

WATERLOO REGION DISTRICT SCHOOL BOARD

NOTICE OF MEETING

The regular monthly **Board Meeting** of the Waterloo Region District School Board will be held in the Board Room, Floor 1, Building 2, Education Centre, 51 Ardelet Avenue, Kitchener, on **Monday, April 29, 2019, at 7:00 p.m.**

AGENDA

Call to Order/ Territorial Acknowledgement

O Canada

Invocation (To be recited by trustees)

“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.”

Approval of Agenda

Consent Agenda**

Receipt/Approval of Minutes:

Approve Minutes – Special Education Advisory Committee Meeting of March 6, 2019

Receive Minutes – Board Meeting of March 25, 2019

Approve Minutes – Committee of the Whole Meeting of April 8, 2019

Approve Minutes – Committee of the Whole Meeting of April 15, 2019

Receipt/Approval of Monthly Reports:

24 Staffing Information – Retirements and Resignations

M. Weinert

28 Staffing Recommendations – Appointments

M. Weinert

Declarations of Pecuniary Interest

Announcements/Celebrating Board Activities

Tim Walker Memorial Award for Environmental Stewardship

Trustee O. Judelson-Kelly

Communications Department Good News Update

A. Russell

Delegations

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WRDSB Workforce Census

D. Liebermann

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Committee

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Board Communications

99 Hastings and Prince Edward District School Board to Minister of Education

101 Premier of Ontario – Response Re: Provincial Advocate for Children and Youth

103 Toronto District School board to Minister of Education

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109 Bluewater District School Board to Minister of Education

111 Peel District School Board to Minister of Education

**All matters listed under the Consent Agenda are considered not to require debate by the Board of Trustees and should be approved in one motion in accordance with the recommendation contained in each report.

Other Business

Question Period (10 minutes)

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

Adjournment



Report to Board of Trustees

April 29, 2019

**Subject: Staffing Information –
Retirements and Resignations**

Recommendation

This report is provided for information of the Board.

Status

The employees listed in Appendix A of this report have received acknowledgement of their retirement or resignation.

Background

The board's practice is to receive information regarding staff retirements and resignations at regular monthly board meetings.

Financial implications

Expenses are within the existing approved budget.

Communications

Employees listed in this report have communicated through Human Resource Services.

Prepared by: Michael Weinert, Coordinating Superintendent, Human Resource Services, in consultation with Coordinating Council.

Staffing Statistics – Retirements & Resignations
Current at April 29, 2019

Retirements: Elementary Teaching Staff				
First	Last	Position/Location	Retirement Date	Years of Service
David	Bain	Teacher, MacGregor PS	April 30, 2019	29
Donna	Bertrand	Teacher, Highland PS	June 28, 2019	29
Marjorie	Brown	Teacher, Sir Adam Beck PS	June 28, 2019	24
Cheryl	Brubacher-Cressman	Teacher, Forest Glen PS	June 29, 2019	32
John	Cummings	Teacher, Abraham Erb PS	June 28, 2019	24
Megan	Dodd	Teacher, J.F. Carmichael PS	June 28, 2019	31
Sherry	Donegan	Teacher, Jean Steckle PS	April 30, 2019	29
Suzanne	Fisk	Teacher, Tait Street PS	June 28, 2019	34
David	Forster	Teacher, Queensmount PS	June 28, 2019	30
Susan	Fowler	Teacher, Doon PS	June 28, 2019	29
Jean	Healey-Martin	Teacher, Linwood PS	June 28, 2019	34
Beverley	Hilliard	Teacher, Sandhills PS	June 28, 2019	31
Elizabeth	Jones-Twomey	Teacher, Wilson Avenue PS	June 28, 2019	32
Carla	Johnson	Teacher, Jean Steckle PS	June 28, 2019	29
Lori	Lee	Elementary Itinerant Teacher, Special Education – Learning Services, EdC	June 28, 2019	30
Denise	Lepitre O'Drowsky	Teacher, Forest Hill PS	June 28, 2019	34
Mark	Maloney	Teacher, Abraham Erb PS	June 28, 2019	18
Rosewitha	Masurkevitch	Teacher, Prueter PS	June 28, 2019	20
Ruth	McCaughan	Teacher, Bridgeport PS	June 28, 2019	31
James	McIntyre	Teacher, Keatsway PS	June 28, 2019	34
Brie	McKenzie	Teacher, Centennial (W)	June 28, 2019	18
Janice	McKay	Teacher, Central PS	June 28, 2019	28
Lynn	McLelland	Teacher, Westheights PS	June 28, 2019	31
Donald	Milton	Teacher, Sandhills PS	June 28, 2019	27
Nancy	Mirotta	Teacher, N.A. MacEachern PS	June 28, 2019	32
Sharon	Monteiro	Teacher, Tait Street PS	June 28, 2019	34
Patricia	Morgan	Elementary Itinerant Teacher, Special Education – Learning Services, EdC	June 28, 2019	31
Shelley	Noorduyn	Teacher, Centennial PS, Cambridge	June 28, 2019	20
Heather	Prosser	Teacher, Doon PS	June 28, 2019	31
Patti	Shane	Teacher, Laurentian PS	June 28, 2019	32
Kelly	Snow	Curriculum Consultant, Learning Services, EdC	June 28, 2019	35
Michelle	Speck	Teacher, Linwood PS	June 28, 2019	32
Jill	Turner	Elementary Itinerant Teacher, Special Education – Learning Services, EdC	June 28, 2019	17
Sylvia	Vladars-Scott	Teacher, Country Hills PS	June 28, 2019	35
Nancy	Wagner	Teacher, Conestogo PS	June 28, 2019	28
Christopher	Wilson	Teacher, Clemens Mill PS	June 28, 2019	30
Krista	Wilson	Teacher, Winston Churchill PS	June 28, 2019	29
Deborah	Wyle-Ferguson	Teacher, Westmount PS	June 28, 2019	34

38 / Subtotal

Staffing Statistics – Retirements & Resignations

Current at April 29, 2019

Retirements: Secondary Teaching Staff				
First	Last	Position/Location	Retirement Date	Years of Service
Michael	Burns	Teacher, Waterloo CI	June 28, 2019	24
Raymond	Dube	Teacher, Waterloo-Oxford District SS	June 28, 2019	24
Deb	Duimering	Guidance Teacher, Elmira District SS	June 28, 2019	31
Lorraine	Hagen	Teacher, Cameron Heights CI	June 28, 2019	19
David	Herring	Teacher, Glenview Park SS	June 28, 2019	25
Debbie	Holland	Teacher, Grand River CI	June 28, 2019	19
Catherine	Johnston	Department Head, Jacob Hespeler SS	June 28, 2019	36
Craig	Nickel	Teacher, Waterloo CI	June 28, 2019	30
Pierre	Sandor	Teacher, Kitchener-Waterloo CI & VS	June 28, 2019	35
Allan	Van Brunschot	Teacher, Kitchener-Waterloo CI & VS	June 28, 2019	30
Marian	Vickers	Teacher, Huron Heights SS	June 28, 2019	15
Dayle	Whittaker	Teacher (on leave) OSSTF	June 28, 2019	30

12 / Subtotal

Retirements: Administrative & Support Staff				
First	Last	Position/Location	Retirement Date	Years of Service
Marilyn	Brubacher	Educational Assistant, Park Manor PS	June 28, 2019	20
Sylvia	Byrne	Payroll Clerk, Human Resource Services, EdC	June 28, 2019	29
Karen	Clemens	Secretary, Hespeler PS	May 31, 2019	23
Brett	Dubrick	Vice-Principal, Kitchener-Waterloo CI & VS	June 28, 2019	29
Eric	Edwards	Supervisor, Custodial Services, GRCI	May 31, 2019	31
Renate	Engel	Guidance Secretary, Kitchener-Waterloo CI & VS	July 26, 2019	31
Steve	Feeney	Energy Conservation Supervisor, Facility Services, EdC	July 31, 2019	30
Charlotte	Halstead	Educational Assistant, EDSS	March 31, 2019	28
June	Hanlon	Custodian, Doon PS	June 28, 2019	13
Phil	King	Senior Systems Analyst, Information Technology Services – EdC	June 28, 2019	35
Arthur	Lip	Library Clerk, Margaret Avenue PS	June 28, 2019	18
Madeline	Murphy	Office Supervisor, Preston HS	July 31, 2019	31
Kim	Rees	Custodian, Doon PS	June 28, 2019	16
Kelly	Spooner-Berschi	Educational Assistant & Child & Youth Worker, A.R. Kaufman PS	July 31, 2019	14
Anne	Tracy	Child & Youth Worker, Keatsway PS	June 28, 2019	29

15 / Total = 65

Staffing Statistics – Retirements & Resignations
Current at April 29, 2019

Permanent Staff Resignations:			
First	Last	Position/Location	Effective Date
Susan	Bergey	Educational Assistant, Northlake Woods PS	June 28, 2019
Emily	Dixon	Vice-Principal, Bluevale CI	June 28, 2019
Amanda	Hemmerich	Educational Assistant, Groh PS	April 26, 2019
Linda	MacKenzie	Secondary Teacher, Forest Heights CI	March 29, 2019
Hanifa	Malkoc	Assistant Office Supervisor, Preston HS	June 28, 2019
Michael	Major	Elementary Teacher, J.F. Carmichael PS	April 1, 2019
Stephanie	McCoubrey	Elementary Teacher, Coronation PS	June 28, 2019
Kristy	McKeon	Elementary Teacher, Coronation PS	March 29, 2019
Christopher	Moore	Elementary Teacher, Linwood PS	April 30, 2019
Vida	Samara	Educational Assistant, Sandhills PS	April 26, 2019
Angela	Tait	Educational Assistant, Howard Robertson PS	April 26, 2019



Report to Board of Trustees

April 29, 2019

Subject: Staffing Recommendations – Appointments

Recommendation

That the Waterloo Region District School Board approve the appointments to staff as outlined in the report titled "Staffing Recommendations – Appointments, dated April 29, 2019.

Status

The staff appointments as noted on Appendix A of this report are effective the dates indicated.

Background

The board's practice has been to have appointments presented for information at regular monthly board meetings.

Financial implications

Expenses are within the existing approved budget.

Communications

Employees listed in this report have, or will be advised of the appointments.

Prepared by: Michael Weinert, Coordinating Superintendent, Human Resource Services, in consultation with Coordinating Council.

Appendix A

Staffing Information – New Appointments**Current at April 29, 2019**

New Appointments: Elementary Teaching Staff			
First	Last	School ID / Education Centre	Effective Date
Kevin	Brenneman	Teacher, Central PS	March 18, 2019
Kathleen	Buttivant	Teacher, Winston Churchill PS	April 29, 2019
Natalie	Clark	Teacher, St. Jacobs PS	April 8, 2019
Melissa	Mangal	Teacher, Manchester PS	February 25, 2019
Amber	McKay	Teacher, Sheppard PS	March 18, 2019
Diana	Savel	Teacher, Coronation PS	April 10, 2019

New Appointments: Secondary Teaching Staff			
First	Last	School ID / Education Centre	Effective Date
Nil Report			

New Appointments: Administrative and Support Staff			
First	Last	School ID / Education Centre	Effective Date
Chyanne	Janes	Payroll Assistant, Human Resource Services, EdC	April 15, 2019
Melissa	Mordue	Manager, Procurement Services – Finance, EdC	April 29, 2019

New Hires - due to retirements, resignations or leaves and are to replace full or part time vacancies.

Human Resource Services



Report to Board of Trustees

April 29, 2019

Subject: Student Suspension/Expulsion Report March, 2019

Recommendation

This report is provided for the Waterloo Region District School Board with information regarding monthly and year-to-date suspension/expulsion data.

Status

Comparing year to date from March 2018 and March 2019, elementary suspensions have increased by 52 and secondary suspensions have increased by 74.

Comparing year to date from March 2018 and March 2019 school expulsions have increased by 3 and board expulsions have increased by 6.

The most recent month's suspension and expulsion data is included below. The data is accurate up to, and including, the date of collection.

Suspensions

- Total elementary school suspensions in March 2018 - 133, year to date - 912
- Total elementary school suspensions in March 2019 - 162, year to date - 964
- Total secondary school suspensions in March 2018 - 171, year to date - 1350
- Total secondary school suspensions in March 2019 - 168, year to date - 1424

Expulsions

- Total school expulsions in March 2018 - 0, Year to Date 0
- Total school expulsions in March 2019 - 1, Year to Date 3
- Total board expulsions in March 2018 - 2, Year to Date 12
- Total board expulsions in March 2019 - 4, Year to Date 18

Violent Incidents

The term violent incident is defined as the occurrence of any of the following or the occurrence of a combination of any of the following; possessing a weapon, including possessing a firearm, physical assault causing bodily harm requiring medical attention, sexual assault, robbery, using a weapon to cause or to threaten bodily harm to another person, extortion, hate and/or bias-motivated occurrences.

- Total elementary/secondary violent incidents in March 2018 - 3, year to date 27
- Total elementary/secondary violent incidents in March 2019 - 7, year to date 31

Background

As requested by the Board, suspension/expulsion data will be presented at the Board meeting each month.

Financial implications

There are no financial implications.

Communications

Upon request, suspension/expulsion data is communicated to the Ministry of Education for statistical purposes.

Prepared by: Peter Rubenschuh, Superintendent, Student Achievement & Well-Being, James Bond, System Administrator, Learning Services, and in consultation with Coordinating Council



Report to Board

April 29, 2019

Subject: Bylaw Review Ad Hoc Committee - 2019 Working Draft Discussion - Articles 1 - 5

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 29, 2019 to adopt the working draft as bylaws. This is one of many scheduled discussions.

Note: Some areas have been deemed better suited to policy and have been stricken from the proposed bylaws.

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

Proposed Table of Contents
Article 1.0 – OVERVIEW 1.1 Statutory Provision 1.2 Board Commitments 1.3 Definitions 1.4 Amendments and Additions to Existing Bylaws 1.5 Corporate Seal and Execution of Documents 1.6 Electronic Meetings
Article 2.0 – TRUSTEE DETERMINATION AND DISTRIBUTION
Article 3.0 – STUDENT TRUSTEES
Article 4.0 – TRUSTEE RESPONSIBILITY 4.2 Principles of Policy Governance 4.3 Expectations of Trustees 4.4 Trustee Vacancies on the Board 4.5 Leave of Absence of Members
Article 5.0 – WATERLOO REGION DISTRICT SCHOOL BOARD RESPONSIBILITIES 5.1 Accountability for Student Achievement and Well-Being in the Region 5.2 Accountability to the Provincial Government 5.3 Accountability to the Community 5.4 Policy Development, Implementation and Review 5.5 Director/Board Relations 5.6 Board Development 5.7 Strategic Planning 5.8 Fiscal Responsibility 5.9 Political Advocacy

5.10 Recognition

ARTICLE 1.0 – OVERVIEW

1.1 Statutory Provision

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 (suggesting it be moved to the Code of Code Policy G301)

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.

1.23 Definitions

1.23.1 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;
- “FIC” means Finance and Infrastructure Committee
- “Member” means a voting member of the Board and/or a Board committee;
- ~~“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;
- “Student Trustee” means (to be defined)
- “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. 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.

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 **and a method of conveying votes and gaining the floor will be determined prior to 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
- 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~~ (suggesting it be moved to Board Policy G200)

- ~~● 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 ~~(suggesting it be moved to Board Policy G200)~~

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;~~
- (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.

(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

- 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.

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~~

(suggesting it be moved a to Board Policy)

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
- 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

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.

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.

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 fully in the Bylaw Working Draft.

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 on 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			
April 24, 2019	✓	✓	✓	

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

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.

WORKING DRAFT BOARD BYLAWS

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ARTICLE 1.0 – OVERVIEW

1.1 Statutory Provision

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 (suggesting it be moved to the Code of Code Policy G301)

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.

1.23 Definitions

1.23.1 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;

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- “Director” means the Director of Education and Secretary who is also the Chief Executive Officer and Secretary of the Board;
- “FIC” means Finance and Infrastructure Committee
- “Member” means a voting member of the Board and/or a Board committee;
- ~~“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;
- “Student Trustee” means (to be defined)
- “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. 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.

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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.

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 **and a method of conveying votes and gaining the floor will be determined prior to 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:

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- 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

2.4 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 (suggesting it be moved to Board Policy G200)

- 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 (suggesting it be moved to Board Policy G200)

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- 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;
 - (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:

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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.

(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:

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- (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

- 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;

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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.

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 (suggesting it be moved a to Board Policy)

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

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- 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
- 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.

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- ~~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~~

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.

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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.

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.

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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

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.

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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 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.

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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.

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

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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.

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.

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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.

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.

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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 (<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).*

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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 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.**

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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

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.

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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.

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.

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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.

16.14~~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.

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.

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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.

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)

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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)

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.

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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.
- 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.

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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, **Student Senate, Equity and Inclusion Advisory Group** 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 **verbal** 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 **school** 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

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21.0.1 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.~~ ~~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 I)~~

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.

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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.

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;

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(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.

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.

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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

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.

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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.

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

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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:

- (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.



April 1, 2019

The Honourable Lisa Thompson, Minister of Education
438 University Avenue, 5th Floor
Toronto, Ontario
M7A 2A5

Dear Minister Thompson:

The vision in the Hastings and Prince Edward District School Board (HPEDSB) 2015-2020 Strategic Plan: Possibilities Today & Tomorrow is: All students prepared and empowered for the possibilities of today and tomorrow. In order to accomplish this inclusive vision, we are committed to priorities of Achieving Excellence & Equity, Learning & Leadership, Public Confidence and Well-Being. As provincial education partners, we recognize the government's commitment to fiscal responsibility. We also know that Ontario's education system is recognized globally, and we want to work collaboratively to both improve and maintain the high quality of education in this province.

I am writing to you because our Board of Trustees is very concerned about the proposed changes in funding to support students with autism, as well as the reduction in the secondary programming amount in the Pupil Foundation Grant, the Cost Adjustment Allocation, the Human Resource Transition Supplement and Classroom Loading Factors. Reductions in funding result in the loss of employees who contribute every day to student achievement. We are particularly alarmed by changes to class sizes in elementary and secondary schools. The proposed increase in average class size in secondary schools to 28:1 is of significant concern. It is clear that teaching positions will be affected and that there will be an impact on the range of programming at secondary schools.

Our board is a mix of suburban and rural areas with a number of small schools. Maintaining a range of programming and an adequate number of staff in secondary schools are already challenges. The reduction of staff, even through attrition, will result in fewer options for students, as well as increased concern about student safety. Senior staff are working to understand the full effect of the proposed increases in class sizes. There will be negative impact on student achievement and well-being.

As elected officials, we have an expectation of equity of access to programming for students in HPEDSB. While we already offer e-learning courses, we know that in many areas of our school board students are unable to access reliable internet service and/or transportation to an accessible location. The e-learning environment is not appropriate for all students.

In addition, as funding decreases and class sizes increase, HPEDSB staff will need to adhere to the local collective agreements which specify more stringent limits on class size. This will increase the funding gap. HPEDSB will be challenged to offer the programs and services necessary for each student to achieve success.

As Trustees, we often hear about the incredible work of our educators and support staff. We know how dedicated our employees are to creating safe, inclusive learning environments and to supporting our most vulnerable students, our students with special needs, our Indigenous students, and to supporting mental and physical well-being.



Hastings and Prince Edward
District School Board

Possibilities
TODAY & TOMORROW

Shannon Binder, Chair of the Board
Mandy Savery-Whiteway, Director of Education

We are pleased to see that the government continues to invite consultation and hope it seriously considers input from school boards. We ask that you focus on students and value public education by reconsidering the changes to class sizes and funding that will impact both the programs we can offer to students and the number of employees in our system.

We hope to have details soon from the Ministry of Education about how its plan will support school boards to provide programs and services so that students can achieve and be well.

Sincerely

Shannon Binder
Chair of the Board

cc: Doug Ford, Premier of Ontario
Daryl Kramp, MPP, Hastings-Lennox & Addington
Todd Smith, MPP, Bay of Quinte
Cathy Abraham, President, Ontario Public School Board Association (OPSBA)
Chairs, Ontario public school boards



Premier of Ontario
Le premier ministre
de l'Ontario

Legislative Building
Queen's Park
Toronto, Ontario
M7A 1A1
Edifice de l'Assemblée législative
Queen's Park
Toronto (Ontario)
M7A 1A1

April 3, 2019

Ms. Jayne Herring
Chairperson
Waterloo Region District School Board
51 Ardelet Avenue
Kitchener, Ontario
N2C 2R5

Dear Ms. Herring:

Thanks for getting in touch with me on behalf of the Waterloo Region District School Board to share your views about the Provincial Advocate for Children and Youth.

Our Government for The People is committed to pursuing efficiencies and prioritizing funding for services that directly serve the people of Ontario and help those who need it most. We'll plan smarter, spend smarter and work smarter to achieve these goals. We'll reinvent the way government operates and delivers services.

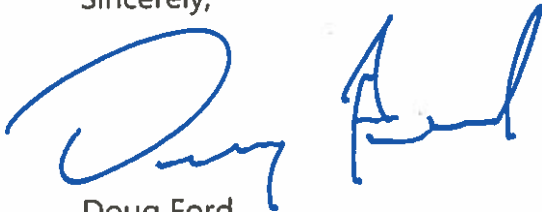
That's why we're acting to improve government accountability in Ontario. To reduce unnecessary costs while preserving critical functions, we're proposing to reduce the number of Legislative Officers.

The government has not done away with this office. We have, in fact, transferred all of the office's responsibilities, including its mandate, to the Ombudsman of Ontario. This will strengthen the Ombudsman's mandate and maintain full accountability – one that protects children and youth and respects parents. I have every confidence in the Ombudsman of Ontario and their abilities.

The fiscal hole is deep. The road ahead is not an easy one, and it will require difficult decisions. Everyone in Ontario will be required to make sacrifices, without exception. We must see this as an opportunity to embrace reform and transform how government serves the people.

Thanks again for writing to me.

Sincerely,

A handwritten signature in blue ink, appearing to read "Doug Ford". The signature is stylized with a large, sweeping "D" and a cursive "Ford".

Doug Ford
Premier



Robin Pilkey

Chair and Trustee, Ward 7, Parkdale-High Park

5050 Yonge Street, 1st Floor
Toronto, Ontario M2N 5N8

Tel: (416) 395-8787
Fax: (416) 397-3114

E-mail: robin.pilkey@tdsb.on.ca

April 1, 2019

Minister of Education, Lisa Thompson

Re: Reduction of Funding and Teaching Positions

Minister Thompson,

On behalf of the Toronto District School Board, I am writing you to express our deep concerns with your recent [announcement](#) on Friday, March 15, regarding funding reductions and increased class sizes.

While we continue to analyze this information, I can tell you that these changes, especially at the high school level, will have immediate and long term implications on our students and the programs we are able to offer them in our schools.

We are particularly concerned about the magnitude of permanent teacher reductions as it relates to the following areas:

High School Programs

When the class size increase is fully implemented, we project the changes to secondary class size averages will translate into the loss of approximately 800 high school teachers.

When the class average needs to be 28 and yet collective agreements cap limits on how large classes can be, this means that a large proportion of classes need to be built close to 28. Ministry regulations determined that students with special needs, who are being served in congregated settings, must be small. This means very few classes may be offered that do not reach the threshold of at least 26. This will impact elective courses as well as supports for students with special needs who are not in special classes.

Students should have diverse learning experiences beyond the compulsory subjects. Such experiences are typically found in course electives, yet these are the subject areas most affected by a teacher reduction of this extent and a class size increase by this magnitude. In real terms, one teacher reduction represents six classes in a school. A teacher reduction to the scale announced by the government places a very wide range of electives in jeopardy. These electives cover such areas as:

- Visual and performing arts;
- Humanities;

- Social sciences; and
- Skilled trades.

In smaller higher schools with enrolments under 800 students, the impact of fewer electives will be even more serious.

Once secondary schools complete their timetabling for next school year after April 12, we will be able to provide you with more specific information about which classes will be cancelled.

One-on-One Relationships and Student Well-being

The relationships between students and teachers form the very basis of teaching and learning. One of the consequences of a permanent teacher reduction of this magnitude and the resulting increased class size, is less one-on-one time for remedial and coaching, guidance, personal development and supervision.

What is most concerning is that this change comes at a time when our own data ([2018 Student and Parent Census](#)) is telling us that the mental health and well-being of students decreases during their high school years. Many students told us they felt disconnected and struggled to connect with a caring adult in their school.

- Since 2012, students between Grades 7-12 reported that their emotional well-being dropped nearly 10 per cent, from 69 to 60 per cent in 2017;
- Many more middle and high school students compared to the last census felt nervous and under a lot of stress and pressure often or all the time, and had multiple worries especially about their physical and mental health, their own future and their school marks; and
- More Grade 7-12 students, between 15 and 22 per cent, reported feeling lonely. Nearly 50 per cent of Grade 12 students reported being under a lot of stress or pressure related to their future.

When considering the emerging implications on high school courses and student well-being, we believe a teacher reduction and class size jump of this scale requires more evidence-based consideration. We respectfully ask the Ministry to take these points into consideration when proceeding with class size changes and teacher reductions of this magnitude.

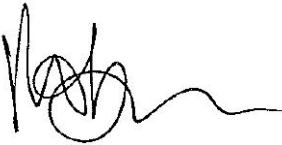
With regards to adjustments to class sizes in Grades 4 to 8 to 24.5, our collective agreement commitment states that our Grade 4 to 8 class average must be 23.24. If we were to move to the class average – determined by your government – that would result in 216 fewer teachers in the Toronto District School Board. Because we must honour our collective agreements, we would not be able to have 216 fewer teachers and, therefore, we would face a \$9.6 million shortfall in the coming budget year. This is not a budget reduction the Board can absorb without alternative solutions.

We are deeply concerned that the Ministry will proceed with this change knowing full well that some school boards are in this predicament.

My hope is that we can have a different resolution to the elementary teacher reduction target and that your Ministry considers the points listed above when proceeding with class size changes and teacher reductions at the high school level.

As always, I am happy to discuss this further with you in person.

Sincerely,

A handwritten signature in black ink, appearing to read 'Robin Pilkey', with a wavy line extending to the right.

Robin Pilkey, CPA, CA, ICD.D
Chair, Toronto District School Board

HWDSB

Alex Johnstone
 Chair of the Board
 Hamilton-Wentworth District School Board
 20 Education Court, P.O. Box 2558
 Hamilton, ON L8N 3L1
 905-527-5092 ext. 2279

March 26, 2019

Hon. Lisa Thompson
 Minister of Education

Hon. Merrilee Fullerton
 Minister of Training, Colleges and Universities

Ministry of Education
 Mowat Block 22nd Flr
 900 Bay St, Toronto, ON
 M7A 1L2

Ministry of Training, Colleges and Universities
 Mowat Block, 3rd Flr
 900 Bay St, Toronto, ON
 M7A 1L2

minister.edu@ontario.ca

merrilee.fullerton@pc.ola.org

Delivered by electronic mail to both Ministers Thompson and Fullerton

Dear Minister Thompson and Minister Fullerton:

On behalf of the Board of Trustees of Hamilton-Wentworth District School Board, I am writing to you today to express our concerns regarding the recent announcement of the impending changes to the Ontario Student Assistance Program (OSAP) for post-secondary education.

On Monday, February 25th, 2019, the Board of Trustees passed the following motion:

RESOLUTION #19-28: That the Chair of the Board send a letter to the Minister of Education and Minister of Training, Colleges and Universities highlighting changes to the OSAP program and its impact on students.

The Notice of Motion was brought forward by Student Trustee Prosic with support from Trustee Galindo. Our Student Trustees both expressed to the members of the Board the concerns they have been hearing from the student population across the district in Hamilton. For many students in Hamilton and across the province, OSAP provided a means for which they were able to further educate themselves in post-secondary programs.

At HWDSB, our graduation rate for 2017-18 was 85 per cent and a number of our students moved on to post-secondary education institutions, some of whom would have applied and been approved for loans through the OSAP program. As a Board, we are concerned that the reductions in funding to Ontario Colleges and Universities may create significant financial barriers for our students pursuing a post-secondary pathway.

Our Board of Trustees, on behalf of HWDSB students, ask that the Ontario government reconsider their decision regarding the OSAP funding program by:

- a) Providing more resources for more non-repayable grants that supports students aspiring to enter post-secondary education to low- and middle-income students that ensures all Ontario students have equitable access to the education they desire;
- b) Devising a post-secondary education loan system which will *support* students and allow for practical repayment; and

HWDSB

Alex Johnstone
 Chair of the Board
 Hamilton-Wentworth District School Board
 20 Education Court, P.O. Box 2558
 Hamilton, ON L8N 3L1
 905-527-5092 ext. 2279

- c) Engaging all education stakeholders, including students and parents, school boards and trustees' associations in consultation when making decisions regarding funding reforms.

All students across Ontario should be provided with equitable access to a variety of post-secondary options, regardless of their socio-economics status.

I appreciate your time in reviewing the concerns of our Board of Trustees and look forward to discussing them further with you at your convenience.

Sincerely,



Alex Johnstone
 Chair of the Board
 Hamilton-Wentworth District School Board

Cc: Ontario Public Schools Boards' Association
 Ontario Student Trustees' Association
 Sam Oosterhoff - Parliamentary Assistant to the Minister of Education
 David Piccini - Parliamentary Assistant to the Minister of Training, Colleges and Universities
 Sandy Shaw, MPP - Hamilton West—Ancaster—Dundas
 Donna Skelly, MPP - Flamborough—Glanbrook
 Monique Taylor, MPP - Hamilton Mountain
 Marit Stiles, Critic, Education
 Chris Glover, Critic, Colleges and Universities
 Tony Pontis, Council of Ontario Directors of Education

Attach: Notice of Motion

Written Notice of Motion – Ontario Post-Secondary Funding Support Cuts

Submitted by Trustee Galindo and Student Trustee Prosic

Board – February 25th, 2019

Whereas;

The Ontario provincial government recently announced changes to the pre-existing “Ontario Student Assistance Program” which had made post-secondary education more accessible and affordable for students across the province;

Whereas;

The aforementioned changes are including, but not limited to changing the OSAP grant to loan ratio to a minimum 50 percent, removing the six-month interest-free grace period students would receive after graduation, and lowering the family income threshold;

Whereas;

The aforementioned changes will make it significantly harder for many HWDSB students to achieve their post-secondary goals, including youth living in poverty and;

Whereas;

HWDSB is are committed to Student Learning and Achievement through our strategic directions, and should support students with their post-secondary goals.

Therefore, be it resolved:

That the Chair of the Board send a letter to the Minister of Education and Minister of Training, Universities and Colleges that the Provincial Government that highlights the support for

- a) The provincial government to provision more resources for more non-repayable grants that supports students aspiring to enter post-secondary education to low- and middle-income students to ensure all Ontario students have equitable access to the education their desire,
- b) Devise a post-secondary education loan system which will *support* students and allow for practical repayment,
- c) Engage all education stakeholders, including students and parents, school boards and trustees’ associations in consultation when making decisions regarding funding reforms

That the following stakeholders also receive a copy of this letter

- the Ontario Public School Boards’ Association
- the Ontario Student Trustees’ Association
- Parliamentary Assistants to the Minister of Education and Minister of Training, Colleges and Universities
- Members of Provincial Parliament from the City of Hamilton
- Opposition Education Critics
- Chairs and Directors of Ontario Provincial School Boards



Bluewater District School Board

P.O. Box 190, 351 1st Avenue North
 Chesley, Ontario N0G 1L0
 Telephone: (519) 363-2014 Fax: (519) 370-2909
 www.bwdsb.on.ca

April 12, 2019

The Honourable Lisa Thompson
 Minister of Education
 Mowat Block
 22nd Floor
 900 Bay St.
 Toronto, Ontario M7A 1L2

Dear Minister Thompson:

On behalf of the Board of Trustees of Bluewater District School Board, we are writing to share our concerns regarding the implications for our students and board in light of recent provincial announcements on proposed changes in education. We are also seeking ways to foster an ongoing collaborative dialogue and meaningful consultation with the provincial government. We want to work together to find solutions that mitigate significant negative impacts on our students and local rural education. As you are aware, we are a primarily rural school board covering a large geographic area with a dispersed student population.

Class size

Our main area of concern is the proposed change to class sizes, particularly at the secondary level. Your proposed increase in secondary class size numbers will result in a reduction of approximately 40 to 50 full time equivalent teaching staff positions within our board. It would be equivalent to closing two of our nine secondary schools. This would amount to a substantial loss in both teaching and programming support for our students, and the inability of our small high schools to provide specialized course options, and even the core curriculum required to graduate.

Staffing reductions/program options for students

With the provincial government's proposed four-year attrition process to reduce the number of teaching staff positions, we are concerned that it will become increasingly difficult for us to replace teachers who retire with qualifications and experience in specialized areas. We are currently able to offer a number of diverse program options, which will be put at risk without the ability to replace with appropriate qualified staff. We need to ensure that a variety of course options are available to ALL students, to position them for their future success in a competitive global environment.

Mandatory credits via eLearning

Another area of concern is the proposed mandatory four credits through centralized eLearning. While this would present some complications to local collective agreements given that courses of this nature have customarily been taught by our own teachers, we are worried about the effects on students. Recent data has shown us a low completion rate of independent learning courses among Ontario students. Over the past several years, our board has made great gains with a blended learning model that embraces technology, while ensuring that students have face to face interaction with teachers within our jurisdiction. Access to online technology continues to be a barrier for some within our rural communities, which presents potential challenges in terms of equity. There are also questions in regard to the impact that centralized eLearning would have on students with special needs. Not all students would easily adapt to eLearning without the guidance and expertise of local teaching staff.

Curriculum changes

We look forward to receiving more details on a number of other proposed curriculum related changes, such as mathematics, the incorporation of financial literacy, Indigenous studies, and the Health and Physical Education curriculum. It is encouraging to hear about the provincial government's renewed focus in areas such as STEM, the skilled trades, as well as financial and digital literacy. Further to this, our board is proud of the unique programming being provided in the areas of the arts and agriculture (STEAM). We are committed to continued progress in these pathways, and we look forward to our continued work together realizing our board's vision of "Preparing Our Students Today for the World of Tomorrow".

Local Priorities Fund

We welcome the news of increases in funding for the delivery of transportation and utilities. However, our board will need to find ways to address the elimination of the Local Priorities Fund, and assess the impact on current levels of service that we provide in areas that include our special needs students.

Ontario Autism Program

There is concern that our schools do not have adequate resources to provide the appropriate levels of service should there be a dramatic increase in the number of students identified with autism spectrum disorder. As our most vulnerable students, specialized programming and supports are required that extend beyond what our teaching staff are realistically able to deliver in a traditional classroom setting.

Through your long time service as a Member of Provincial Parliament and experience within one of our local ridings, we are aware of the many ways in which you have demonstrated your support of small rural communities, and know that you share our goal of ensuring that our students in both urban and rural areas have equal opportunities to learn and succeed.

We request that you, as Minister of Education, reconsider the recent proposals and funding cuts, and consult with your education partners in a meaningful way to ensure the New Vision for Education matches what is best for ALL students.

As always, our commitment remains focused on providing quality education for every student in a safe and caring environment.

Sincerely,



Jan Johnstone
Chair



Jane Thomson
Vice-Chair

cc: All school board chairs in Ontario
Ontario Public School Boards' Association
MPP Bill Walker, Bruce-Grey-Owen Sound
MPP Lisa Thompson, Huron-Bruce

/jp

March 26, 2019

The Honourable Lisa Thompson
 Ministry of Education
 13th floor, Mowat Block
 900 Bay Street, Toronto, ON M7A 1L2

Dear Minister Thompson:

As this is the first time we are writing to you, on behalf of the Peel District School Board, let me congratulate you on your role as Minister of Education. This is a significant responsibility and one that requires openness, consultation, and thoughtful consideration of input as the success of children and youth is of paramount importance.

Over the March Break, the Ministry of Education announced a number of changes in an effort to “modernize learning in the publicly funded education system” in Ontario. These proposed changes are part of Ontario’s new vision for education—one the ministry has branded *Education that Works for You*. We are writing to you as a board to share concerns over some of the recent announcements in an effort to help the ministry understand *what works for us*—Peel board students, staff and families, and the communities we serve.

Like you, we are charged with ensuring the positive, future trajectories of all learners. We are focused, as a system on inspiring success, confidence and hope in each student, while meeting the diverse needs of students in their communities.

As trustees, we are responsible to our communities for the quality of education provided in local schools within an approved financial framework. With this in mind, we are writing to you with concerns about recent, proposed changes to public education that we believe will hinder our ability to continue to provide the high-quality education Peel students deserve.

We expect that, for the 2019-20 school year, Peel board schools and work sites will be significantly impacted by cuts to local priorities funding, class size changes and other shifts in ministry budget priorities. We need the ministry’s help to do what’s right by the communities we serve and to address the following urgent concerns, many of which directly impact our most vulnerable learners:

Trustees

Stan Cameron, Chair
 Sue Lawton, Vice-Chair
 Carrie Andrews
 Susan Benjamin
 Robert Crocker
 Nokha Dakroub

Will Davies
 David Green
 Brad MacDonald
 John Marchant
 Kathy McDonald
 Balbir Sohi

Director of Education and Secretary

Peter Joshua
 Associate Director, Instructional & Equity Support Services
 Poleen Grewal
 Associate Director, Operational Support Services
 Jaspal Gill
 Associate Director, School Support Services
 Wendy Dowling

Class size changes

- We are concerned about the proposed increase in average class sizes in grades 9 to 12 and the changes in funding for grades 4 to 8 that the ministry is imposing. In smaller classes, students are more engaged and able to focus on relevant tasks. Teachers are also able to spend more one-on-one time supporting student learning and well-being, are better able to individualize instruction, and spend less time on classroom management. Access to equipment and other resources would also be limited/not available in larger class settings.
- The class size increase will:
 - significantly impact the number of students in locally developed courses. Students in these courses benefit from more one-on-one teacher support.
 - mean a reduction in the variety of pathways courses offered. We know these courses are proven to engage students in more individualized, teacher-supported and skill-based learning.
 - have a direct impact on schools' ability to offer specialized courses, including courses that provide students with exposure to skilled trades and technology.
 - reduce the number of credit recovery/rescue courses, primarily in grades 9 and 10. This will jeopardize the success of some of our most vulnerable students.
- Over time, graduation rates have risen due to the above alternative approaches to learning.
- If we were required to fully implement the ministry's changes to class size and funding restrictions this September 2019, 500 secondary teaching jobs would be lost due to proposed class size changes. Other jobs, including custodial, office administration and centrally assigned support staff would also be impacted. Staff are currently analyzing the impact for all personnel.
- On average, about 100 teachers leave the Peel board each year. Through the government's attrition protection plan, we trust the ministry will top up our funding if the number of teachers impacted by class size changes exceed the actual attrition number. We are relying on promises made by this government, and do not expect to initiate teacher lay-offs associated with proposed changes in class size. Of concern is the attrition parameters do not mitigate the loss in teacher jobs due to the broad funding cuts beyond class size.

E-learning

- The board will continue to work with the government as the ministry's plan for e-learning evolves. We expect to be invited to consult on this plan so we can advocate on behalf of the needs of all learners, including those who will have challenges navigating and working in an online learning environment.
- In addition, the board is concerned that students who live in poverty may not have the devices and/or technology necessary to access e-learning. Will the ministry offer supports that ensure these students and families who are marginalized are able to fully participate in e-learning in a manner that is equitable and inclusive?

Significant changes to class size and the introduction of mandatory e-learning have the potential to contribute to a dramatic drop in graduation rates across Ontario. Both of these proposed changes require significant consultation and re-consideration.

Special Education Funding/Autism

- We need to see the ministry address the critical issue of underfunding of special education. This school year, we received \$11 million less than we need to serve students with special education needs.
- We have a total of 3,034 students with autism in the Peel board—250 to 300 of these students are affected by the government’s recent changes to the Ontario Autism Program (OAP), and are expected to attend a Peel school full-time this September. This six-month delay is appreciated as we collaborate with families and service providers to review the specific and individual needs of students.
- As school staff are not clinicians, we encourage the ministry to continue to reflect on its changes to the OAP and make decisions that best serve students with autism and their families.

Health & Physical Education Curriculum

- We're pleased to see that topics like consent, online safety and gender identity will be part of the curriculum, but look to the province for clarification on the opt-out process for parents as we are mindful of the *Ontario Human Rights Code* and our board policies related to equity and inclusion.

Mathematics Curriculum

- We trust that the ministry will implement a Mathematics curriculum that honours innovative instructional practices in Mathematics and reinforces foundational skills.
- We know Peel board educators have been diligent and thoughtful in their instruction of Mathematics, and know that supports have been provided centrally for a number of years to help improve math learning. As there is always room for improvement, we look forward to having staff review the ministry’s new curriculum and sharing what they learn with the system.

Funding Cuts

- While there was some good news on transportation funding and addressing the rising costs of utilities, we understand that the loss of EPO grants, local priorities funding, as well as other proposed funding changes will result in job losses in Peel, and cuts to programming for students-at-risk and professional learning opportunities for staff.
- As we wait for the Grants for Student Needs announcement, we cannot simply brace ourselves for further cuts that add more stress to an already compromised budget. We must and will advocate on behalf of the students and communities we serve for the funding the Peel board requires to ensure students meet with success.

Although we appreciate developing resilience in youth is one goal of this government, compromising learning opportunities for students is not how we hope this will be supported. Resiliency is best learned through supportive relationships, the teaching of coping skills and reflection. These strategies are best delivered by experienced and knowledgeable educators and support staff—ones being negatively impacted by budget cuts.

The discourse of failure we have heard lately is simply untrue—the data tells us a different story. So we ask the government to change its narrative. We are proud of the work done in Peel schools and work sites each day—life-changing work—by caring adults, staff and volunteers, who look to us for support. The support we provide must be rich and meaningful. Put simply, we cannot support all of our learners if funding cuts are deep, resources are stretched, and staff are burdened with heavy loads and worry—worry that they will not be able to provide the level of support needed to ensure all students are successful and cared for.

We must partner on public education, and the province must listen to all partners, including students. Student voice should be a strong driver of ministry decisions. When we move from viewing students as stakeholders to students as collaborators, they not only articulate their views, but will help shape the future of public education in Ontario, a future that was already bright.

As a Board of Trustees, we will do everything we can to support the system throughout these changing times, and are hopeful education partners can work together effectively and respectfully to avoid labour disruption next school year. Our focus will always be on students and how we can continue to do our best to provide programs that help support their academic success and well-being.

As one of Canada's largest school districts, we believe we have ideas and innovative practices the ministry should be aware of as it makes critical decisions about the future of public education in Ontario. As such, we request a meeting with you to discuss our concerns. We look forward to hearing from you.

Yours sincerely,



Stan Cameron
Chair, Peel District School Board

- c. Peel District School Board Trustees
- Peel Unions/Federations/Associations
- Peel Members of Provincial Parliament
- Peel School Councils
- Peel Special Education Advisory Committee
- Peel Parent Involvement Committee
- Peel Indigenous Education Advisory Council
- Peel Student Councils