director.

ARTICLE 12.0 – QUORUM

12.1 A quorum of the Board shall consist of a simple majority of the Board members elected or appointed to the Board under the statutes of Ontario.

12.2 Board members unable to attend scheduled Board and Standing Board Committee meetings should notify the Manager of Corporate Services and the Chair as early as possible, and if it should appear a quorum will be lacking, the Chair will instruct the Manager of Corporate Services to notify trustees of the postponement or cancellation of the meeting.

12.3 Should there be no quorum present at the time appointed for the meeting, the Chair shall seek the advice and consent of members as to what action should be taken. Should no quorum be present within thirty minutes after the appointed time for the meeting, the Manager of Corporate Services shall record the names of the members present and the time, and the meeting shall be cancelled, unless members present direct that the meeting continue, recognizing that no formal action may be taken.

12.4 The Chair, or Vice-Chair, as the case may be, shall count in forming a quorum.

12.5 Trustees who attend through electronic means shall not be included in the quorum count.

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ARTICLE 13.0 – BOARD AND STANDING BOARD MEETINGS

13.1 The Chair of the Board shall chair all Board meetings. In the Chair's absence, the Vice-Chair shall chair such meetings. In the absence of both, the PPAC Chair or the PSSAC Chair shall chair such meetings. In the absence of all, Board members shall elect a chair from amongst the Members present at the meeting.

13.2 The regular monthly meetings of the Board shall be held in public session on the last working Monday of each month during the school year September to June, commencing at 7:00 p.m. Board meetings will be held in the Board Room of the Waterloo Region District School Board Education Centre. Additionally, Board meetings may be held the first working Monday in July, if required, and the last working Monday in August, if required, unless otherwise ordered by special motion.

13.3 Regular meetings in any month may be cancelled or rescheduled by Board resolution at a preceding regular meeting.

13.4 In unusual circumstances, at the discretion of the Chair and in consultation with the Vice-Chair and the Director, a regular meeting may be cancelled or rescheduled.

13.5 Notice of all Board meetings, except as provided for in by-law #11 shall be made available by the Manager of Corporate Services to each Trustee on the Friday prior to the Board meeting.

Trustees not able to access the notice and the Board agenda by the Friday at 1:00 p.m. prior to the Board meeting will be responsible for notifying the Corporate Services Department of such. Trustees will also advise the Manager of Corporate Services and the Chair if they are unable to attend the meeting.

13.6 Copies of reports to be presented to a Board meeting shall be made available with the notice of such meeting. New items of business arising at the meeting may, by decision of two-thirds of those present, be considered at that meeting.

13.7 A quorum is necessary to hold a Board meeting. A majority of all the Trustees constituting the Board is required to form a quorum. A quorum is such a number as must be present in order that business can be legally transacted. The Chair will not call the meeting to order until a quorum is present. The only business that may be transacted in the absence of a quorum is to take measures to obtain a quorum or decide to cancel the meeting.

13.8 In case of the absence of both the Chair and Vice-Chair for five minutes after the hour appointed, as soon as a quorum is present, the Past Chair shall preside. In the event the Past Chair is not present, the Chair of either Standing Board Committee (PPAC/PSSAC) shall preside over the meeting until such time as the Chair or the Vice-Chair arrives.

13.9 When a quorum is no longer in attendance, the meeting is ended and no business may be legally transacted. It shall be the responsibility of the presiding Chair and the Director of Education to note the lack of a quorum and to have the fact recorded in the minutes.

13.10 All Board meetings will begin with the singing of the national anthem, O Canada followed by a territorial acknowledgement.

13.11 Out of respect for Indigenous students, staff and community, every effort will be made to schedule a smudging ceremony at a Board meeting once a year.

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13.12 An opportunity for the public to present as a delegation to the Board regarding issues of concern/interest will be included on the agenda of the Board meeting.

13.13 Minutes will be taken at all Board meetings and must be submitted for approval at the next regularly-scheduled Board meeting.

13.14 The agenda for every Board and Standing Board meeting will include an open question period for the public.

13.15 The Manager of Corporate Services shall record the names of the Trustees present and absent. The times of arrival and departure of Trustees not attending the entire meeting shall be recorded in the minutes. Absence during any vote will be recorded.

Special Board and Special Standing Board Meetings

13.19 Within 24 hours before the meeting is to take place, Special Board and Standing Board meetings shall be held at the call of the Chair or at the written request of five members of the Board made to the Chair. The meeting may be held at a date, time and place established by decision of the Chair, or if absent, the Vice-Chair, or if absent, the Director of Education.

13.20 The written notice of every special meeting of the Board and Standing Board Committees shall state all business to be transacted or considered. No other business shall be considered unless all the members of the Board are present and agree unanimously.

Adjournment of Meetings

13.21 All public Board and Standing Board Committee meetings will adjourn at 9:30 pm unless otherwise agreed to by trustees.

13.22 An extension of 30 minutes beyond this adjournment time requires the majority vote of trustees present at the meeting.

13.23 At 10:00 pm a second extension of an additional 30 minutes requires two-thirds support of all trustees present at the meeting.

13.24 At 10:30 pm a third extension of an additional 30 minutes requires unanimous support of all trustees present at the meeting.

ARTICLE 14 – DELEGATION PROCEDURES

14.1 The Waterloo Region District School Board recognizes the need to foster effective communication between the educational system and the community.

14.2 Delegations wishing to appear before the Waterloo Region District School Board at a Board or Standing Board Committee meeting should register with the Manager of Corporate Services by noon on the Thursday prior to the meeting. Delegations not making prior arrangements by noon on the Thursday may speak at the following Monday meeting only on the approval of a majority vote of the trustees, up to a maximum of eight (8) delegates.

14.3 Delegations are asked to make submissions in writing which contain the speaker's full name, contact information (including telephone number[s] and home address), a brief summary of the issue being presented, and recommendation(s) for resolving the matter. A Delegation Submission Template can be accessed via the Board's website

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(<http://www.wrdsb.ca/board-meetings/delegations/delegation-form>) and can be completed online, or a copy can be printed, completed in writing and submitted to the Manager of Corporate Services. *(Note: Delegation Submission Template will need to be updated per MFIPPA)*

14.4 At Standing Board Committee meetings, delegations may speak only to matters relevant to the Standing Board Committees Terms of Reference. All other presentations will be referred to the appropriate Board meeting or Standing Board Committee meeting.

14.5 Delegations will be permitted to address members of the Board or Standing Board Committee for a period of up to ten minutes. Exceptions to this rule will be permitted only by a majority vote of the members present.

14.6 Delegations will be scheduled to appear at the beginning of the Board or Standing Board Committee meetings. A maximum of eight (8) delegates will be scheduled per meeting.

14.7 The Standing Board Committee will consider or act on any request from a delegation during the same meeting at which the delegation is made only if approved by a vote of two-thirds (2/3) of the members present at the meeting, or if consideration of the matter was included on the meeting agenda.

14.8 At Board meetings, the Board, if approved by a vote of two-thirds (2/3) of the members present at the meeting, may refer the topic to Agenda Development Committee for scheduling at the appropriate Standing Board Committee for discussion.

14.9 Delegates are expected to refrain from the use of abusive or derogatory language at all times and the Board Chair may expel or exclude from any meeting any person(s) who engage in this or any other form of improper conduct. Applause, booing or other audible or visual demonstrations of support or opposition are discouraged because they may be intimidating for those with opposing views. Courtesy and respect for others must be displayed.

14.10 A delegate cannot register for more than one place on the agenda, and that place is not transferable to another party unless extenuating circumstances exist (e.g. illness of delegate).

14.11 Delegations may be received at Committee of the Whole in camera meetings as per the *Education Act*. The procedures for delegations, as set out in Article 14 will apply. *(Note: Further investigation to follow)*.

Special Delegation Meetings

14.12 Special Meetings to hear delegations may be scheduled, when warranted (e.g. accommodation reviews, budget, etc.)

14.13 Delegations wishing to appear before the Waterloo Region District School Board at a Special Delegation Meeting must register with the Manager of Corporate Services two working days prior to the meeting.

14.14 Delegations are asked to make submissions in writing which contain the speaker's full name, contact information (including telephone number[s] and home address), a brief summary of the issue being presented. A Delegation Submission Template can be accessed via the Board's website at (<http://www.wrdsb.ca/board-meetings/delegations/delegation-form>) and can be completed online, or a copy can be printed, completed in writing and submitted to the Manager of Corporate Services.

14.15 Delegations who have submitted their delegation submission two working days prior to the meeting who wish to speak for the first time on a topic will be given precedence over those who wish to speak a second time on the same

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topic and have submitted their delegation submission by two working days prior to the meeting. Delegations who wish to speak for a second time on the same topic, or those who have not submitted their delegation submission two working days prior to the meeting, will be placed on a waiting list. The Manager of Corporate Services will review the list of delegations two working days prior to the meeting and will contact the delegations on the waiting list to advise them if they will be scheduled on the agenda. *(Note: Further revision to be developed)*

14.16 Delegates are expected to refrain from the use of abusive or derogatory language at all times and the Board Chair may expel or exclude from any meeting any person(s) who engage in this or any other form of improper conduct. Applause, booing or other audible or visual (e.g. props, placards) demonstrations of support or opposition are discouraged because they may be intimidating for those with opposing views. Courtesy and respect for others must be displayed.

14.17 A delegate cannot register for more than one place on the agenda, and that place is not transferable to another party unless extenuating circumstances exist (e.g. illness of delegate).

ARTICLE 15.0 PUBLIC QUESTION PERIOD *(Note: Implementation requires further development)*

In keeping with Waterloo Region District School Board Policy 2006 Consultation, the Waterloo Region District School Board welcomes opportunities for the public to engage with Members of the Board.

15.1 Members of the public are invited to pose questions of a general nature or regarding Board processes to the Board at all regular meetings of the Board.

15.2 The Board encourages questions on a wide variety of topics, while making sure that adequate time is available for regular business. The Chair shall establish time limitations as necessary to achieve these objectives and may group together questions of a similar nature.

15.3 At the discretion of the Chair, questions shall not be entertained if they relate to a matter which is under consideration by the Board and for which another public input and questioning process is available (e.g., school boundaries, accommodation reviews, school naming).

15.4 New Policy XXXX (to be developed) will define the process for Public Question Period.

~~15.4 The following procedure applies to public question period:~~

- ~~● Each person shall be allowed to ask one question and one supplementary question;~~
- ~~● Before the beginning of the Board meeting, the questioner shall submit the question in writing to the Chief Communication Officer;~~
- ~~● The questioner or, if the questioner prefers, the Chair, shall read the question;~~
- ~~● The question shall be addressed by the Chair who may direct staff to answer;~~
- ~~● The questioner may ask a supplementary question for clarification;~~
- ~~● Questions to individual trustees will not be addressed at public question period.~~

15.5 Members of the public are expected to refrain from the use of abusive or derogatory language at all times and the Board Chair may expel or exclude from any meeting any person(s) who engage in this or any other form of improper conduct. Applause, booing or other audible or visual demonstrations of support or opposition are discouraged because they may be intimidating for those with opposing views. Courtesy and respect for others must be displayed.

ARTICLE 16.0 – COMMITTEES

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16.1 The Board's Committee structure and operation consists of the following:

- a) **Statutory Committees** are established as requested per the *Education Act* or other legislation/regulation.
 - i. Audit Committee
 - ii. Discipline Committee
 - iii. Parent Involvement Committee (PIC)
 - iv. Special Education Advisory Committee (SEAC)
 - v. Student Program Review/Student Alternative Learning Committee (SAL)
- b) **Standing Board Committees** exist to address ongoing matters specific to their individual mandates and include the whole Board.
 - i. Planning and Priorities Advisory Committee (PPAC)
 - ii. Program and School Services Advisory Committee (PSSAC)
- c) **Committee of the Whole In-Camera** exists to address ongoing confidential matters per the *Education Act* and includes the full membership of the Board.
- d) **Board Committees** means an ongoing committee established by the Board;
 - i. Agenda Development Committee
 - ii. Director Performance Appraisal Committee
 - iii. Policy Working Group
 - iv. Student Trustee & Student Senate Mentor
 - v. **School Year Calendar Committee**
- e) **Community Committees** are established to address operational/system needs, initiatives and community partnerships.
 - i. Accessibility
 - ii. Early Years Advisory Group
 - iii. Equity and Inclusion
 - iv. **Mental Health and Addiction Strategy**
- f) **Ad Hoc Committee** means a committee established to respond to specific issues. They have a defined task and timeline for completion.

16.2 The membership, tenure, terms of reference, powers, and duties of Statutory, Standing Board, Standing, Committee of the Whole In-Camera, Board, Community and Ad Hoc Committees shall be as required by law, collective agreement, or as approved by the Board and set forth in these bylaws.

16.3 Minutes will be taken at all Audit Committee, PIC, SEAC, PPAC, and PSSAC meetings and must be submitted for approval at regular monthly Board meetings.

16.4 For Statutory, Board, Community and Ad Hoc committees, only members of that committee shall elect a Chair and Vice-Chair from among themselves.

16.5 The Board Chair shall not be eligible to be elected as the Chair or Vice-Chair of any Statutory, Standing Board, Board, or Community committee.

16.6 Other Members are not eligible to serve as Chair of more than one Statutory Committee at the same time. Members shall not be elected as Vice-Chair of more than two Statutory Committees at the same time, unless otherwise approved by the Board of Trustees.

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16.7 A majority of the members constituting a committee shall be a quorum unless otherwise indicated in a committee terms of reference. Should there be no quorum present at the time appointed for the meeting, the Committee Chair shall seek the advice and consent of members as to what action should be taken. Should no quorum be present within thirty minutes after the appointed time for the meeting, the Secretary shall record the names of the members present and the time, and the meeting shall be cancelled, unless members present direct that the meeting continue, recognizing that no formal action may be taken unless otherwise stated in the terms of reference.

16.8 The Chair or Vice-Chair of the committee, as the case may be, shall count in forming a quorum.

16.9 Members of the Board may attend meetings of committees of which they are not members and, unless otherwise limited by law legislation, collective agreement or Board motion, shall have voice but not vote but may use their voice in such a way that it does not hinder the actions or work of the committee.

16.10 Unless otherwise directed, all Committee recommendations shall be reported to the Board in the form of a report to a Standing Board Committee meeting, and shall be subject to the approval of the Board.

16.11 ~~Special Meetings~~—If a Statutory, Standing Board, Board or Community Committee makes a recommendation that requires immediate consideration by the Board, the process noted below is to be followed:

- a) The Agenda Development Committee must be advised that the Statutory, Standing Board, Board or Community Committee has a report they wish to have scheduled on a Board, PPAC or PSSAC meeting agenda.
- b) This report shall be submitted, providing the background information necessary for trustees to make an informed decision on the recommendation.
- c) The report will normally be scheduled for the first Board, PPAC or PSSAC meeting following the Agenda Development Committee meeting where the report is considered. If the recommendation is time-sensitive, any alternative action will be at the discretion of the Board Chair.
- d) The minutes of the Statutory, Board and Community Committee meetings (containing the recommendation requiring immediate consideration) will appear on the Board meeting agenda.

16.12 Meetings of Committees shall be held in accordance with committee approved schedules subject to any terms and conditions contained in the Board's bylaws. Committee Chairs, in consultation with the Committee Vice-Chair, may convene additional meetings as may be deemed necessary, or may cancel a scheduled meeting where there is insufficient agenda material to warrant the holding of a meeting.

16.13 By November 14th of each year, trustees will express interest in Statutory, Board and Community Committee membership (as applicable) to the Manager of Corporate Services using the template provided. In an election year, the form will also be distributed to trustee elects.

16.14 Trustees shall adhere to term limits as expressed in committee's Terms of Reference. In special circumstances, the Board may appoint trustees to committees beyond term limits set out by the committee's Terms of Reference.

16.15 On the second working Monday in December at a combined PPAC and PSSAC meeting, trustees will elect Vice-Chairs for the PPAC and PSSAC following the election procedures outlined in 6.5.

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16.15~~16~~ At the Board meeting on the **Board Meeting** ~~third working Monday~~ in December, trustees will vote on trustee committee membership for Statutory, Board and Community Committees. (*Note: Process development is required.*)

ARTICLE 17.0 – COMMITTEE OF THE WHOLE IN CAMERA MEETINGS

17.1 The Board may move into Committee of the Whole In Camera upon any confidential matter brought for its consideration when the subject matter under consideration involves (*Education Act, Section 207(2)*):

- (a) the security of the property of the board;
- (b) the disclosure of intimate, personal or financial information in respect of a member of the board or committee, an employee or prospective employee of the board or a pupil or his or her parent or guardian;
- (c) the acquisition or disposal of a school site;
- (d) decisions in respect of negotiations with employees of the board; or
- (e) litigation affecting the board.
- (f) an ongoing investigation under the *Ombudsman Act* respecting the board.

17.2 The committee is comprised of the full membership of the Board.

17.3 The Committee of the Whole in camera meeting will meet as required before a Standing Board Committee meeting or a Board meeting.

17.4 Meetings of the Committee of the Whole In Camera shall be closed to all but Board members, the Student Trustees (with the exception of items that involve the disclosure of intimate, personal and/or confidential information **in respect of a member of the board or committee, an employee or prospective employee of the board or a pupil or his or her parent or guardian**), **Director of Education**, Supervisory Officers, and the Manager of Corporate Services. Others may be asked to attend as appropriate or to speak to specific agenda items.

17.5 The Committee of the Whole In Camera will meet at 6:00 pm or 6:30 pm prior to a Standing Board Committee meeting or Board meeting, unless otherwise determined by members of the Agenda Development Committee, in the Board Room of the Waterloo Region District School Board Education Centre.

17.6 In unusual circumstances, at the discretion of the Chair and in consultation with the Vice-Chair and the Director, a Committee of the Whole In Camera meeting may be cancelled or rescheduled.

17.7 With at least 48 hours' notice, a Special Committee of the Whole In Camera meeting, to be immediately followed by a Special Meeting of the Board, may be held on the call of the Chair, or on the written request of the majority of members of the Board made to the Chair, or if absent, the Vice-Chair, or if absent, the Director. The meeting may be held at a date, time and place established by decision of the Chair, or if absent, the Vice-Chair, or if absent, the Director.

17.8 Committee of the Whole In Camera meetings normally will adjourn by 7:00 pm or recess and reconvene prior to the adjournment of the Board or Standing Board Committee meeting as necessary.

17.9 The Vice-Chair of the Board or if absent, the Chair of the Board shall chair all Committee of the Whole In Camera sessions.

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In the case of absence of both the Vice-Chair and the Chair for five minutes after the hour appointed, as soon as a quorum be present, the Past Chair of the Board shall preside. In the event the Past Chair is not present, the Chair of either Standing Board Committee shall preside over the meeting.

17.10 The Committee of the Whole In Camera shall report at the next regularly-scheduled Board meeting, or Standing Board Committee meeting or at the Special Board meeting called specifically for this purpose.

17.11 Trustees will ensure that all in-camera material not collected by staff, (paper and electronic) is stored in a secure, confidential location or shredded/deleted following the meeting.

17.12 As part of its in camera procedures, the Waterloo Region District School Board allows any member to rise on a point of order dealing with the appropriateness of agenda items to be considered during an in camera meeting, and the decision to consider an agenda item which might be called into question will be based on the willingness of a majority of members present at the meeting to consider the item as an in camera matter.

17.13 Attendance of staff members at meetings will be determined by the Director.

~~17.14 The Education Act provides that student trustees may attend and participate in In Camera meetings, with the exception of those that require “the disclosure of intimate, personal or financial information in respect of a member of the board or committee, an employee or prospective employee of the board or a pupil or his or her parent or guardian.”~~

ARTICLE 18.0 - STATUTORY COMMITTEES

18.1 Statutory committees will operate in accordance with the legislation or regulation by which they were established. In all cases where these Bylaws conflict with the legislative or regulatory provisions governing statutory committees, the legislative or regulatory provisions shall prevail.

18.2 **Audit Committee** – The Audit Committee shall function in accordance with the terms of the Education Act and the regulations made thereunder. (Education Act, Section 253.1; Ontario Regulation 361/10 – Audit Committees)

18.3 **Discipline Committee** - In accordance with Section 23 (6) of the Education Act, R.S.O. 1990, the Waterloo Region District School Board directed its powers and duties with respect to the hearing of appeals to suspensions/expulsions to a Committee comprised of the three or more trustees appointed annually by the Board.

18.4 **Parent Involvement Committee (PIC)** – The Parent Involvement Committee shall function in accordance with Regulation 612/00 from Bill 177 (The Student Achievement and School Board Governance Act).

18.5 **Special Education Advisory Committee (SEAC)** - The Special Education Advisory Committee shall function in accordance with the terms of the Education Act and the regulations made thereunder. (Education Act, Section 206; Ontario Regulation 464/97)

18.6 **Student Program Review/Student Alternative Learning Committee (SAL)**– The Student Program Review/Student Alternative Learning Committee shall function in accordance with the Education Act and the regulations made thereunder (Ontario Regulation 374/10 – Supervised Alternative Learning and Other Excusals from Attendance at School).

Article 19.0 - STANDING BOARD COMMITTEES

19.1 **Planning and Priorities Advisory Committee (PPAC)**

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- 19.1.1 The committee is comprised of the full membership of the Board.
- 19.1.2 The Chair of the Committee is elected as per Board bylaws, (See Article 5.0, Election of Chair, Vice-Chair, PPAC Chair and PSSAC Chair). The Vice-Chair of the committee shall be elected at the first meeting of the committee.
- 19.1.3 The PPAC Chair shall chair all Planning and Priorities Advisory Committee meetings. In the PPAC Chair's absence, the PSSAC Chair shall chair such meetings. In the absence of both, the Chair or the Vice-Chair shall chair such meetings. In the absence of all, Board members shall elect a chair from amongst the Members present at the meeting.
- 19.1.4 The role of the Planning and Priorities Advisory Committee is to assist the Board in fulfilling its duties related to governance and oversight with a system wide focus by providing advice on system issues related to Business, Finance, or Facilities/Capital Planning.
- 19.1.5 The committee will maintain an ongoing strategic dialogue with and through the Director to ensure matters related to business and finance; capital planning and facilities; student transportation; and human resources are in alignment with the Board's strategic plan and operational goals. The Committee deals with such matters as may be referred to the Committee by the Board and receives reports as requested or as appropriate.
- 19.1.6 The PPAC shall meet monthly on the second working Monday between September and June.
- 19.1.7 In a month when there are only three working Mondays, the Standing Board (PPAC and PSSAC) meetings will occur consecutively on the second working Monday.
- 19.1.8 Delegations may appear as related to the Committee's Terms of Reference topics.

19.2 Program and School Services Advisory Committee (PSSAC)

- 19.2.1 The committee is comprised of the full membership of the Board.
- 19.2.2 The Chair of the Committee is elected as per the Board Bylaw 5.0, Election of Chair, Vice-Chair, PPAC Chair and PSSAC Chair, Bylaw. The Vice-Chair of the committee shall be elected at the first meeting of the committee.
- 19.2.3 The PSSAC Chair shall chair all Program and School Services Advisory Committee meetings. In the PSSAC Chair's absence, the PPAC Chair shall chair such meetings. In the absence of both, the Chair or the Vice-Chair shall chair such meetings. In the absence of all, Board members shall elect a chair from amongst the Members present at the meeting.
- 19.2.4 The role of the Program and School Services Advisory Committee is to assist the Board of Trustees in fulfilling its duties related to governance and oversight with a system-wide focus by providing advice on system issues related to programming and school services.

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19.2.5 The committee will maintain an ongoing strategic dialogue with and through the Director of Education to ensure school programs and school services are in alignment with the Board's strategic mission, vision and commitments. The Committee deals with such matters as may be referred to the committee by the Board.

19.2.6 Delegations may appear as related to the agenda.

19.2.7 The PSSAC will meet monthly on the 3rd working Monday between September and June.

19.2.8 In a month when there are only three working Mondays, the Standing Board (PPAC and PSSAC) meetings will occur consecutively on the second working Monday.

19.2.9 The Chair of PSSAC will sit on the School Year Calendar Committee.

ARTICLE 20.0 BOARD COMMITTEES

20.1 Agenda Development - shall be struck each year for the following purposes:

- a) to set meeting agendas;
- b) to ensure the flow of business to be brought before the Board or any of its Committees, including timed, regular reports;
- c) to track to completion all business brought before the Board by motion, and provide to all trustees on a monthly basis a current schedule of meetings and pending agenda items.

20.1.1 The Committee shall be comprised of the following people: Board Chair; Board Vice-Chair, PPAC Chair, PSSAC Chair, one trustee assigned on an alphabetical rotation, Director of Education and Secretary, and Manager of Corporate Services.

20.1.2 The Committee may be chaired by the Board Chair or the Board Vice-Chair, in the absence of the Chair, or by another member designated by the Board Chair and will report directly to the Board. The committee will serve in an advisory capacity only, having no power to act.

20.1.3 The Agenda Development Committee will meet on the first working Monday of each month, as well as at the call of the Committee Chair.

20.1.4 The committee membership term in the year prior to a municipal election will be January to November to coincide with the trustee term of office.

20.2 Director Performance Appraisal

(NOTE: Requires further development)

20.3 Policy Working Group *(NOTE: Requires further development)*

20.3.1 This committee consists of the Vice-Chair and three trustees, appointed annually by Board motion at the Board meeting held in December. Additionally, one trustee is assigned on an alphabetical rotation.

20.3.2 The Policy Working Committee initiates and/or considers draft policies and reviews existing policies as required by Board Policy G300 – Policy Development and Review and Bylaw Article 5.4 related to the Board's Strategic Plan and

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makes recommendations for approval to the Board. Additionally, this committee considers the addition or removal of existing policies.

20.3.3 This Board Committee ensures that community input and input from PIC/WRAPSC and SEAC, is sought on all policies prior to being referred to the Board for approval. It is responsible for directing the maintenance of accurate and current records of all Board policies and may conduct a review of policies every three years or when referred to the Committee for review. New or substantively changed policies will be referred to staff review for compliance with legislative requirements.

20.3.4 It normally meets the first working Monday of each month between September and June.

20.3.5 The Vice-Chair of the Board is the chair of the committee.

20.3.6 The committee reports to the Board of trustees.

20.3.7 This committee is guided by the Policy Working Group Terms of Reference. (Appendix E)

20.4 Student Trustee & Student Senate Mentor

(NOTE: Requires further development)

20.4.1 Two student trustees are elected annually by Student Senators.

20.4.2 A Student trustee mentor will be assigned by the Chair of the Board to advise student trustees.

20.4.3 Student trustees will provide a report to The Board at least twice per year to inform The Board of Student Senate activities.

20.4.4 Student Trustees co-chair Student Senate meetings which are held monthly throughout the year.

20.5 School Year Calendar Committee

20.5.1 This committee is guided by the Education Act, legislation, Ministry of Education timelines and collective bargaining agreements.

ARTICLE 21.0 COMMUNITY COMMITTEES

21.0.1 Members of the Board attending committee meeting who are not voting members may use their voice in such a way that it doesn't hinder the actions or work of the committee.

21.1 Accessibility Committee

21.1.1 This committee is guided by the Accessibility Committee Terms of Reference. (Appendix F)

21.2 Early Years Advisory Group

21.2.1 This committee is guided by the Early Years Advisory Group Terms of Reference. (Appendix G)

21.3 Equity and Inclusion Advisory Group

21.3.1 This committee is guided by the Equity and Inclusion Advisory Group Terms of Reference. (Appendix H)

21.4 Mental Health and Addiction Strategy (Committee?)

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21.4.1 This committee is guided by the Mental Health and Addiction Strategy Terms of Reference. (Appendix )

ARTICLE 22.0 - AD HOC COMMITTEES

22.1 No Ad Hoc Committee shall be struck without Board approval.

22.2 Ad hoc committees of the Board may be established by Board motion. The motion/recommendation shall include a mandate, time frame for reporting to the Board and committee membership.

22.3 An Ad Hoc Committee shall be permitted to request the Board for an extension of its reporting timeline, if required.

22.4 Any motion establishing an Ad Hoc Committee shall have a completed terms of reference, with membership, included with the motion. See Ad Hoc Committee Terms of Reference template.

22.5 A formal Board motion should be presented to dissolve an Ad Hoc Committee once the final report has been presented to the Board.

ARTICLE 23.0 – TRUSTEE REPRESENTATION ON STAFF COMMITTEES

23.1 Trustee representatives may be required to serve on staff (administrative) committees which are chaired by a senior administrator or designate.

23.2 Staff Committee Chairs are to submit any requests for trustee representation to the Chair of the Board who will seek trustee volunteers and determine appointments in consultation with the Vice-Chair of the Board and the Director.

23.3 If necessary, actions taken by staff committees will be reported to the Board as information as determined by the Staff Committee Chair.

ARTICLE 24.0 – RULES OF ORDER

The rules and regulations contained within these bylaws and procedures shall be the rules and regulations for the order and dispatch of business of the Waterloo Region District School Board. In any case for which provision is not made herein, the procedure to be followed shall be, as near as may be, that followed according to *Robert's Rules of Order*.

24.1 Notice of Motion

24.1.1 A Member may provide a written notice of motion at the appropriate agenda item of a Board meeting to be heard at the next regular Board meeting.

24.1.2 The notice of motion need only indicate the purpose but such a statement must be accurate and complete since it will determine what amendments are in order when the motion is considered, e.g. "To raise the annual fee to \$20.00". The notice of motion will become invalid if the motion is amended beyond the scope of the notice.

24.1.3 Trustees may orally serve notice of a motion that they intend to present at a future meeting during a Board or Standing Committee Meeting under the "Future Agenda Items" portion of the meeting.

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24.1.4 Trustees require the signed support of at least one additional trustee before the notice of motion would be accepted and scheduled for consideration by the Board.

24.1.5 The wording of the motion must be provided to the Manager of Corporate Services for scheduling on the next Agenda Development Committee agenda, no later than noon on the Friday prior to the Agenda Development Committee meeting.

24.2 Motions

24.2.1 No motion or amendment shall be debated or put to a vote unless seconded and read before the vote is taken, except that the reading may be omitted before the vote if the motion is based on a written recommendation in the agenda or is a motion to refer, to postpone, to rise and report, to table, or to adjourn. Upon the request of any Member, the Chair shall direct the mover to put the motion in writing.

24.2.2 A privileged motion, in order of precedence, shall be considered over all other business and may be moved without notice.

24.2.3 When a question is under debate, the only motions in order shall be:

- (a) adjourn or take a recess;
- (b) raise a question under point of order, privilege or question;
- (c) lay on the table;
- (d) call for the previous question;
- (e) postpone to a certain time;
- (f) refer;
- (g) amend;
- (h) postpone indefinitely;
- (i) main motion.

Each motion shall have precedence in the order listed; and (a), (b), (c) and (d) shall be decided without debate except as provided under point of order, privilege or question by majority vote other than Motion (d) which shall require a two-thirds vote of those present to adopt.

24.2.4 The motion for the previous question shall preclude all further amendment and debate, and shall be submitted by the Chair in this form: "Are you ready for the main question?" If adopted, the Chair shall at once proceed to put the main question, first putting any amendments pending, to the vote of the Board.

24.2.5 A motion to lay on the table, done only in the case of an emergency, is not debatable; but a motion to lay on the table with any other condition involved is subject to debate and amendment with a majority vote. Generally, a motion to defer or postpone discussion to a future date will be put forward.

24.2.6 A question having been postponed indefinitely shall not be taken up again at the same meeting.

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24.2.7 After a motion is made and seconded, a motion to amend may be made, and a motion to amend the amendment; but no further motion to amend shall be made until those have been decided.

24.2.8 An amendment modifying the subject of a motion shall be in order, but an amendment relating to a different subject or completely changing the intent of a motion shall not be considered.

24.2.9 All amendments shall be put in the reverse order to which they are moved.

24.2.10 Every amendment submitted shall be decided upon or withdrawn before the main question is put to a vote; and if the vote on an amendment is decided in the affirmative the main question as amended shall be put to a vote.

24.2.11 A motion to adjourn shall be in order except when a Trustee is speaking, or a vote is being taken, or when the previous question has been called. A motion to adjourn only shall not be open to amendment or debate; but a motion to adjourn to a particular time may be amended or debated.

24.2.12 No second motion to adjourn shall be made until some business has been transacted after the first motion to adjourn has failed.

24.2.13 Requests by individual Trustees for information, which will require a significant time commitment by Administration, must be formulated into a motion and receive Board approval prior to the task being undertaken. A request approved by "will of the Board" is acceptable when the request does not require significant time commitment by staff as determined in consultation with the Director of Education.

24.2.14 Student Trustees may not move a motion but may suggest a motion on any matter at a meeting of the Board or of one of its committees on which the student Trustee sits. If no member of the Board or committee, as the case may be, moves the suggested motion, the record shall show the suggested motion.

24.3 Motions Considered at Board and Standing Board Meetings

24.3.1 Motions shall be related to an agenda item.

24.3.2 Every motion shall be seconded and shall be disposed of only by a vote of the Board unless the mover and seconder, by permission of the Chair, withdraw the motion.

24.3.3 Any Member may request the motion under discussion be read for information at any time in the course of the debate, provided that no such request is made so as to interrupt a member speaking to the question.

24.3.4 The mover and seconder shall be recorded in the official minutes of all Board and Standing Board meetings.

24.3.5 After a motion is moved and seconded, it shall be deemed to be in possession of the Board.

24.3.6 A Member may introduce a motion and before it is seconded, speak to it for clarification or direction on wording only. No other Member may speak to the motion before it has been seconded. Once seconded, the mover will be asked to speak to the motion and be the final speaker to the motion.

24.4 Motion to Suspend the Rules

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24.4.1 Any member may make a motion to suspend the rules in order to do something, which cannot ordinarily be done without violating these rules. Such a motion is not debatable and requires a two-thirds vote of members present at the meeting to pass.

24.5 Reconsideration of a Motion Previously Approved by the Board

24.5.1 Once a motion has been decided upon by the Board at a regular or special Board meeting, and confirmed by a resolution of the Board recorded in its minutes, it shall not be reconsidered during the ensuing twelve-month period unless:

- a) at least 72 hours written notice has been given to all members of the Board; and
- b) the motion to reconsider is made by a member who voted with the prevailing side (whether it was for or against);* and
- c) the affirmative vote of two-thirds of all members of the Board present at the meeting is received to reopen the matter.**

Notes: *The prevailing side means that if the majority of members voted in favour of a motion, the member presenting the motion of reconsideration must be someone who previously voted in favour of it. If the majority of members voted against the motion, the members presenting the reconsideration motion must be someone who previously voted against it. However, in the year following election of a new board, newly elected trustees (not including re-elected incumbents), will be deemed to have voted on the prevailing side of any motion proposed for reconsideration that received formal approval by the previous board.

**No formal action may be taken unless a quorum is present (half of total membership plus one).

24.5.2 When a Member has properly moved for reconsideration of any question which has been decided, no discussion of the main question shall be allowed until the motion for reconsideration has been decided in the affirmative.

24.6 Voting

24.6.1 No member shall have more than one vote, as Chair or otherwise, either at Board meetings, or on any committee.

24.6.2 Any member may abstain from voting. An abstention maintains a quorum. The number of yea and nay votes will determine the approval or defeat of a motion under consideration. If the vote required is a majority or 2/3 of the members present, an abstention will have the same effect as a no vote". In any case an abstention is not a vote and cannot be counted as a vote, but can be noted in the minutes of the meeting.

24.6.3 As ruled by the Chair, every Member of the Board or a committee as the case may be, may vote on a question put in a telephone poll or e-mail submission conducted by the Manager of Corporate Services or designate. In all cases where there is an equality of votes, the question is defeated. See Electronic Voting Guidelines.

24.6.4 After the Chair has put a question to vote, there shall be no further debate. The decision of the Chair as to whether the question has been finally put shall be conclusive.

24.6.5 The yeas, nays and abstentions shall be recorded on any question when requested by at least one member at a Board or Standing Board Committee meeting. Such a request for a recorded vote must be made before the Chair calls upon the Members to vote on the question.

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24.6.6 The request for a recorded vote shall require all members including the Chair to participate in the vote indicating a nay, yea or abstention. The resulting number of yeas, nays and abstentions shall be declared by the Manager of Corporate Services.

24.6.7 Unless a recorded vote is requested, all votes at meetings shall be taken by a show of hands. The resulting number of yeas, nays, and abstentions shall be declared by the Chair. If this declaration is questioned, the Members voting shall rise and stand until they have been counted.

24.6.8 Voting by proxy will not be allowed in any meeting under the jurisdiction of the Board in that proxy voting is incompatible with the essential characteristics of the Board in which membership is individual, personal and non-transferable.

24.6.9 Where a Member attends a Board meeting via electronic means, the Member may vote via teleconference or electronically or by a pre-arranged secret ballot in the case of Board elections given to the Manager of Corporate Services in a sealed envelope.

24.6.10 In accordance with the Education Act, Section 55 (3), the student Trustees are not entitled to exercise a binding vote on any matter before the board or any of its committees. They may request to have their non-binding vote recorded in the Board minutes and may request that a matter before the Board, or any of its committees, be put to a vote.

24.7 Other Business/Requests for Information

24.7.1 A period of time is scheduled just prior to the adjournment of each Regular Board and Standing Board meeting for other business from members. Members are advised to contact the appropriate administrative official(s) regarding the item on which they intend to speak so that staff are prepared to respond appropriately, if possible.

24.7.2 Requests by individual Trustees for information, which will require a significant time commitment by Administration, must be formulated into a motion and receive Board approval prior to the task being undertaken. A request approved by "will of the Board is acceptable when the request does not require significant time commitment by staff as determined in consultation with the Director of Education.

24.8 Reports from Members

24.8.1 Presentations made under the "Reports from Members" section on the regular Board meeting agenda shall be limited to information concerning events or activities at which the member presenting the report was acting on behalf of or representing the Board.

24.8.2 When trustees attend a conference or workshop on behalf of the board, they are required to submit a written report of that event to the Chair of the Board for public consumption.

ARTICLE 25.0 - CONFLICT OF INTEREST (Note: This article will be moved to Section 4.4)

25.1 At a meeting where a member discloses a conflict of interest, or as soon as possible afterwards, the member shall file a written and signed statement of the interest and its general nature with the Manager of Corporate Services.

25.1.1 The written statement should include the following information:

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- (a) Name of member
- (b) Type of Meeting
- (c) Date of meeting matter was considered
- (d) Subject matter/report title/agenda item
- (e) General nature of the conflict (except if it was an in-camera meeting)
- (f) Date of meeting at which Conflict of Interest was declared (this may have been declared at the next meeting because the trustee was absent from the actual meeting)

25.2 The Manager of Corporate Services will maintain a registry which shall contain a copy of each written statement filed under section x.a, as well as a copy of each declaration recorded.

25.3 The registry maintaining the conflict of interest declarations and statements will be available for public inspection when requested.

25.4 When a member is present at a public meeting at which a matter is being considered for which they have declared a conflict of interest, they shall:

- (a) prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof,
- (b) not take part in the discussion of, or vote on any question in respect of the matter; and
- (c) not attempt in any way whether before, during or after the meeting to influence the voting on any such question.

25.5 When a member is present at an in-camera meeting at which a matter is being considered for which they have declared a conflict of interest, they shall leave the meeting or part of the meeting during which the matter is under consideration.

25.6 When a member's conflict of interest has not been disclosed because of absence from a meeting, the member shall disclose the conflict at the first meeting attended by the member after the meeting in question.