

WATERLOO REGION DISTRICT SCHOOL BOARD

NOTICE AND AGENDA

A Committee of the Whole meeting of the Waterloo Region District School Board will be held in the Board Room, Building 2, 1st Floor, 51 Ardelt Avenue, Kitchener, Ontario, on **Monday, June 17, 2019, at 7:00 p.m.**

AGENDA

Call to Order

O Canada

Approval of Agenda

Declarations of Pecuniary Interest

Celebrating Board Activities/Announcements

Delegations

Policy and Governance

- | | | |
|----|--|-----------|
| 01 | Review of Board Policy 2010 – Assessment, Evaluation and Reporting | E. Ranney |
| 03 | Review of Board Policy 4019 – WCSSAA | B. Lemon |

Reports

- | | | |
|-----|--|-------------------------------------|
| 07 | Annual Pupil Accommodation Grant – School Renewal | M. Gerard |
| 15 | Annual School Condition Improvement Grant – School Renewal | M. Gerard |
| | 2019-2020 Budget Recommendations (Separate Report) | M. Gerard |
| 18 | Ad Hoc French Immersion Review Update | B. Lemon / M. Gerard |
| 36 | Secondary Average Class Size | M. Weinert |
| | Anonymous Report Tool Verbal Update | P. Rubenschuh |
| 37 | Motion: Anonymous Report Tool | Trustee O. Judelson-Kelly / B. Wahl |
| 39 | Ad Hoc Code of Conduct Committee Report | Committee |
| 41 | Ad Hoc bylaw Review Committee Report | Committee |
| 111 | Motion: Consumption and Treatment Sites Letter to the Region of Waterloo | Trustee C. Watson |

Board Reports

Question Period (10 minutes)

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

Adjournment

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



ASSESSMENT, EVALUATION AND REPORTING

Legal References:

Related References: *Growing Success: Assessment, Evaluation and Reporting in Ontario Schools 2010*
 Assessment, Evaluation and Reporting Handbook Grades 9 - 12, 2013, WRDSB
 Administrative Procedure 1660 – Assessment, Evaluation and Reporting – Grades 7 – 12
 Administrative Procedure 1670 – Effective Use of Diagnostic Assessments
 WRDSB Board Improvement Plan for Student Achievement (BIPSA)

Effective Date: *September 2011*

Revisions: *June 13, 2016, November 20, 2017*

Reviewed: ***June 17, 2019***

1.

The Waterloo Region District School Board believes that effective assessment, evaluation and reporting practices:

- 1.1 optimize learning, well-being, and achievement for all;
- 1.2 are fair, transparent, inclusive and equitable;
- 1.3 promote clear and common understandings among teachers and students of what students need to know and be able to do;
- 1.4 are ongoing and varied in nature, and provide multiple opportunities for students to demonstrate learning over a period of time and in a variety of ways;
- 1.5 relate to the curriculum expectations and, as much as possible, incorporate the interests and learning styles of all students;
- 1.6 provide descriptive feedback that is clear, meaningful, and timely;
- 1.7 identify next steps for learning on a continuing basis;
- 1.8 develop students' self-assessment skills enabling them to assess their own learning, set specific goals and plan for future learning;
- 1.9 communicate to students and parents/guardians information about student progress toward meeting learning goals and next steps for learning in a meaningful way at appropriate intervals;

These beliefs serve as a foundation for all practices related to assessment, evaluation and reporting.



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1. Preamble

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Waterloo Region
District School Board

Board Policy 4019

WATERLOO COUNTY SECONDARY SCHOOL ATHLETIC ASSOCIATION (WCSSAA)

Legal References:

Related References: *Administrative Procedure 1580 – Off Campus – Categories I, II & III*
Administrative procedure 4130 – Severe Weather Conditions (Bus Cancellation – Student Dismissal – School Closing)
Administrative Procedure 1700 – Waterloo County Secondary School Athletic Association (WCSSAA)

Effective Date: June 15, 2015

Revisions: December 11, 2017

Reviewed: **June 17, 2019**

1.0 Preamble

- 1.1 The Waterloo Region District School Board (the “Board” **WRDSB**) is committed to providing Waterloo Region District School Board **WRDSB** students with the opportunity to participate in a safe and enjoyable, competitive, co-instructional, inter-scholastic athletic program among its secondary schools. The Board **WRDSB** recognizes that co-instructional athletic experiences create opportunities for students to build leadership, teamwork, collaboration and communication skills, which contribute to the overall well-being and development of students.

2.0 Waterloo County Secondary School Athletic Association Purpose

- 2.1 To ensure a sustainable inter-scholastic, co-instructional athletic program for secondary school students, an athletic committee under the authority of the Board **WRDSB** shall provide the ongoing management and administration of the athletic program in accordance with WRDSB Policies and Procedures. Under the direction of the Director or designate, this co-instructional athletic committee shall be known as the Waterloo County Secondary School Athletic Association, herein referred to as WCSSAA.
- 2.2 WCSSAA, as a co-instructional athletic committee of the Waterloo Region District School Board **WRDSB**, will:
- 2.2.1 Support interest in sport among the secondary students in the Waterloo Region District School Board **WRDSB**;
 - 2.2.2 Establish, support and administer all sanctioned, inter-school athletic activities;
 - 2.2.3 Provide opportunities for a high degree of participation in inter-school sports;
 - 2.2.4 Encourage the development of appropriate values, such as fair play and appropriate sporting behaviour;
 - 2.2.5 Reinforce the benefits derived from participation in competitive sport in an educational setting;
 - 2.2.6 Promote a balance in the athletic, academic and social-emotional development of the student;
 - 2.2.7 Support the strategic directions of the Waterloo Region District School Board **WRDSB** in engaging students and in fostering wellness and well-being;

- 2.2.8 Maintain membership in good standing with the Ontario Federation of School Athletic Associations (OFSSAA) through affiliation with the Central Western Ontario Secondary School Association (CWOSSA) and ensure its procedures and rules are in agreement with and complement, where appropriate, the respective rules of OFSSAA and CWOSSA.

3.0 Participation

- 3.1 ~~As a committee of the Waterloo Region District School Board, a key~~ **The WRDSB is responsible** responsibility of the Board is to ensure **for ensuring** that the **WCSSAA committee** volunteers, who are staff members of the ~~Waterloo Region District School Board~~ **WRDSB**, are not subjected to risk of personal liability when appropriately providing services as a committee member, supervisor and/or volunteer coach. ~~To that end, To~~ protect the interests of the ~~Board~~ **WRDSB** and employees who volunteer their time to provide athletic opportunities through WCSSAA, WCSSAA shall institute, through the development of appropriate procedures, a mechanism for other secondary schools, such as members of District 8, to join WCSSAA, under the authority of the ~~Waterloo Region District School Board~~ **WRDSB**. The procedure will include details as to the process by which a secondary school/group of secondary schools, not specifically under the jurisdiction of the ~~Waterloo Region District School Board~~ **WRDSB**, can participate as part of WCSSAA.
- 3.2 All schools, including schools that are not secondary schools under the jurisdiction of the WRDSB, shall be required to comply with all WRDSB policies and procedures. The participation of the secondary schools not under the jurisdiction of the WRDSB shall be on a cost recovery basis.

4.0 Oversight

- 3.1 WCSSAA, as a committee of the ~~Waterloo Region District School Board~~ **WRDSB**, will establish procedures consistent with the purpose as outlined in this policy. The WCSSAA committee will report to the Director or designate, who has responsibility for oversight of the committee, on behalf of the ~~Board~~ **WRDSB**.



WATERLOO COUNTY SECONDARY SCHOOL ATHLETIC ASSOCIATION (WCSSAA)

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Report to Committee of the Whole

June 17, 2019

Subject: 2019-2020 Pupil Accommodation Grant – School Renewal Allocation

Recommendation

That the Waterloo Region District School Board approve the 2019-2020 Pupil Accommodation Grant expenditures for the year September 1, 2019 to August 31, 2020, not to exceed the estimated level of grant received from the Ministry of Education for School Renewal Allocation, as established in the budget of the report entitled, 2019-2020 Pupil Accommodation Grant – School Renewal Allocation, dated June 17, 2019.

Status

Business Services establishes the spending priorities for major maintenance programs through condition assessments performed by Facility Services staff and/or outside consultants. These items are placed in the long-range capital forecast and are scheduled as funding permits. The funds available are divided between major maintenance items and program needs.

Renovations for program purposes that have been requested by Principals are prioritized through consultation with the Elementary Accommodation Committee (EAC) and the Secondary Accommodation Committee (SAC). Both committees meet approximately six times per year to discuss the needs identified and prioritize projects within the system. The memberships of the committees are listed in Appendix A. School Renewal funds related to program improvements are allocated based on priorities recommended by these committees and are further prioritized at the Accommodation Steering Committee (ASC), see Appendix A (i).

Major maintenance and program improvements proposed in this budget have been prioritized with the intent to bring older schools up to current standards. Many prioritized projects for both major maintenance and program improvements cannot be funded from the amount available in the anticipated allocation.

Appendix B presents the proposed budget by category for school renewal. Appendix C illustrates the projects prioritized by Facility Services staff for the 2019-2020 School Renewal Allocation and Appendix D illustrates a summary of 2018-2019 projects.

Background

As per Ministry of Education (Ministry) Memorandum [2019:B16 Facility Operating and Renewal Funding for the 2019-20 School Year](#) dated May 24, 2019, the Ministry is continuing its investment with \$363M in funding allocated across 72 school boards towards the School Renewal Allocation Grant.

The School Renewal Allocation is provided by the Ministry to address the cost of repairing and renovating schools and infrastructure. This funding has typically allowed major maintenance programs such as roof replacements, mechanical upgrades and school renovations to be completed. Renovations have included program improvements such as those made to science, libraries, special education, athletic facility upgrades and administrative areas as prioritized through Elementary and Secondary Accommodation Committees.

Financial implications

It is estimated that the Waterloo Region District School Board's School Renewal Allocation for the 2019-2020 fiscal year will be \$10,046,086.

Money received in this allocation must be spent on renewal projects.

Communications

Once the Board of Trustees approve the Pupil Accommodation Grant, resources will be assigned and Principals will be advised of upcoming activities to detail the scope of projects and coordinate proposed projects.

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

**WATERLOO REGION DISTRICT SCHOOL BOARD
BUSINESS SERVICES DIVISION
FACILITY SERVICES DEPARTMENT**

**PUPIL ACCOMMODATION GRANT - SCHOOL RENEWAL ALLOCATION
2018-2019 ACCOMMODATION COMMITTEES
COMMITTEE MEMBERSHIP**

ELEMENTARY ACCOMMODATION COMMITTEE

<i>Michael Martin, Chair</i>	Principal, MacGregor P.S.
Jason Stere	Family of Schools #2 - Principal, Parkway P.S.
Tatania Stroud	Family of Schools #3 - Principal, St. Andrews P.S.
Marc Laurente	Family of Schools #2 - Principal, Hillcrest P.S.
Wendy Bowker	Family of Schools #3 - Principal, Elgin Street P.S.
Joe Bell	System Administrator, Learning Services
Rebecca Rouse	Consultant, ITS/JK-8
Ian Gaudet	Controller, Facility Services
Lauren Agar	Manager of Planning
Ron Dallan	Manager of Capital Projects
Tony Puim	Facility Manager - Facility Services Area 1
Mark Kovrig	Facility Manager - Facility Services Area 2
Barry Kingsley	Facility Manager - Facility Services Area 3
Barry Easter	Facility Manager - Facility Services Area 4
Nathan Hercanuck	Senior Planner
Sarah Galliher	Senior Planner
Emily Bumbaco	Senior Planner

SECONDARY ACCOMMODATION COMMITTEE

<i>Dave Wilson, Chair</i>	Principal, Glenview Park S.S.
Cathy Vollmer-Ashley	Family of Schools #4 - Principal, Kitchener-Waterloo C.I. & V.S.
Vida Collis	Family of Schools #3 - Principal, Southwood S.S.
Jennifer Shortreed	Family of Schools #5 - Principal, Sir John A Macdonald S.S.
Ryan Hume	Family of Schools #7 - Principal, Eastwood C.I.
Craig McLeman	Family of Schools #3 - V-Principal, Galt C.I.
Dave Williamson	Family of Schools #5 - V-Principal, Sir John A Macdonald S.S.
James Shantz	Family of Schools #7 - V-Principal, Forest Heights C.I.
Daniel Ballantyne	Family of Schools #7 - V-Principal, Grand River C.I.
Ian Gaudet	Controller, Facility Services
Joe Bell	System Administrator, Learning Services
Ron Dallan	Manager of Capital Projects
Harry Niezen	Secondary Consultant, ITS
Lauren Agar	Manager of Planning
Nathan Hercanuck	Senior Planner
Sarah Galliher	Senior Planner
Shawn Callon	Principal Planner
Lou Lima	Manager, Mechanical/Electrical/Environmental Services
Anna Lavell	Facility Services Officer

**WATERLOO REGION DISTRICT SCHOOL BOARD
BUSINESS SERVICES DIVISION
FACILITY SERVICES DEPARTMENT**

**PUPIL ACCOMMODATION GRANT - SCHOOL RENEWAL ALLOCATION
2018-2019 ACCOMMODATION STEERING COMMITTEE
COMMITTEE MEMBERSHIP**

ACCOMMODATION STEERING COMMITTEE

<i>Ian Gaudet, Chair</i>	Controller, Facility Services
Matthew Gerard	Coordinating Superintendent, Business Services & Treasurer
Scott Miller	Superintendent, Student Achievement & Well-Being
Graham Shantz	Superintendent, Student Achievement & Well-Being
Peter Rubenschuh	Superintendent, Student Achievement & Well-Being
Nick Landry	Controller, Financial Services
Alana Russell	Chief Communication Officer
Ron Dallan	Manager of Capital Projects
Lynsey Slupeiks	Communications Officer
Dave Wilson	Principal (Chair, SAC)
Michael Martin	Principal (Chair, EAC)
Lauren Agar	Manager of Planning
Nathan Hercanuck	Senior Planner
Sarah Galliher	Senior Planner
Emily Bumbaco	Senior Planner

**WATERLOO REGION DISTRICT SCHOOL BOARD
BUSINESS SERVICES DIVISION
FACILITY SERVICES DEPARTMENT**

**PUPIL ACCOMMODATION GRANT - SCHOOL RENEWAL ALLOCATION
BUDGET BY CATEGORY
SEPTEMBER 1, 2019 TO AUGUST 31, 2020**

<i>Program Needs Description</i>	<i>Budget</i>	<i>Major Maintenance Description</i>	<i>Budget</i>
Renovations/Alterations Secondary Program	\$ 1,400,000	Building Envelope (roof, doors, walls, windows)	\$ 1,000,000
Renovations/Alterations Elementary Program	\$ 1,400,000	Interior Finishes (ceilings, floors, paint, lockers, hardware)	\$ 1,000,000
Renovations/Alterations Special Education	\$ 250,000	Site Improvements (paving, concrete, masonry, grounds)	\$ 1,000,000
Sustainability	\$ 250,000	Mechanical, Electrical Upgrades	\$ 1,000,000
Schematic Design Briefs	\$ 200,000	Energy Conservation	\$ 100,000
Health & Safety & Security	\$ 200,000	Building Code, Fire Code, OHS/A Upgrades, Consulting Fees, Studies	\$ 600,000
Environmental	\$ 500,000	Temporary Accommodation Repairs	\$ 146,086
Accessibility	\$ 1,000,000		
Program Subtotal	<u>\$ 5,200,000</u>	Maintenance Subtotal	<u>\$ 4,846,086</u>
		Estimated Total	<u>\$ 10,046,086</u>

**WATERLOO REGION DISTRICT SCHOOL BOARD
BUSINESS SERVICES DIVISION
FACILITY SERVICES DEPARTMENT
PUPIL ACCOMMODATION GRANT - SCHOOL RENEWAL ALLOCATION
PROJECT PRIORITIES BY CATEGORY (REVISED)
SEPTEMBER 1, 2019 TO AUGUST 31, 2020**

A Sustainability		Allocation:	\$ 250,000
REGION-WIDE	Projects contributing to Natural Environment and Infrastructure Preservation through Land and Habitat Stewardship, Water Conservation, Transportation		
B Schematic Design Briefs		Allocation:	\$ 200,000
REGION-WIDE	Schematic Designs for future projects to gain accurate costing and schedules		
C Environmental		Allocation:	\$ 500,000
REGION-WIDE	Site assessment and data development for asbestos regulations, testing and abatement		
REGION-WIDE	Environmental Projects		
D Renovations/Alterations Secondary Program		Allocation:	\$ 1,400,000
REGION-WIDE	Renovations/alterations to secondary facilities for projects to improve school programs: priorities are established in consultation with the Secondary Accommodation Committee		
E Renovations/Alterations Elementary Program		Allocation:	\$ 1,400,000
REGION-WIDE	Renovations/alterations to elementary facilities for projects to improve school programs: priorities are established in consultation with the Elementary Accommodation Committee		
F Renovations/Alterations Special Education		Allocation:	\$ 250,000
REGION-WIDE	Renovations/alterations for Special Education programs brought forward throughout the school year identified by Special Education staff		
G Building Code, Fire Code, OHSA, Consultant Fees, Studies		Allocation:	\$ 600,000
REGION-WIDE	Consulting fees for studies relating to building infrastructure, OH&SA compliance, Building code and Fire code compliance		
H Energy Conservation		Allocation:	\$ 100,000
REGION-WIDE	Projects and Studies relating to Energy Conservation		
I Temporary Accommodation Repairs		Allocation:	\$ 146,086
REGION-WIDE	Repair and upgrades to single portable classrooms and Porta-Paks		
J Interior Finishes		Allocation:	\$ 1,000,000
REGION-WIDE	Ceiling replacements and repairs		
REGION-WIDE	Flooring replacements		
REGION-WIDE	Locker replacements		
REGION-WIDE	Interior painting		
K Mechanical and Electrical		Allocation:	\$ 1,000,000
REGION-WIDE	Upgrade service panels and light fixtures		
REGION-WIDE	Heating ventilation and air conditioning improvements		
REGION-WIDE	Backflow prevention implementation		
L Building Envelope		Allocation:	\$ 1,000,000
REGION-WIDE	Roof and window replacements		
REGION-WIDE	Exterior walls		
REGION-WIDE	Replacement of exterior doors		
M Accessibility		Allocation:	\$ 1,000,000
REGION-WIDE	Renovations/alterations for school accessibility brought forward by Accessibility Committee		
N Site Improvements		Allocation:	\$ 1,000,000
REGION-WIDE	Paving repairs and new parking		
REGION-WIDE	Field drainage improvements		
REGION-WIDE	Repair/replacement of fields, walkways, steps and retaining walls		
O Health and Safety and Security		Allocation:	\$ 200,000
REGION-WIDE	Upgrades to CCTV, Access Card Readers, Security Cameras, Defibulator Installs		
		Estimated Total	\$ 10,046,086

**WATERLOO REGION DISTRICT SCHOOL BOARD
BUSINESS SERVICES DIVISION
FACILITY SERVICES DEPARTMENT**

**PUPIL ACCOMMODATION GRANT - SCHOOL RENEWAL ALLOCATION
PROJECT PRIORITIES BY CATEGORY
SEPTEMBER 1, 2018 TO AUGUST 31, 2019**

		May 14 2018	June 17 2019
A	Instructional Computer Infrastructure	Allocation:	\$250,000
REGION-WIDE	Renovations/alterations in facilities to address computer program requirements		\$250,000
B	Schematic Design Briefs	Allocation:	\$200,000
REGION-WIDE	Schematic Designs for future projects to gain accurate costing and timing		\$200,000
C	Environmental	Allocation:	\$650,000
BCI	Phase 3 - Abatement of 2nd floor mech room and servery/kitchen and c/w new ductwork, ceiling, lights and sprinkler fire protection		
REGION-WIDE	Site assessment and data development for asbestos regulations, testing and abatement		
REGION-WIDE	Environmental Projects		
D	Renovations/Alterations Secondary Program	Allocation:	\$1,300,000
REGION-WIDE	Renovations/alterations to secondary facilities for projects to improve school programs - priorities are established in consultation with the Secondary Accommodation Committee		\$1,600,000
15 Sheldon - U Turn	Renovation to accommodate students from 256 Hespeler		
KCI	Family Studies Renovation (SAC 68)		
SSS	Family Studies Renovation (SAC 61)		
EDSS	Family Studies Renovation (SAC 67)		
SSS	Library Renovation (SAC 66)		
E	Renovations/Alterations Elementary Program	Allocation:	\$1,300,000
REGION-WIDE	Renovations/alterations to elementary facilities for projects to improve school programs - priorities are established in consultation with the Elementary Accommodation Committee		\$1,500,000
Franklin	Replace Carpet and Metal Book shelving. Install Wall between library and unused computer area and update ventilation in library and new office (EAC 109)		
Pioneer Park	FDK renovation - Remove toilet closet, install new washroom, install counter, cupboards and sink (EAC 100)		
Pioneer Park	Reorient main office to face corridor from door, install universal washroom, create VP office, storage, meeting room and walkway (EAC 102)		
Rockway	Remove carpet, install new millwork instal circ. Counter and add A/C (EAC 112)		
Suddaby	Upgrade undersized mail office, add windows and upgrade ventilation and A/C (EAC 105)		
F	Renovations/Alterations Special Education	Allocation:	\$250,000
REGION-WIDE	Renovations/alterations for Special Education programs brought forward throughout the school year as identified by Special Education staff		\$500,000
FHCI	Renovation to accommodate Medically Fragile Students		
Blair Road	Universal Washroom		
G	Building Code, Fire Code, OHSA,	Allocation:	\$508,140
REGION-WIDE	Consulting fees for studies relating to building infrastructure, OH&SA compliance, Building code and Fire code compliance		\$512,805
REGION-WIDE	Playground Equipment Repairs		
REGION-WIDE	Roof Access Ladder Upgrades		
REGION-WIDE	Ministry of Labour Guarding in Tech Shops		
REGION-WIDE	Abatement Required During Regular Repair Work orders		
REGION-WIDE	Noise Exposure levels in various classrooms		
REGION-WIDE	Natural Gas Leak inspections		
REGION-WIDE	Fire Panel Inspections		
REGION-WIDE	Lifting Equipment Repairs Over \$2,500		
REGION-WIDE	Electrical Panel Inspections - Thermography		

**WATERLOO REGION DISTRICT SCHOOL BOARD
BUSINESS SERVICES DIVISION
FACILITY SERVICES DEPARTMENT**

**PUPIL ACCOMMODATION GRANT - SCHOOL RENEWAL ALLOCATION
PROJECT PRIORITIES BY CATEGORY
SEPTEMBER 1, 2018 TO AUGUST 31, 2019**

		May 14 2018	June 17 2019
H	Energy Conservation	Allocation:	
REGION-WIDE	Projects and Studies relating to Energy Conservation	\$100,000	\$100,000
I	Portable Relocations and Repairs	Allocation:	
REGION-WIDE	Repair and upgrades to portable classrooms and Porta-Paks	\$75,000	\$150,000
J	Interior Finishes	Allocation:	
Parkway	JK-SK - Renovation of 4 rooms - Flooring, Millwork, Paint	\$2,000,000	\$2,000,000
CHCI	Phase 2 Locker Replacement		
15 Sheldon (U turn)	Renovation to accommodate 256 Hespeler students		
WODSS	Paint Gym and update English office		
FHCI	Office interior finishes - flooring ceiling , lighting		
REGION-WIDE	Flooring, Ceilings, Lockers, Painting etc		
K	Mechanical and Electrical	Allocation:	
REGION-WIDE	Heating Ventilating and Air Conditioning Upgrades	\$950,000	\$950,000
REGION-WIDE	Upgrade service panels and light fixtures		
REGION-WIDE	Backflow prevention implementation		
L	Building Envelope	Allocation:	
MacGregor	Roof Section	\$500,000	\$500,000
Area 1 - Tony P	Roofing /Windows/Brick/Exterior Doors		
Area 2 - Mark K	Roofing /Windows/Brick/Exterior Doors		
Area 3 - Barry K	Roofing /Windows/Brick/Exterior Doors		
Area 4 - Barry E	Roofing /Windows/Brick/Exterior Doors		
M	Accessibility	Allocation:	
REGION-WIDE	Renovations/alterations for school accessibility brought forward by Accessibility Committee	\$800,000	\$800,000
GLENCAIRN	Improve Accessibility of Grounds and provide new Accessible Playground		
Pioneer Park	Universal Washroom		
PHS	Universal Washroom		
Queen Elizabeth	Universal Washroom		
O	Site Improvements	Allocation:	
REGION-WIDE	Paving repairs, New parking, Repair or Replace walkways, steps, retaining walls, Field drainage	\$850,000	\$600,000
REGION-WIDE	Paving repairs and new parking		
REGION-WIDE	Field drainage improvements		
REGION-WIDE	Repair/replacement of fields, walkways, steps and retaining walls		
JHSS	Turf Field and Track - 8 year renewal fund		
P	Health and Safety	Allocation:	
REGION-WIDE	Upgrades to CCTV, exterior lighting, and improvements for health and safety	\$200,000	\$200,000

Estimated Total \$9,933,140 \$10,512,805

SR Grant (2018-19) - Revised to Actual	\$9,933,140
Deferred SR Revenue (2017-18)	\$579,665
	<u>\$10,512,805</u>



Report to Committee of the Whole

June 17, 2019

Subject: 2019-2020 School Condition Improvement (SCI) Grant - School Renewal

Recommendation

This report is for the information of the Board.

Status

Each year several projects for major maintenance are prioritized and funded from the annual Pupil Accommodation Grant – School Renewal but not all prioritized projects can be completed due to the limited amount of funding available. This additional School Condition Improvement (SCI) Grant will allow for completion of backlogged prioritized projects in the 2019-2020 school year. The intent of these prioritized projects is to bring older schools up to current standards.

Appendix A illustrates types of projects for 2019-2020 that will be considered for the SCI Grant – School Renewal.

Background

As per Ministry of Education (Ministry) Memorandum [2019:B16 Facility operating and Renewal Funding for the 2019-20 School Year](#) dated May 24, 2019, the Ministry is continuing its investment with \$1B in funding allocated across 72 school boards towards the SCI Grant – School Renewal. This grant is in response to data collected from the Ministry's Condition Assessment Program, which has started another five-year cycle of facility audits in 2016 and will continue out to 2020.

Renewal needs for school facilities that are five years of age or less or are not assets of the Waterloo Region District School Board (Board) (i.e. short-term leases) have not been audited. Under this revised methodology, the Ministry will also ensure that most of the SCI Grant – School Renewal is targeted towards identified major renewal needs, while still providing boards with the flexibility to direct some of the SCI Grant – School Renewal to address other locally-identified renewal needs.

The Ministry requires at least 70 percent (restricted) of the SCI Grant – School Renewal is to be spent on major building components and systems, and at most 30 percent (unrestricted) on building interiors, site, and other components considered non-critical.

The SCI Grant – School Renewal can only be used on depreciable renewal expenditures in schools that are expected to remain open and operating for at least five years and to address renewal priorities of the Board, including addressing health and safety, replacing and repairing building components, improving the energy efficiency of schools, and improving accessibility.

The Ministry has arranged with the Ministry's Condition Assessment Program Administrator, VFA, Inc. (VFA) to support boards with their capital planning and management needs through its VFA Facility Asset Management database. The school renewal expenditures funded through the SCI Grant – School Renewal must be reported in the VFA Facility Asset Management database.

Financial implications

The Waterloo Region District School Board's School Condition Improvement Grant – School Renewal for 2019–2020 is projected to be \$23,198,009.

Communications

Once the SCI Grant – School Renewal projects are finalized, resources will be assigned and school Principals will be advised of upcoming activities to detail the scope of projects and coordinate scheduled activities.

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

**WATERLOO REGION DISTRICT SCHOOL BOARD
BUSINESS SERVICES DIVISION
FACILITY SERVICES DEPARTMENT**

**SCHOOL CONDITION IMPROVEMENT GRANT - SCHOOL RENEWAL
PROJECTS COMPLETED or PLANNED
SEPTEMBER 1, 2019 TO AUGUST 31, 2020**

SCI Grant 2018-19**Key Building Components and Systems (Restricted - 70%)****\$16,238,606**

REGION-WIDE Plumbing Improvements
 REGION-WIDE Heating Ventillation and Air Conditioning (HVAC) Improvements
 REGION-WIDE Fire Protection
 REGION-WIDE Electrical Improvements
 REGION-WIDE Substructure - Foundations, Basement Walls
 REGION-WIDE Shell/Superstructure - Roofs, Exterior Walls, Windows

Locally Identified Needs (Unrestricted - 30%)**\$6,959,403**

REGION-WIDE Improve Interiors - Stairs, Floor Finishes, Ceilings
 REGION-WIDE Equipment and Furnishings
 REGION-WIDE Special Construction (e.g. Improving Accessibility)
 REGION-WIDE Demolition
 REGION-WIDE Building Sitework - Parking Lots, Site Lighting

TOTAL**\$23,198,009**



Report to Committee of the Whole

June 17, 2019

Subject: French Immersion Review Committee 2018-19

Recommendation

This report is for the information of the Board.

Status

The French Immersion Review Committee 2018-19 consists of the following members:

- Scott Piatkowski, Trustee
- Joanne Weston, Trustee
- Kathi Smith, Trustee
- Benjamin Wahl, Student Trustee
- Peter Berndt, French Immersion Principal
- Karin Bileski, French Immersion Principal
- Hilary Millar, Secondary Extended French Teacher
- Adam Smit, Secondary French Immersion Teacher
- Rhonda Peng, Elementary French Immersion Teacher
- Christine Formiglio, Elementary Core French Teacher
- Riley Dargel, French Immersion Student
- Emily Williams, French Immersion Student
- Gabrielle George, French Immersion Student
- Melyssa Jenkins, French Immersion Parent
- Mandi Bond, French Immersion Parent
- Laurie Tremble, Non-French Immersion Parent
- Shelly Reed, Non-French Immersion Parent
- Ted Martin, Community Member
- Sheri Martin-Crovetto, Administrative Support
- Matthew Gerard, Coordinating Superintendent, Business Services & Treasurer
- Bill Lemon, Superintendent, Student Achievement & Well-Being

Attendance:

The members in attendance at each meeting are as follows:

Member's Name	Mar. 5/19	Mar. 26/19	Apr. 9/19	May 14/19
Scott Piatkowski, Trustee	X	X	X	X
Joanne Weston, Trustee	X	X	X	X

Kathi Smith, Trustee		X	X	X
Benjamin Wahl, Student Trustee	X		X	X
Peter Berndt, FI Principal	X	X	X	X
Karin Bileski, FI Principal		X		X
Hilary Millar, Secondary Extended French Teacher	X	X	X	X
Adam Smit, Secondary FI Teacher	X	X	X	X
Rhonda Peng, Elementary FI Teacher	X	X	X	X
Christine Formiglio, Elementary Core French Teacher	X	X	X	X
Riley Dargel, FI Student	X	X	X	X
Emily Williams, FI Student	X	X	X	X
Gabrielle George, FI Student	X	X	X	X
Melyssa Jenkins, FI Parent	X	X		X
Mandi Bond, FI Parent	X			X
Laurie Tremble, Non-FI Parent	X	X	X	X
Shelly Reed, Non-FI Parent	N/A	X	X	
Ted Martin, Community Member	X	X	X	
Sheri Martin-Crovetto, Administrative Support	X	X	X	X
Matthew Gerard, Coordinating Superintendent, Business Services & Treasurer	X	X	X	X
Bill Lemon, Superintendent, Student Achievement & Well-Being	X	X	X	X

FI - French Immersion

X - Present

French Immersion Review Committee Meeting Minutes approved by the Review Committee are included as follows:

March 5, 2019 (Appendix A)

March 26, 2019 (Appendix B)

April 9, 2019 (Appendix C)

Summary of Discussions:

The Review Committee has engaged in a number of collaborative discussions. The central topics of these activities were:

- The location of French Immersion sites across the region
- Potential sources of information from sub-groups within the survey
- Consideration of a variety of French Language models for elementary schools

Review Conducted by R.A. Malatest and Associates Ltd.:

R.A. Malatest and Associates Ltd. (Malatest), a research firm, was hired to support the completion of the review. Since April 2019, Malatest has been collecting feedback from both internal and external stakeholders using the following methods:

1. Data and Document Review: A review of documents and data relating to the French Language programming supported by the Waterloo Region District School Board (WRDSB). This review includes an examination of enrollment into the program, the number of students who left prior to completion and access points. The purpose of this part of the review was to understand the current structure of the program and to form the basis for the data collection that followed (e.g., focus groups, interviews).
2. Literature Review and Environmental Scan: This is a review of delivery models of other French Immersion programs currently found in southwestern Ontario for comparison, other French-language elementary and secondary school programs, concepts of single or dual track schools, and substitutes for the program such as enhancements to core French-language instruction. This includes conducting interviews with senior officials from three public school boards in southwestern Ontario. The environmental scan includes a high-level market analysis with regard to regional growth, staff recruitment, transportation, and other related conditions that may affect the success of the program. The purpose of this step is to situate the Waterloo French Immersion Program within the broader context of southwestern Ontario and to understand the factors that could impact the program.
3. Surveys with Parents/Guardians and Staff: To better understand their experiences as they relate to the program, Malatest surveyed parents/caregivers and staff from the WRDSB. Over 1500 responses were received for the parent/guardians survey and over 500 responses were received for the staff survey.

4. Focus groups with Parents/Guardians, Staff and Students: To build on the information collected from the surveys, Malatest is moderating online focus groups with staff and conducting in person focus groups parents/caregivers and secondary students. The purpose of these focus groups is to conduct a “deep dive” into issues identified via the surveys. Parents/guardians and staff are recruited for the focus groups via the surveys and students are invited by school staff and participate once parental/guardian permission has been received. All focus groups will be completed by the end of June.
5. Interviews with Principals and Vice-Principals and Central Staff: Malatest is conducting interviews with Principals and Vice-Principals and central office staff to build on the information collected from the surveys. All interview groups will be completed by the end of June.

Malatest will conduct analysis of the collected data. Once all data has been synthesized, Malatest will convene a validation session with the WRDSB before the development of reporting. This session will cover the initial findings and give the WRDSB insight into the proposed content of the report. The report is anticipated to contain an executive summary, an outline of the consultation process, the current program status, experiences, positions, challenges and values of those of participating in the data gathering process, current policy and procedure review, current resource challenges, and any recommendations to improve the program. It will also contain a clear vision/mission statement focusing on the data sourced via all the stakeholders that were engaged. It is anticipated that the report will be presented to the Review Committee in the Fall of 2019.

English Language Learners (ELL) Focus Groups:

As a result of consultations with the Review Committee, staff have begun a series of focus groups with the parents and caregivers of our English Language Learners. The data gathered from these groups will contribute to the overall report. Learning Services and our community partners are collaborating to provide support for translation to multiple languages. The first of these focus groups occurred June 13, 2019 at Wilson Avenue Public School. These groups will continue in the Fall of 2019.

Community Engagement:

The Communications Department worked closely with the Review Committee to ensure that stakeholders, both internal and external, were made aware of the opportunity to participate in the survey. Posts on the WRDSB website and school websites provided families with background information on the review and encouraged participation in the survey. Messages were also created for schools to share with their families via SchoolDay or to send a letter home with students. Social media posts were shared throughout the duration of the survey to remind our families and communities to participate. We had over 290 engagements on our Twitter posts and over 600

engagements on Facebook with 175 people clicking through to the survey from Facebook.

To reach staff members, we created a post on our internal website and created a button for easy access to the survey from the homepage. French teachers were encouraged to participate through messages in their Google groups. Administrators were also reminded to participate and to encourage their staff to participate in the survey.

Moving forward, staff will receive the final report from Malatest in the Fall of 2019 and verify the work plan has been completed. Subsequently, staff will analyze the findings of the final report in collaboration with the French Immersion Review Committee. Finally, staff will submit a report to the Board of Trustees in December 2019 to update them on the progress of the work outlined above and its progress towards meeting implementing the recommendations in the April 2018 Board Report.

Background

By way of a Board of Trustees (Board) motion passed on June 12, 2017 and further ratified at the Board Meeting on June 26, 2017, the French Immersion Review Committee was formed. The French Immersion Review Committee was mandated to review French Immersion and the Extended French Program models and delivery for elementary and secondary students. The review is to include staffing challenges, equitable access for each and every student, transportation and the advantages and disadvantages of a French Immersion Magnet School. The French Immersion Review Committee Terms of Reference require a report to the Board with recommendations by the end of February 2018.

Staff presented a report to the Board at the April 23, 2019 Committee of the Whole meeting. As a result of the report, the Board passed the following motion on April 23, 2018:

That the Waterloo Region District School Board approves the four recommendations contained in the French Immersion Review Committee Report. Furthermore, that \$150,000 from accumulated surplus be committed to support the recommendations as outlined in the report presented to Trustees at the April 23, 2018 Committee of the Whole meeting.

Financial Implications

All work has been completed within the budget approved by the Board on April 23, 2018.

Communications

The Communications Department will continue to support the Review Committee throughout the program review process and will keep our families, staff and community members informed of progress and next steps.

Prepared by: Matthew Gerard, Coordinating Superintendent, Business Services & Treasurer of the Board
Bill Lemon, Superintendent, Student Achievement & Well-Being
in consultation with Coordinating Council

Appendix A**MARCH 5, 2019
FRENCH IMMERSION REVIEW COMMITTEE**

The Waterloo Region District School Board held a French Immersion Review Committee meeting this evening at 6:00 p.m. in the St. Jacobs Learning Hub with the following members in attendance:

Trustees: Scott Piatkowski, Joanne Weston

Student Trustees: Benjamin Wahl

Students: Riley Dargel, Emily Williams, Gabrielle George,

Administrators: Peter Berndt

Teachers: Rhonda Peng, Adam Smit, Hilary Millar

FI Parents: Melyssa Jenkins, Mandi Bond

Non-FI Parents: Laurie Tremble

Community Member: Ted Martin

Board Staff: Bill Lemon (Co-Chair); Matthew Gerard (Co-Chair), Sheri Martin-Crovetto (Admin. Support)

Regrets: Kathi Smith (Trustee), Karin Bileski (Administrator), Oscar Judelson-Kelly (Student Trustee)

WELCOME AND INTRODUCTIONS

B. Lemon called the meeting to order at 6:00 p.m., welcomed everyone to the meeting and members introduced themselves.

B. Lemon explained this committee is an ad hoc committee, therefore, the meetings are not as formal, but decorum is required by all members. He also explained quorum is 50% + 1.

CONFLICT OF INTEREST

B. Lemon provided an explanation of conflict of interest.
There were no declarations of conflict of interest.

APPROVAL OF AGENDA

A. Moved by M. Jenkins, seconded by S. Piatkowski:

That the agenda of the French Immersion Review Committee of March 5, 2019, be approved.

-Carried-

OVERVIEW OF FRENCH IMMERSION AT WRDSB

B. Lemon presented the French As A Second Language (FSL) framework as outlined by the Ontario Ministry of Education (Ministry) which includes French Immersion, Extended French and Core French. The Ministry's vision has evolved from students becoming "functionally bilingual", to focusing instead on students "growing confidence" in using the French language, which was updated in the 2013 curriculum. Being "functionally bilingual" has many definitions by many organizations, which made it problematic wording in the curriculum.

The French Immersion registration process used by the Waterloo Region District School Board (Board), including students within the school boundary are allowed into the program first, the subsequent "lottery system" for out of boundary students and as a result, the "sibling rule". If an out of boundary student is accepted into the French Immersion program, the student's younger sibling(s) will be also be allowed to attend that school, if space allows. It is the goal of our Board to keep siblings together whenever possible. The registration deadline is January 31st, but late registrations continue as enrolment changes up until October.

Historically, all students on the waitlist for French Immersion have always been offered a spot in the program as space opens up at the various French Immersion locations, however, some families choose to decline the offer for various reasons.

Students may enter the French Immersion program after grade 1. An assessment will be completed in order to determine if they will be successful. These students are often moving into our Board from a French School Board. If a student has a French background, we will allow them into French Immersion at any time.

B. Lemon reviewed the current French Immersion enrolment for the 2018-19 school year:

Elementary - 7132 (18%)

Secondary - 1103 (6%)

Overall - 8235 (14%)

The class formation and staffing process was summarized, including how combined classes may be required due to class size caps, the 10% exception rule and attrition.

M. Gerard explained how elementary and secondary funding for French programming works currently. Funding does not necessarily support all costs involved. Transportation costs are not covered for out of boundary students, therefore, we do not provide transportation to any of our magnet programs (eg. French Immersion, International Baccalaureate). Parents are responsible for transporting their child(ren) to all magnet programs. E. Williams commented that another school board that she previously attended provided city bus passes for out of boundary French Immersion students. M. Gerard explained that the cost of providing that is not sustainable for our Board at this time. B. Lemon explained that some of our resources are used towards starting up new French Immersion sites. Several questions came up in regards to elementary and secondary funding and how the funds are allocated.

Kristin Phillips, System Administrator, and Wanda West, Learning Services Consultant, oversee the tracking of expenditures and determining supports that are required, as well as what may need replenishing in the future.

At approximately 6:50 p.m. M. Bond and M. Jenkins left the meeting to attend the Parent Involvement Committee (PIC) meeting.

FRENCH IMMERSION REVIEW PHASE 1 - BACKGROUND INFORMATION

M. Gerard provided a summary of the Phase 1 work and referred to the French Immersion Working Group Final Report dated April 23, 2018. There were 4 recommendations made by the group. The goal of the French Immersion Review Committee for the 2018-19 school year will be to focus on recommendation # 4 which is to acquire the services of a third party research consultant to conduct a review of the Board French Immersion program.

The review will include engaging a variety of stakeholders to better understand their needs as they relate to French language instruction and the development of strategies to meet those needs.

FRENCH IMMERSION REVIEW PHASE 2 - SETTING THE STAGE FOR OUR WORK

B. Lemon introduced Bess Ashby, Senior Research Director, R.A. Malatest & Associates Ltd. B. Ashby presented an overview of the work plan to explore student achievement through the French Immersion program at the Board.

The following questions were raised in regards to the work plan:

- Is research being conducted on other Ontario school boards' FI programs
- Will research include exploring the perception that FI is an elite program
- Will current French Immersion students be included in the survey
- Will the survey be available online
- Several comments were made emphasizing the importance of capturing the voice of non-FI parents and how it will be addressed in the work plan

B. Ashby explained they are focusing on school boards in Southwestern Ontario, but the work plan is a "living document" and can be modified to suit our needs. The importance of obtaining responses from a diversified group of parents including: parents/caregivers with child(ren) currently enrolled; waitlisted students; children who have left the FI program; as well as parents who never applied for the FI program was highlighted. The title of the survey will need to effectively communicate that all parents are invited to participate in order to receive the desired results. The survey will be available online, with a paper version as an option. Postal codes will be requested from respondents in order to track their location. If there are significant gaps in some areas, they will focus on promoting the survey more to fill in those gaps. Several focus groups will be held to learn from experiences and issues that are not able to be addressed in the survey.

A discussion followed regarding the DELF test (Diplome d'etudes de langue francaise). The DELF test is a French language proficiency test that grade 12 students are able to write in May. Our Board began participating 3-4 years ago. Wanda West, Learning Services Consultant receives the results for our Board. The test may be taken by both Core and FI students. The test determines the level of competency (eg. competent to live in a French region; competent to travel in a French region). Some employers who require French speaking employees, will request DELF test results from job candidates.

B. Ashby requested the historical data to use in their research.

The following suggestions were made for consideration to the work plan:

- Very few grade 8 FI students continue with FI in secondary school, and it would be helpful to find out why that is the case;
- Enrolment of FI students at KCI whose home school is KCI versus out of boundary FI students would be worthwhile information as well as how many grade 8 FI students choose the Extended French program at FHCI as an alternative;
- Conduct focus groups with elementary and secondary school staff; and
- Gain insight on how to start an Extended French or FI program at a secondary site.

WORKING TOGETHER AT A FRENCH IMMERSION REVIEW COMMITTEE

M. Gerard discussed the Terms of Reference to develop a clear understanding of the committee's role and address the report brought forward by the working group in April 2018. He also emphasized the importance of respecting of each other and to hear each other's voices.

The committee members broke off into groups of 3 or 4 to discuss the terms of reference and suggest any changes or gaps.

COMMENTS MADE BY THE MEMBERS REGARDING THE TERMS OF REFERENCE

Purpose - amend to reflect to focus on the 4th recommendation only.

Guiding Principles - the key lens is always to focus on student achievement & well-being for each and every student.

Voting Rules - amend to reflect current membership of committee. M. Gerard suggested that the group and work is better served if we can achieve consensus.

Membership - another non-French Immersion parent would be an important voice.

ACTION ITEMS

M. Gerard to amend the voting rules to reflect the current membership of the committee.

B. Lemon to recruit another non French Immersion parent.

NEXT MEETING - March 26, 2019 (Education Centre, St. Jacobs Learning Hub)

ADJOURNMENT

B. Moved by T. Martin, seconded by A. Smit:

That the French Immersion Review Committee of March 5, 2019, be adjourned.

-Carried-

The meeting adjourned at 8:00 p.m.

Appendix B

MARCH 26, 2019 FRENCH IMMERSION REVIEW COMMITTEE

The Waterloo Region District School Board held a French Immersion Review Committee meeting this evening at 6:00 p.m. in the Cambridge Room with the following members in attendance:

Trustees:	Scott Piatkowski, Joanne Weston, Kathi Smith
Student Trustees:	
Students:	Riley Dargel, Emily Williams, Gabrielle George,
Administrators:	Peter Berndt, Karin Bileski
Teachers:	Rhonda Peng, Adam Smit, Hilary Millar, Christine Formiglio
FI Parents:	Melyssa Jenkins
Non-FI Parents:	Laurie Tremble, Shelly Reed
Community Member:	Ted Martin
Board Staff:	Bill Lemon (Co-Chair); Matthew Gerard (Co-Chair), Sheri Martin-Crovetto (Admin. Support)

Regrets: Mandi Bond (FI Parent), Oscar Judelson-Kelly (Student Trustee), Benjamin Wahl, (Student Trustee)

WELCOME AND INTRODUCTIONS

B. Lemon called the meeting to order at 6:00 p.m., welcomed everyone to the meeting and members introduced themselves as a few members were attending for the first time.

B. Lemon explained this committee is an ad hoc committee, therefore, the meetings are not as formal, but decorum is required by all members.

CONFLICT OF INTEREST

B. Lemon provided an explanation of conflict of interest.
There were no declarations of conflict of interest.

APPROVAL OF AGENDA

A. Moved by T. Martin, seconded by S. Piatkowski:

That the agenda of the French Immersion Review Committee of March 26, 2019, be approved.

-Carried-

APPROVAL OF MINUTES

B. Moved by M. Jenkins, seconded by J. Weston:

That the French Immersion Review Committee minutes of March 5, 2019, and the actions contained therein, be approved.

-Carried-

TERMS OF REFERENCE REVIEW AND FINALIZATION

M. Gerard requested the members review the Terms of Reference and asked if there are any additional changes to be made.

It was noted that “Chair” should be changed to “Co-Chairs” and the Terms of Reference were deemed finalized.

SHARING OF DELF (DIPLOME D’ETUDES DE LANGUE FRANCAISE) DATA

- [DELF Information and Data Report 2014-18](#)
 - What is the DELF?
 - Why take the DELF?
 - Components of the DELF
 - WRDSB Stats for the DELF
 - How did our students do?

Discussion about the DELF test occurred throughout the slide presentation and the following information was shared:

- Students choose which level they take the test at, based on their ability and comfort level
- Teachers do not recommend which level students should attempt, instead they recommend trying online practice tests to determine what level they will be successful at
- Students are able to attempt higher levels after high school, if they choose
- There are 4 levels for students and 2 additional “professional” levels (total of 6 levels)
- Our Board’s aspirational goal for grade 12 FI students at program completion is level B2
- Younger students are able to take the DELF on their own, if they choose
- The Ministry of Education is starting to take notice of the DELF test results
- Our Board held a meeting this year for the first time to promote the DELF, and as a result we have approximately 300 students registered to attempt it

UPDATE FROM MALATEST AND THE RESEARCH DEPARTMENT

- [Survey Presentation of Themes, Topics & Summary of Questions](#)
 - Parent/Caregiver Survey: Topic Areas
 - School Staff Survey: Topic Areas
- Discuss survey themes, topics and summary of questions

- Focus groups composition and timelines
- French Immersion across the WRDSB

B. Lemon explained how the surveys “branch” into different questions based on the respondent’s answers, which is why Malatest has summarized the themes and topics instead of providing specific questions to the review committee. Our Board research department is pleased with the composition of the survey being broken down thematically.

Survey Discussion

Some Objectives of the Survey:

- To uncover the voice of non FI families. An example of a voice we are hoping to hear from is: Parent of SK student who attends their home school, which does not offer FI, but parent does not apply for FI at another school as an out of boundary student. We would like to uncover why this parent chose not to apply as well as any possible barriers that influenced their decision
- To improve retention of FI students, and to learn what prevents students from completing the program and possible barriers that contribute to this
- To improve the quality of the FI program being offered at our Board
- To move from anecdotal evidence to statistical evidence in order to improve the program

Focus Groups

At the first meeting on March 5/19, there was a desire to expand the focus groups to include another parent focus group and an additional student focus group. Malatest will use survey data results to refine the composition of the focus groups.

French Immersion Across the WRDSB

M. Gerard asked the committee members to break into two groups, with equal representation to go through an exercise. He provided each group with maps of Kitchener, Waterloo and Cambridge which had all WRDSB schools flagged. The blue flags were non FI schools and the red flags represented FI locations. The groups made observations and recorded them in the activity sheets provided in the google drive:

[Map Activity - Group A Observations](#)

[Map Activity - Group B Observations](#)

ACTION ITEMS & OTHER BUSINESS

S. Piatkowski requested the [Report to the Committee of the Whole](#) on French Immersion Enrolment for 2018-19 and Projected Grade 1 Enrolment for 2019-20 on March 18, 2019 be shared with the review committee.

By our next meeting on April 9th the survey will have been released and the review committee will be able to discuss the survey in more detail, deliberate public opinions and possible myths about the FI program.

FUTURE MEETINGS

April 9, 2019 (Education Centre, St. Jacobs Learning Hub)

May 14, 2019 (Education Centre, Cambridge Room)

June 11, 2019 (Education Centre, St. Jacobs Learning Hub)

ADJOURNMENT

C. Moved by K. Smith, seconded by T. Martin:

That the French Immersion Review Committee of March 26, 2019, be adjourned.

-Carried-

The meeting adjourned at 8:00 p.m.

Appendix C

APRIL 9, 2019 FRENCH IMMERSION REVIEW COMMITTEE

The Waterloo Region District School Board held a French Immersion Review Committee meeting this evening at 6:00 p.m. in the St. Jacobs Learning Hub with the following members in attendance:

Trustees:	Scott Piatkowski, Joanne Weston, Kathi Smith
Student Trustees:	Benjamin Wahl
Students:	Riley Dargel, Emily Williams, Gabrielle George,
Administrators:	Peter Berndt
Teachers:	Rhonda Peng, Adam Smit, Hilary Millar, Christine Formiglio
FI Parents:	
Non-FI Parents:	Laurie Tremble, Shelly Reed
Community Member:	Ted Martin
Board Staff:	Bill Lemon (Co-Chair); Matthew Gerard (Co-Chair), Sheri Martin-Crovetto (Admin. Support)

Regrets: Melyssa Jenkins (FI Parent), Mandi Bond (FI Parent), Karin Bileski (Administrator), Oscar Judelson-Kelly (Student Trustee)

WELCOME AND INTRODUCTIONS

B. Lemon called the meeting to order at 6:03 p.m. and welcomed everyone to the meeting.

CONFLICT OF INTEREST

B. Lemon asked if there were any conflicts of interest this evening. There were no declarations of conflict of interest.

APPROVAL OF AGENDA

A. Moved by K. Smith, seconded by A. Smit:

That the agenda of the French Immersion Review Committee of April 9, 2019, be approved.

-Carried-

APPROVAL OF MINUTES

B. Moved by S. Piatkowski, seconded by L. Tremble:

That the French Immersion Review Committee minutes of March 26, 2019, and the actions contained therein, be approved.

-Carried-

REFLECTIONS FROM THE LAST MEETING

B. Lemon informed the committee that the launch of the survey has been delayed due to some programming issues, but it will be finalized soon . Once the survey is released and initial data is presented, the committee will review early results and provide suggestions for next steps as well as identify any gaps in responses.

B. Lemon asked members to provide observations from the map activity and reflections from the last meeting on March 26/19. The following feedback was provided:

- Despite our various backgrounds, there was a fair amount of consistency in our observations of the map activity
- Surprised by the highly concentrated areas that offer French Immersion (FI) and the obvious gaps on the map where FI is not offered
- More work needs to be done to provide board-wide access to the program, while addressing the challenges in doing so eg. shortage of qualified French teachers
- Communication needs to improve to provide more awareness of the FI program to certain demographic areas and families with language barriers
- The survey will uncover truths vs. myths and focus groups will be an important part of the research to reveal lived experiences from diverse groups
- Focus groups may be derived from survey respondents who volunteer to participate, but groups may also be brought together from other sources such as non FI schools
- Surveys will be available for WRDSB staff, parents/caregivers of elementary and secondary students as well as secondary students
- Concern was raised again about missing important voices including non FI parents and students, as well as English Language Learners who may not have access or the ability to complete the survey or to take part in a focus group
- Suggestion was made to approach administrators of non FI schools and schools with a high level of ELL families to promote the survey to parents and students
- Malatest will look for gaps in survey respondents to identify those groups that need to be encouraged to participate in order to hear the diverse voices of our school communities (based on the communities and subsets we would like to explore)

COMMUNITY VOICES EXERCISE

B. Lemon explained the purpose of the exercise and provided some examples of school communities (e.g, FI schools) and sub-sets (e.g,. non FI students in an FI school).

Committee members separated into 4 groups to discuss and complete the “Community Voices Exercise” to identify potential school communities and/or sub-sets that we should attempt to develop in the survey process. Here are the results of the exercise:

[Community Voices Exercise - Group 1](#)

[Community Voices Exercise - Group 2](#)

[Community Voices Exercise - Group 3](#)

[Community Voices Exercise - Group 4](#)

OTHER BUSINESS

May 14/19 Meeting - goal will be to review initial survey results and pinpoint gaps

June 11/19 Meeting - survey should be complete and some preliminary results available

Malatest will also have research information from the Board Scan and the Labour Scan they are conducting. Findings will be available to discuss in regards to FI delivery models at other Ontario School Boards as well as the current labour market.

B. Lemon suggested the Review Committee meet again in the Fall 2019 when the final board report and recommendations from the research results will be presented.

FUTURE MEETINGS

May 14, 2019 (Education Centre, Cambridge Room)

June 11, 2019 (Education Centre, St. Jacobs Learning Hub)

ADJOURNMENT

C. Moved by H. Millar, seconded by A. Smit:

That the French Immersion Review Committee of April 9, 2019, be adjourned.

-Carried-

The meeting adjourned at 7:15 p.m.



Report to Committee of the Whole

June 17, 2019

Subject: Secondary Average Class Size

Recommendation

That the Waterloo Region District School Board approve a secondary school average class size of 22.00, effective September 1, 2019.

Status

This report provides information on the secondary average class size for the year 2018-2019 and seeks approval from the board to set the secondary average class size for 2019-2020, as required under the *Education Act*, 170.1 (3) (4).

For the school year 2018-2019, the average class size of our secondary schools is 19.99, as determined under Section 3 of Regulation 399/00 and Section 12 of Regulation 132/12.

Background

Ontario Regulation 399/00 and 132/12, both entitled "Class Size", are part of Ontario's commitment to limit the Board-wide maximum aggregate average class size to 22 in secondary schools. Furthermore, the Regulation provides consistent, province-wide method to be used by school boards in determining the aggregate average class size for secondary schools.

Each Board must determine the average size of all classes as of October 31st and March 31st for each of its secondary schools. The Director of each Board is required to prepare and file the required report on average class size to the Minister of Education. In addition, as per the requirements of the Regulation, the information contained in this report must be available at the head office of the Board and distributed to the office of each school of the Board and to the Chair of the school council for each school of the Board.

Financial implications

A secondary school average class size of 19.99 complies with the Grants for Student Needs, as contained in Regulation 284/18: Grants for Student Needs – Legislative Grants for the 2018-2019 School Board Fiscal Year.

Communications

This report will be filed with the Ministry of Education as required through the appropriate electronic reporting procedures.

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



Report to Committee of the Whole

June 17, 2019

Subject: Motion Re: Anonymous Reporting Tool

Recommendation

That the Waterloo Region District School Board of Trustees request that staff investigate the possibility of using an anonymous reporting tool to assist students, staff and community members in reporting incidents of bullying and threats or school safety issues, similar to the tool that is currently being used by the Thames Valley District School Board and Durham Catholic District School Board; and

That a written report outlining the feasibility of implementing this type of tool in the WRDSB, along with associated costs, be provided to trustees no later than October 7, 2019.

Status

This report contains a Notice of Motion served by Student Trustees O. Judelson-Kelly and B. Wahl at the April 29, 2019, Board Meeting and was supported by Trustees C. Millar, C. Meissner and S. Piatkowski.

Background

The following “whereas statements” were included as part of the notice of motion to provide additional information:

Whereas, one of the three key aspects of the WRDSB Strategic plan is student wellbeing and the WRDSB encourages students to talk about their mental wellness and issues that may arise at school, or in their lives;

Whereas, students may be hesitant to engage or report these types of conversations and activities, it is crucial that students have a method through which they are able to communicate their own issues of safety or those of their peers.

Whereas, anonymous reporting tools are currently being used in other school Boards to address incidents of bullying and threats or school safety issues.

Financial implications

The Financial Implications are not known at this time.

Communications

A communications plan would need to be developed if the Board was to proceed with an anonymous reporting tool.

Prepared by: Stephanie Reidel, Manager of Corporate Services
for Student Trustees O. Judelson-Kelly and B. Wahl and Trustee C. Millar in
consultation with Coordinating Council



Report to Committee of the Whole

June 17, 2019

Subject: Ad-Hoc Committee - Trustee Code of Conduct & Use of a Third Party -Recommendation to Proceed

Recommendation

That the Waterloo Region District School Board of Trustees (Board) approve moving to use of a third party for formal investigations under Board Policy G201 - Trustee Code of Conduct; and

That the Board approve the Ad Hoc Committee to commence a Request for Proposal process to find a third party service provider for the formal investigations.

Status

The Ad-Hoc Committee is recommending that the board move forward with the use of a third party for formal investigations under Board Policy G201 - Trustee Code of Conduct. As a next step the committee is asking for Board approval to begin a Request for Proposal process to engage a third party service provider. The Ad Hoc Committee continues to explore opportunities for collaboration.

Background

At the Committee of the Whole Meeting of November 20, 2017, Trustees approved a motion by the previous Ad Hoc Code of Conduct Policy Review Committee recommending the Waterloo Region District School Board strike an Ad Hoc Committee to investigate the option of moving to a third party in conducting investigations related to the Board Policy G201 – Trustee Code of Conduct.

The Ad-Hoc Committee commenced work in May 2018. The Committee worked to define requirements from a third party consultant and began to make recommended edits to the policy to accommodate the use of a third party consultant for Code of Conduct investigations. The committee has also reached out to Procurement Services to determine possible procedures for obtaining a consultant.

An Ad-Hoc Committee was struck and the current membership includes:

- Trustee K. Woodcock (Co-Chairperson)
- Trustee M. Ramsay (Co-Chairperson)
- Trustee S. Piatkowski
- Trustee C. Watson
- Michael Weinert, Coordinating Superintendent of Human Resources
- Stephanie Reidel, Manager of Corporate Services

Financial implications

No financial implications at this time; however through the Request for Proposal (RFP) process, costs for formal investigations as outlined in Board Policy G201 - Trustee Code of Conduct will be determined and brought to the Board for approval.

Communications

The results of the RFP will be shared with the Board of Trustees.

Prepared by: Stephanie Reidel, Manager of Corporate Services
on behalf of Trustee K. Woodcock, Trustee M. Ramsay and the
Ad-Hoc Trustee Code of Conduct Review Committee in consultation
with Coordinating Council.



Report to Board

June 17, 2019

Subject: Ad Hoc Bylaw Review Committee - Direction to proceed with consultation

Recommendation

That the Waterloo Region District School Board direct the Ad Hoc Bylaw Review Committee to proceed with consultation with Parent Involvement Committee, Special Education Advisory Committee, Equity and Inclusion Advisory Group, Student Senate and the general public on the draft bylaws.

Status

The Ad Hoc Bylaw Committee is providing this report to inform trustees of the next step in the process which is to proceed to engage public consultation on the Working Draft document. It is important to note that this document (Appendix C) remains a "Working Draft" and is not ready for trustee approval.

Trustees will recall there have been several opportunities for generative discussions at the Board table on various sections of the Working Draft document. As a reminder, the following chart provides dates and specific content as discussed:

Date	Content/Section Discussed (numbered per the Working Draft as presented on dates noted)
February 25, 2019	Article 16.0 Committees Article 17.0 Committee of the Whole In Camera Meetings Article 18.0 Statutory Committees Article 19.0 Standing Board Committees
March 25, 2019	Article 6.0 Election of Chair, Vice-Chair, PPAC Chair and PSSAC Chair Article 7.0 Inaugural Meeting of the Board Article 8.0 Inaugural Meeting of the Chair Article 9.0 Duties of the Chair Article 10.0 Duties of the Vice-Chair Article 11.0 Notice and Holding of Public Meetings Article 12.0 Quorum Article 13.0 Board and Standing Board Meeting Article 14.0 Delegation Procedures Article 15.0 Public Question Period

April 1, 2019	Article 24.0 Rules of Order
April 15, 2019	Article 20.0 Board Committees Article 21.0 Community Committees Article 22.0 Ad Hoc Committees Article 23.0 Trustee Representation on Staff Committees
April 29, 2019	Article 1.0 Overview Article 2.0 Trustee Determination and Distribution Article 3.0 Student Trustees Article 4.0 Trustee Responsibility Article 5.0 Waterloo Region District School Board Responsibilities

After each time trustees participated in a generative discussion, the Ad Hoc Bylaw Review Committee members met to consider and discuss the feedback received and revise the Working Draft document as applicable. Members of the committee committed to additional research and editing ‘homework’ between committee meetings and discussions at the Board table.

Now that the trustees have had discussion on the entire Working Draft and the Ad Hoc Bylaw Review Committee has made revisions to the draft, the committee would like to receive feedback from Board committees (Parent Involvement Committee, Special Education Advisory Committee, Equity and Inclusion Advisory Group and Student Senate) and the public. Upon approval of the recommendation in this report, the working draft document will be provided to the Board committees for comment/feedback and posted on the Board website with a feedback opportunity for members of the public.

Changes of Note

The Ad Hoc Bylaw Committee would like to highlight a couple of articles that have been revised after feedback was received from trustees, staff and some members of the public, namely Article 15 Public Question Period and Article 19 Standing Board Committees.

Article 15 Public Question Period

This article was proposed by the Ad Hoc Bylaw Committee to provide the public with an opportunity to ask questions of the Board of trustees at a monthly Board meeting on a topic of concern for them. In considering the feedback received about this article, the ad hoc committee is proposing that the article be removed at this time. Opportunities for members of the public to appear as a delegation to the Board remain on the agenda of both Standing Committee (proposed name) and Board meetings. The ad hoc committee suggests that a pilot project be developed to implement this concept at a future time.

Article 19 Standing Board Committees

Creating two committees of the board that were each focused on specific topics, i.e., business/operations or academic/learning, was anticipated to assist in clarifying the various responsibilities of the Board of trustees and streamline reporting for staff. Additionally, the proposed committee structure was viewed as an opportunity for trustees who are interested in developing their leadership skills for future roles within the Board.

While feedback on the concept was generally positive, the ad hoc committee suggests that changing the committee structure not occur. While providing succession opportunities for other trustees, having additional chair roles for each committee was deemed to dilute the duties of the chair and vice-chair of the Board.

As a result, the Ad Hoc Bylaw Committee suggests that the committee structure of the Board remain the same with a change of name only: current Committee of the Whole to Standing Committee (Appendix F). All references to the previously proposed PPAC and PSSAC committees and chairs have been removed from the Working Draft that accompanies this report.

Road Map

This has been a complex and comprehensive review process. It was difficult to track all the changes and suggestions using the usual format (i.e., edits in red and strikethroughs). Therefore, the Ad Hoc Bylaw Committee has created a 'road map' for trustees to guide their reading of the working draft document. This road map (Appendix A) explains what actions were taken (modified, identical, deleted) during the review for each article mapping the working draft back to the current bylaws (Appendix B).

Timelines to Completion

The Ad Hoc Bylaw Review Committee has requested and been granted by the Board of Trustees, several extensions for completion of this work. Appendix D provides trustees with several timeline options for completion of this project. Trustees are reminded that the most recent approved extension approved a report with recommendations coming to the Committee of the Whole meeting on November 18, 2019.

Gradients of Agreement

The Ad Hoc Bylaw Review Committee is introducing this tool to assist trustees in expressing where they are at during consideration of the recommendation in this report. The Gradients of Agreement (Appendix E) allows participants to be honest and register their level of support or lack of support for a decision in terms understood by the whole group in language that is respectful and professional.

Next Steps

After the public consultation process, the Ad Hoc Bylaw Review Committee will review and discuss the input received and make any revisions to the Working Draft document

accordingly. The ad hoc committee will bring forward a final draft and a report to the Board for approval as outlined in the Timelines to Completion in Appendix D.

Appendix A: Road Map

Appendix B: Current Bylaws

Appendix C: Working Draft Bylaws

Appendix D: Timelines to Completion

Appendix E: Gradients of Agreement

Appendix F: Board Committee Structure

Background

The Bylaw Review Ad Hoc Committee was established by way of trustee motion at the March 19, 2018 Committee of the Whole meeting.

The committee currently consists of the following members:

- Natalie Waddell, Trustee (Committee Co-Chair)
- Kathleen Woodcock, Trustee (Committee Co-Chair)
- Jayne Herring, Board Chair
- 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	✓	✓	✓	
May 2, 2019	✓	✓	✓	

May 22, 2019	✓	✓		✓
May 28, 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, Student Senate and members of the general public.

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

Bylaw "Road Map"					Appendix A
Ad Hoc Bylaw Review Committee					
Current Bylaw # & Topic	Action			Working Draft #	Additional Comments
	Modified	Identical	Deleted		
Article 1 - Name, Objective, Definitions	X			Article 1.0	Overview
1.1 Name of the Organization and Objective	X			1.1	Statutory Provision
1.1.1		X		1.1.1	
1.1.2		X		1.1.2	
1.1.3	X			14.1; Article 15.0 Preamble	Preamble to this article; Committee recommends removing this article from Bylaws and run a public question period as a pilot
1.2 Definitions	X			1.2	
1.2.1 Board	X			1.2	
1.2.2 Member or Trustee	X			1.2	Separated into two definitions in working draft
1.2.3 Chairperson		X		1.2	
1.2.4 Vice-Chairperson		X		1.2	
1.2.5 Director		X		1.2	
1.2.6 Committee of the Whole	X			1.2	Committee of the Whole In Camera
1.2.7 In Camera	X			1.2	Committee of the Whole In Camera
1.2.8 Board Committee (Standing)	X			1.2	Board Committee
1.2.9 Board Committee (Ad Hoc)	X			1.2	Ad Hoc Committee
1.2.10 Statutory Committee		X		1.2	Statutory Committee
1.2.11 Community Committee (Standing)	X			1.2	Standing Board Committees
1.2.12 Community Committee (Ad Hoc)	X			1.2	Community Committee
1.2.13 Trustee Appointment			X	1.2	Ad Hoc Committee
1.2.14 Committee Chairperson	X			1.2	Committee Chair
1.2.15 Act		X		1.2	Act
1.2.16	X			1.1.3	
1.3 Head Office			X		
Article 2 - Members					
2.1 Board Membership					
2.1.1	X			2.3	
2.1.2	X			3.1	Modification is the reference to BP 3006
2.2 Duties of Members	X			Article 4.0	Trustee Responsibility

2.2.1		X		4.1	
2.3 Qualification/Disqualification				X	In Education Act
2.3.1				X	In Education Act
2.3.2				X	In Education Act
2.3.3				X	In Education Act
2.3.4				X	In Education Act
2.4 Removal from Office		X		4.4.2	
2.4.1		X		4.4.2	text from existing 2.4
2.4.2		X		4.4.2.1	text from existing 2.4.2
2.5 Resignation		X		4.4.1	
2.5.1		X		4.4.1.1	See current 2.5.1 for wording
2.5.2		X		4.4.1.2	See current 2.5.2 for wording
2.6 Vacancies	X			4.4.3	Filing Vacancies
2.6.1		X		4.4.3.1	Use wording in current 2.6.1 and reference Education Act, Section 224 (a) and (b); Section 221
2.6.2	X			4.4.3.1, 4.4.3.6	
2.6.3	X			4.4.3.2	
2.6.4		X		4.4.3.4(c)	Current 2.6.4
Article 3 - Officers					
3.1 Officers					
3.1.1		X		6.11	
3.2 Director of Education and Secretary					
3.2.1	X			1.2	Definitions
3.2.2	X			5.5	
Article 4 - Meetings					
4.1 Inaugural Meeting	X			7	Inaugural Meeting of the Board
4.1.1	X			7.1	
4.1.2		X		7.2	
4.1.3		X		7.3	
4.1.4		X		7.4	
4.2 Election of Chairperson and Vice-Chairperson					
4.2.1	X			6.5.1	
4.2.2			X		
4.2.3				6.5.6	
4.2.4	X			6.4	

4.2.5	X			6.5.7	
4.2.6	X			6.5.7	
4.2.7	X			6.5.8	
4.2.8	X			6.5.9	
4.2.9	X			6.5.9	
4.2.10	X			6.5.9	
4.2.11	X			6.7	
4.2.12	X			6.5.11	
4.3 Term and Tenure of Office - Board Chairperson and Vice Chairperson					
4.3.1	X			6.1	
4.3.2	X			6.12	
4.3.3	X			6.13	
4.3.4			X		
4.4 Ex Officio					title only
4.4.1		X		9.17	
4.4.2		X		12.4	
4.5 Notice and Holding of Public Meetings					
4.5.1	X			9.3	
4.5.2		X		11.1	
4.5.3		X		11.2	
4.5.4		X		11.3	
4.5.5		X		11.4	
4.5.6		X		11.5	
4.5.7					
4.6 Quorum - Board and Committee of the Whole Meeting					
4.6.1	X			Article 12.0	Quorum
4.6.2	X			12.2	
4.6.3		X		12.3	
4.6.4	X			13.8	
4.7 Board Meetings					
4.7.1		X		Article 13.0	Board and Standing Board Meetings
4.7.2		X		13.2	
4.7.3		X		13.3	
4.7.3		X		13.4	
4.8 Committee of the Whole Meetings					
	X			Article 19.0	Standing Board Committees

4.8.1	X			19.1 and 19.2 inclusive	
4.8.2	X			19.1 and 19.2 inclusive	
4.9 Special Board Meetings					
4.9.1	X				13.15
4.9.2	X				13.16
4.10 Opening Exercises					
4.10.1	X			13.10	
4.10.2	X			13.10	Removed Invocation
4.11 Reports from Members					
4.11.1			X	24.8.1	
4.11.2			X	24.8.2	
4.12 Delegation Procedures					
4.12.1			X	14.1	
4.12.2			X	14.2	
4.12.3			X	14.3	Delegation Submission template needs updating per MFIPPA
4.12.4			X	14.4	
4.12.5	X			14.5	
4.12.6	X			14.6	
4.12.7	X			14.7	
4.12.8			X	14.9	
4.12.9			X	14.1	
4.13 Special Delegation Meetings					
4.13.1			X	14.12	
4.13.2			X	14.13	
4.13.3			X	14.14	
4.13.4	X			14.15	
4.13.5			X	14.16	
4.13.6			X	14.17	
4.14 Adjournment (starts at 4.14.4)					
4.14.4			X		13.17
4.14.5			X		13.18
4.16.6			X		13.19

4.16.7		X		13.2	
Article 5 - Committees	X			16.0	Committees
5.1 General Committee Operation					
5.1.1	X			16.1 a) b) c) d) e) f)	
5.1.2	X			16.2	
5.1.3	X			16.3	
5.1.4	X			16.4	
5.1.5	X			16.5	
5.1.6	X			16.6	
5.1.7	X			16.9	
5.1.8	X			16.7	
5.1.9		X		13.8	Change from Board Chair and Vice-Chair, to Committee Chair and Vice-Chair
5.1.10		X		16.10	
5.1.11	X			16.11	
5.1.12	X			16.12	
5.2 In Camera (Closed) Meetings					
5.2.1 a) b) c) d) e)	X			17.1 a) b) c) d) e) f)	
5.2.2	X			17.10	
5.2.3		X		17.12	
5.2.4	X			17.4	
5.2.5	X			14.11	
5.3 Board Statutory Committees	X			Article 18.0	Statutory Committees
5.3.1		X		18.5	
5.3.2		X		18.6	
5.3.3		X		18.3	
5.3.4		X		18.2	
5.3.5		X		18.4	
5.4 Board Standing / Advisory Committees	X			19.0	Standing Board Committees
5.4.1	X			19.1.4, 19.2.4	Applies to FIC/PPAC and PSSC
5.5 Other Board Committees	X			Article 20.0	Board Committees
5.5.1		X		20.1 a) b) c)	Agenda Development
5.5.1.1	X			20.1.1	

5.5.1.2		X		20.1.2	
5.5.1.3		X		20.1.3	
5.5.2.1		X		20.1.4	
5.5.2.2			X		Not current practice
5.5.3			X		Now in the PIC committee terms of reference
5.5.3.1			X		Now in the PIC committee terms of reference
5.5.3.2			X		Now in the PIC committee terms of reference
5.6 Board Committees (Ad Hoc)	X			Article 22.0	section referred to as Ad Hoc Committees
5.6.1	X			22.1	
5.6.2	X			22.2	
5.6.3		X		22.3	
5.6.4	X			22.4	
5.6.5	X			22.4	
5.6.6	X			22.5	
5.7 Trustee Representation on Staff Committees		X		Article 23	
5.7.1	X			23.1, 23.2, 23.3	
Article 6 - Parliamentary Authority	X			Article 24.0	section referred to as Rules of Order
6.1 Rules of Procedure					
6.1.1	X			24.0	Introductory paragraph
6.1.2	X			9.10	
6.1.3	X			9.11	
6.1.4	X			24.3.6	
6.1.5	X			24.2.3	
6.1.6			X		Defined by Robert's Rules
6.1.7			X		Defined by Robert's Rules
6.1.8	X			9.7	
6.1.7 (duplicate number but different bylaw)	X			9.12	
6.1.8 (duplicate number but different bylaw)	X			24.2.1	
6.1.9			X		Defined by Robert's Rules
6.1.10			X		Defined by Robert's Rules
6.1.11	X			24.3.2	
6.1.12	X			24.2.3	
6.1.13	X			24.2.11, 24.2.12	
6.1.14	X			24.2.3	
6.1.15 a) b) c)			X	24.2.3, 24.2.5	

6.1.15 (duplicate number but different bylaw)	X		24.2.3,24.2.7, 24.2.8, 24.2.9	
6.1.16		X	24.2.15	Added back in from previous version
6.1.17	X		24.2.3, 24.2.4	
6.1.18	X		9.9,	
6.1.19				
6.1.20				
6.1.21				
6.2 Reconsideration of a Motion Previously Approved at a Board Meeting		X	Article 24.5	
6.2.1 a)		X	24.5.1 a)	
6.2.1 b)		X	24.5.1 b)	
6.2.1 c)		X	24.5.1 c)	
6.3 Recorded Votes	X		Article 24.6	section referred to as Voting
6.3.1	X		24.6.5	
6.4 Member Question Period / Requests for Information	X		Article 24.7	section referred to as Other Business/Requests for Information
6.4.1		X	24.7.1	
6.4.2	X		24.7.2	
6.5 Corporate Seal and Execution of Documents	X		Article 1.4	
6.5.1			1.4.1, 1.4.2, 1.4.3, 1.4.4, 1.4.5, 1.4.6, 1.4.7	Same wording but also now includes the location of the seal. This section has been expanded to include the Execution of documents
6.6 Notice of Motion		X	Article 24.1	
6.6.1	X		24.1.3, 24.1.4, 24.1.5	24.1.4 - requires one signature of support
6.7 Motion to Suspend the Rules		X	Article 24.4	
6.7.1		X	24.4.1	
6.8 Calculation of Two-thirds	X		--	
6.8.1	X		1.2.1	Included in Definitions
Article 7 - Amendments to Bylaws	X		Article 1.3	section referred to as Amendments and Additions to Existing Bylaws
7.1 Amendment Procedure			--	
7.1.1		X	1.3.1	
7.1.2		X	1.3.2	



**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

May 2019

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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 Definitions

1.2.1 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 Chair of statutory, standing board, board, community or ad hoc committee of the Board;
- “Committee of the Whole In Camera” means an in camera, closed meeting of the Board or any committee of the Board from which the public is excluded pursuant to *the Education Act*, the *Young Offenders’ Act* or the *Municipal Freedom of Information and Protection of Privacy Act*;
- “Community Committee” refers to a committee(s) established to address operational/system needs, initiatives and community partnerships;
- “Director” means the Director of Education and Secretary who is also the Chief Executive Officer and Secretary of the Board;
- “Member” means a voting member of a Board committee;
- “Past Chair” means the most recent previous Chair currently a Trustee of the Board;
- “Standing Committee” refers to an ongoing committee established by the Board, which meets on a regular basis, and with a membership that consists of all Trustees;
- “Statutory Committee” means a committee struck as a requirement of government legislation;
- “Student Trustee” means means a student elected to represent the interests of students, pursuant to the *Education Act*;
- “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;

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- “Vacancy” means when due to death, resignation, removal, or disqualification for reasons pursuant to the *Education Act*, a trustee does not 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.

1.3 Amendments and Additions to Existing Bylaws

- 1.3.1 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 the trustees present is required to support the scheduling of the proposal at the next meeting.
- 1.3.2 To adopt an amendment, alteration or addition to the bylaws requires the support of two-thirds of all Trustees present at the meeting during which the proposal is considered.

1.4 Corporate Seal and Execution of Documents

- 1.4.1 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.
- 1.4.2 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.
- 1.4.3 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.
- 1.4.4 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.
- 1.4.5 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.
- 1.4.6 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.
- 1.4.7 The Treasurer shall be authorized to have printed all the necessary forms required for the banking business of the Board.

1.5 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 the Standing Committee of the Board. Committee of the Whole In Camera meetings cannot be attended electronically.

- 1.5.1 At every meeting of the Board, the following persons shall be physically present in the meeting room of the Board:
1. The Chair of the Board or Standing Committee or their designate
 2. At least five additional Trustees
 3. The Director of the Board or their designate
 4. The Manager of Corporate Services or their designate.

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- 1.5.2 At the request of any Trustee, the Board shall provide the Trustee or representative with electronic means of participating in one or more meetings of the Board or Standing Committee except where to do so would not comply with the legislation pursuant to the *Education Act*.
- 1.5.3 A Trustee 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.
- 1.5.4 A Trustee 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)*).
- 1.5.5 For the period beginning when a Trustee of a Board is elected or appointed to fill a vacancy and ending on the following November 30, the Trustee 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)*).
- 1.5.6 The electronic means shall permit the trustee 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.

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:
- City of Cambridge/Township of North Dumfries - three trustees
 - City of Kitchener - four trustees
 - City of Waterloo/Township of Wilmot - three trustees
 - Township of Wellesley/Township of Woolwich - one trustee
- 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.
- 2.5 Qualification/Disqualification (*Education Act, Section 219*)**
- 2.5.1 A person is qualified to be elected as a Trustee 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.

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- 2.5.2 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.
- 2.5.3 A member of a district school board or school authority is eligible for re-election if otherwise qualified.
- 2.5.4 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.

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 Trustee of the Board or any of its committees.” (*Education Act*, Section 55 (2))

ARTICLE 4.0 – TRUSTEE RESPONSIBILITY

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

4.2 Principles of Policy Governance

- (a) 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.
- (b) The Board of Trustees exists to govern the school system, not manage it.
- (c) 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

- (a) Articulate the Board's vision for education
- (b) Establish and monitor Board policy based on vision and provincial policy
- (c) Approve a budget and monitor its implementation
- (d) To advocate for a strong and vigorous public education system that benefits the learners and communities served within the District
- (e) To recruit, evaluate and terminate a Director of Education

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- (f) To undertake directly and/or facilitate linkages with the communities and public served and represented by the Board.
- (g) To establish the strategic directions, priorities and outcomes of the Board, and regularly monitor their achievement.

4.3 Expectations of Trustees

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

- (a) Attend regular Board meetings;
- (b) Serve on statutory, standing, board, 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:

- (a) Act as a representative of the Board at official functions;
- (b) Be involved in provincial trustee organizations and committees;
- (c) Attend conferences, workshops, etc. in order to be kept informed of current educational issues;
- (d) Reflect community attitudes while also providing leadership in decision-making;

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

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

4.4 Trustee Vacancies on the Board

4.4.1 Resignations

4.4.1.1 Pursuant to the *Education Act* (Section 220), 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.

4.4.1.2 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

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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.

4.4.2 Removal from Office

Pursuant to the *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) is absent 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.”

4.4.2.1 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.

4.4.3 Filing Vacancies

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

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

4.4.3.2 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).

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

4.4.3.4 **By-Election or Appointment.** The following steps/decisions need to be considered:

- (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.
- (c) 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.

4.4.3.5 **Qualifications.** 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):

- (a) qualified to vote for members of the Board
- (b) a resident in the area of jurisdiction of the Board

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(c) disqualifications are outlined in the *Education Act, 1998 Section 291 (4) (5) (67)*.

4.4.3.6 The board may choose to appoint or give priority to candidates who ran for the position of trustee in the last municipal election, and who are from the same electoral area as the vacated position.

4.4.3.7 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 From Candidates. Applicants shall be asked to provide the following information:

- Confirmation of eligibility as per Section 4.4.5 (a);
- Why they are interested in the position;
- Background, interests, experience, concerns;
- Other information they think is pertinent.

(d) **Information Provided To Candidates.** 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 Chair and Trustees, as follows:

- Bylaw 4.2 – Board and Trustee Areas of Responsibilities and Policy G201, Code of Conduct;
- Schedule of Board and Committee meetings;
- Committee membership list.

(e) **Presentations.** The board will establish the number of applicants to schedule for presentations:

- (a) The Board shall establish the presentation date and the schedule of presentations.
- (b) Only candidates who have submitted written applications by the deadline date shall be contacted. Presentations shall be conducted in the boardroom.
- (c) Each candidate shall be requested to address the Board for up to five minutes.
- (d) Presentations shall be conducted at a Board or Special Board meeting
- (e) The Chair of the Board or designate shall preside over the presentations and be responsible for adhering to the timelines.
- (f) 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.**

- (a) A vote by secret ballot shall be conducted with each Trustee present able to cast one vote.
- (b) The candidate receiving a majority of the votes cast shall be declared appointed, but the count shall not be declared.

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- (c) 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.
- (d) 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.
- (e) 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.
- (f) A candidate may voluntarily withdraw their name between votes.
- (g) Following the swearing in of the successful candidate, by motion of the Board, all ballots shall be destroyed.
- (h) The Board of Trustees shall appoint Scrutineers to count the ballots.

4.5 Leave of Absence of Trustees

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

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

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

ARTICLE 5.0 – WATERLOO REGION DISTRICT SCHOOL BOARD OF TRUSTEES RESPONSIBILITIES

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

5.1 Accountability for Student Achievement and Well Being in the Region

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

5.2 Accountability to the Provincial Government

- Act in accordance with the *Education Act*, Regulations, and other statutory requirements to ensure the implementation of provincial and education standards and policies

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- 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

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- 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 decisions
- 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.

ARTICLE 6.0 – ELECTION OF CHAIR AND VICE-CHAIR

6.1 The Chair and Vice-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.

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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 and Vice-Chair.

6.5 Election Process

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

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

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

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

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

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

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

6.5.8 Should no Trustee receive a majority of the votes cast, the Director or designate, shall announce the names of the Trustees remaining on the ballot with the name of the Trustee 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 Trustee 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.

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

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

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

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

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

6.13 In the case of a partial term for the position of Chair or Vice-Chair of less than one year, six months or more shall be defined as a term.

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 boardroom 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 Trustees present shall designate who shall preside at the election of the Chair and, if a Trustee of the Board is so designated, that Trustee 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 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 boardroom 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 Trustees of the Board, shall set the agendas for the regularly-scheduled Board meetings and ensure that Trustees have sufficient information for informed discussion. The Chair shall move proceedings through the approved agenda for the meeting.

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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 Past Chair shall chair such meetings. In the absence of all, Trustees shall elect a chair from amongst the trustees present at the meeting.

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

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

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

9.7 When a Trustee appeals the decision of the Chair, the Trustee 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 Chair 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 Trustee challenges the Chair for a ruling (See 9.7). The Chair may vote on all matters that Trustees 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 Trustee 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 Trustee 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 Trustee 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 Trustees 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.

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

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

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

ARTICLE 10.0 – DUTIES OF THE VICE-CHAIR

10.1 The Vice-Chair of the Board shall chair all Committee of the Whole In Camera and Standing Committee meetings. In the Vice-Chair's absence, the Chair shall chair such meetings. In the absence of both, the Past Chair shall chair such meetings. In the absence of all, trustees shall elect a chair from amongst the Trustees 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.

10.4 The Vice-Chair of the Board will sit on the School Year Calendar Committee.

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 Trustee 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 Trustee at least 48 hours prior to the hour of each meeting.

11.2 Until Trustees 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 Trustees 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 Trustee 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.

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ARTICLE 12.0 – QUORUM

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

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

12.3 Should there be no quorum present at the time appointed for the meeting, the Chair shall seek the advice and consent of Trustees 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 Trustees present and the time, and the meeting shall be cancelled, unless Trustees 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, Trustees shall elect a chair from amongst the Trustees 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 boardroom 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 #13.15 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

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Chair will not call the meeting to order until a quorum is present. The only business that may be transacted in the absence of a quorum is to take measures to obtain a quorum or decide to cancel the meeting.

13.8 In case of the absence of both the Chair and Vice-Chair for five minutes after the hour appointed, as soon as a quorum is present, the Past Chair shall preside. In the event the Past Chair is not present, Trustees shall elect a chair from amongst the Trustees present at the meeting who 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 and Standing meetings.

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 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

13.15 Within 24 hours before the meeting is to take place, Special Board and Standing Board Committee meetings shall be held at the call of the Chair or at the written request of five Trustees 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.

13.16 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 Trustees of the Board are present and agree unanimously.

Adjournment of Meetings

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

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

13.19 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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13.20 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.

14.4 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 Standing Committee meetings.

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

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

14.7 The Standing 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 Trustees 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 Trustees present at the meeting, may refer the topic to Agenda Development Committee for scheduling at the appropriate Standing 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.

Special Delegation Meetings

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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 WRDSB 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.

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 - CONFLICT OF INTEREST

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

15.1.1 The written statement should include the following information:

- (a) Name of Trustee
- (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)

15.2 The Manager of Corporate Services will maintain a registry which shall contain a copy of each written statement filed under section 15.1, as well as a copy of each declaration recorded.

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

15.4 When a Trustee 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.

15.5 When a Trustee 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.

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

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 Committee** exists 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 Programming and School Services, Business, Finance and Facilities/Capital Planning. This committee is comprised of the full membership of the Board.
- 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. Long Term Fiscal Sustainability and Stability Task Force (Fiscal Task Force)
 - iv. Policy Working Group
 - v. Student Trustee and Student Senate Mentor
 - vi. 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 Working Group

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- f) **Ad Hoc Committee** means a committee established to respond to specific issues. They have a defined task and timeline for completion.

16.2 The membership, tenure, terms of reference, powers, and duties of Statutory, Standing, 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 Standing Committee, Audit Committee, Parent Involvement Committee (PIC), and Special Education Advisory Committee (SEAC) 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, Board, or Community committee.

16.6 Other Trustees are not eligible to serve as Chair of more than one Statutory Committee at the same time. Trustees 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 Trustees may attend meetings of committees of which they are not members and, unless otherwise limited by legislation, collective agreement or Board motion, shall 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 Committee meeting, and shall be subject to the approval of the Board.

16.11 If a Statutory, Standing, 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 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.

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- c) The report will normally be scheduled for the first Board or Standing Committee meeting following the Agenda Development Committee meeting where the report is considered. If the recommendation is time-sensitive, any alternative action will be at the discretion of the Board Chair.
- d) The minutes of the Statutory, Board and Community Committee meetings (containing the recommendation requiring immediate consideration) will appear on the Board meeting agenda.

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

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

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

16.15 At the Board meeting in December, trustees will vote on trustee committee membership for Statutory, Board and Community Committees.

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 Committee meeting or a Board meeting.

17.4 Meetings of the Committee of the Whole In Camera shall be closed to all but Trustees, 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 Committee meeting or Board meeting, unless otherwise determined by members of the Agenda Development Committee, in the boardroom 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 Trustees 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 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 is present, the Past Chair of the Board shall preside. In the event the Past Chair is not present, Board members shall elect a chair from amongst the Trustees present at the meeting.

17.10 The Committee of the Whole In Camera shall report at the next regularly-scheduled Board meeting, or Standing 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 Trustee 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 Trustees 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.

ARTICLE 18.0 - STATUTORY COMMITTEES

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

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

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

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

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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 COMMITTEE

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

19.2 The Vice-Chair of the Board shall chair all Standing Committee meetings. In the Vice-Chair's absence, the Chair of the Board shall chair such meetings. In the absence of both, the Past Chair shall chair such meetings. In the absence of all, Trustees shall elect a chair from amongst the Trustees present at the meeting.

19.3 The role of the Standing 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 Programming and School Services, Business, Finance, and Facilities/Capital Planning.

19.4 The committee will maintain an ongoing strategic dialogue with and through the Director to ensure matters related to school programs and school services; 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.

19.5 The Standing Committee shall meet monthly on the second and third working Mondays between September and June commencing at 7:00 p.m., unless otherwise determined by members of the Agenda Development Committee. Standing Committee meetings will be held in the boardroom of the WRDSB's Education Centre.

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

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.

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20.1.1 The committee shall be comprised of the following people: Board Chair; Board Vice-Chair; Past 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 Trustee designated by the Board Chair and will report directly to the Board. The committee will serve in an advisory capacity only, having no power to act.

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

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

20.2 Director Performance Appraisal Committee

20.2.1 The committee consists of the Board Chair, the Board Vice-Chair, Board Past Chair, Coordinating Superintendent Human Resources and Manager, Research and Data Department.

20.2.2 The Director Performance Appraisal Committee is designed to help the Waterloo Region District School Board achieve its strategic and annual goals and to help foster and build a strong working relationship between the Director and the Board.

20.2.3 The Director Performance Appraisal Committee will meet as per the timelines established in the Director of Education Performance Appraisal Guidebook.

20.2.4 The Committee may be chaired by the Board Chair or the Board Vice-Chair, in the absence of the Chair, or by another trustee designated by the Board Chair and will report directly to the Board.

20.3 Long Term Fiscal Sustainability and Stability Fiscal Task Force (Fiscal Task Force)

20.3.2 This committee is chaired by the Coordinating Superintendent, Business Services & Treasurer of the Board.

20.3.3 This committee periodically meets to discuss topics as they relate to the fiscal mandate of the WRDSB and in context with the Board's strategic plan.

20.3.4 This committee undertakes an engagement process whereby staff, students, caregivers, and other stakeholders are invited to submit suggestions/ideas that can assist in meeting the criteria of long term sustainability and stability of the WRDSB's fiscal situation.

20.3.5 This committee is guided by the Long Term Fiscal Sustainability and Stability Task Force's Terms of Reference.

20.4 Policy Working Group

20.4.1 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.

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20.4.2 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 By-law 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.

20.4.3 This Board committee ensures that community input and input from Parent Involvement Committee, Student Senate, Equity and Inclusion Advisory Group and Special Education Advisory Committee 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.

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

20.4.5 The committee reports to the Board of Trustees.

20.4.6 This committee is guided by the Policy Working Group Terms of Reference.

20.5 Student Trustee and Student Senate Mentor

20.5.1 Two student trustees are elected annually by Student Senators.

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

20.5.3 Student trustees will provide a verbal report to the Board at least twice per year to inform the Board of Student Senate activities.

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

20.5.5 The Student Trustees and Student Senate Mentor are guided by Board Policy 3006, Student Trustees and Student Representation within the Board.

20.6 School Year Calendar Committee

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

ARTICLE 21.0 COMMUNITY COMMITTEES

21.0.1 Trustees 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.

21.1 Accessibility Committee

21.1.1 This committee is guided by the Accessibility Committee Terms of Reference.

21.2 Early Years Advisory Group

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21.2.1 This committee is guided by the Early Years Advisory Group Terms of Reference.

21.3 Equity and Inclusion Advisory Group

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

21.4 Mental Health and Addiction Strategy Working Group

21.4.1 This committee is guided by the Mental Health and Addiction Strategy Working Group Terms of Reference.

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 completed Terms of Reference stating 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 A formal Board motion should be presented to dissolve an Ad Hoc Committee once the final report has been presented to the Board.

ARTICLE 23.0 – TRUSTEE REPRESENTATION ON STAFF COMMITTEES

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

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

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

ARTICLE 24.0 – RULES OF ORDER

The rules and regulations contained within these bylaws and procedures shall be the rules and regulations for the order and dispatch of business of the Waterloo Region District School Board. In all cases not provided for by these rules, the rules and practice of *Robert's Rules of Order* shall govern as applicable.

24.1 Notice of Motion

24.1.1 A Trustee may provide a written notice of motion at the appropriate agenda item of a Standing Committee or Board meeting to be referred to the Agenda Development Committee for scheduling.

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24.1.2 The notice of motion must indicate the purpose of the motion and 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 verbally 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 and appropriate signatures 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 A motion will be moved and seconded and then debate on the motion can occur. After debate has concluded the Chair will state the motion prior to the vote on the motion.

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

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

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

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

24.2.4 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 Trustee while speaking is interrupted for this purpose.

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- (a) A motion to call the question is undebatable and shall be put in the following words, "I move that we call the question".
- (b) If carried by two-thirds of those present, the Chair 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.
- (c) 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.

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 Trustee of the Board or committee, as the case may be, moves the suggested motion, the record shall show the suggested motion.

24.2.15 After a motion has been moved and seconded and before the question has been put by the Chair, any Trustee 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.

24.3 Motions Considered at Board and Standing Board Meetings

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24.3.1 Motions shall be related to an agenda item.

24.3.2 Every motion shall be seconded and shall be disposed of only by a vote of the Board unless the mover and seconder, by permission of the Chair, withdraw the motion, as long as the motion has not been 'put' or stated by the Chair.

24.3.3 Any Trustee 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 Trustee 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, and has been stated by the Chair, it shall be deemed to be in possession of the Board.

24.3.6 A Trustee may introduce a motion and provide only clarification on wording before the motion is seconded. No other Trustee is permitted to speak to a motion before it is seconded.

24.4 Motion to Suspend the Rules

24.4.1 Any Trustee 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 Trustees present at the meeting to pass. It may not be used in such a manner that would be seen as taking away a Trustees rights.

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 Trustee who voted with the prevailing side (whether it was for or against);* and
- c) the affirmative vote of two-thirds of all Trustees of the Board present at the meeting is received to reopen the matter.**

Notes: *The prevailing side means that if the majority of Trustees voted in favour of a motion, the Trustee presenting the motion of reconsideration must be someone who previously voted in favour of it. If the majority of Trustees voted against the motion, the Trustees presenting the reconsideration motion must be someone who previously voted against it. However, in the year following the 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.

- A tie vote would consider the vote against the motion (or the No vote) to be the prevailing side.

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

24.5.2 When a Trustee 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.

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24.6 Voting

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

24.6.2 Any Trustee 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 Trustees 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 Trustee 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 for additional information.

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. This includes once the vote has occurred we will move onto the next item on the agenda. Trustees are not permitted to continue to debate the motion by making a comment on the outcome of the vote that has just occurred as this could be seen as the final word.

24.6.5 Trustee may call for a recorded vote as long as the request is made prior to the vote. The Manager of Corporate Services will conduct the recorded vote.

24.6.6 The request for a recorded vote shall record the votes of those participating 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, and nays, shall be declared by the Chair. The Manager of Corporate Services will restate and reconfirm the outcome of a recorded vote if it is in question. 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.

24.6.8 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 Committee meeting for other business from Trustees. Trustees 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 Trustees

WORKING DRAFT BOARD BYLAWS

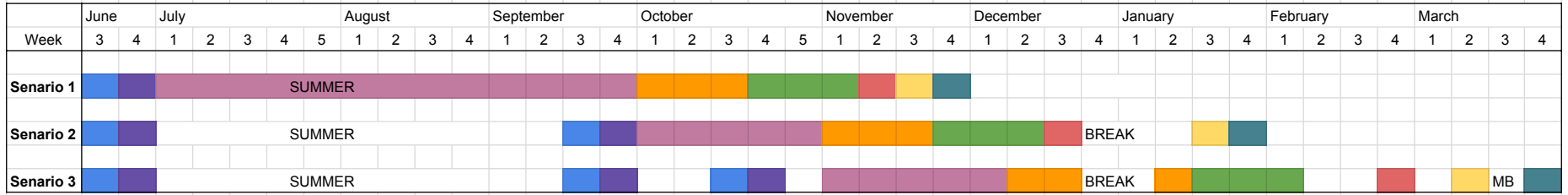
May 2019

24.8.1 Presentations made under the “Reports from Trustees” section on the regular Board meeting agenda shall be limited to information concerning events or activities at which the Trustee or Student Trustee 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 and this report will be posted on the Board Website.

Working Draft

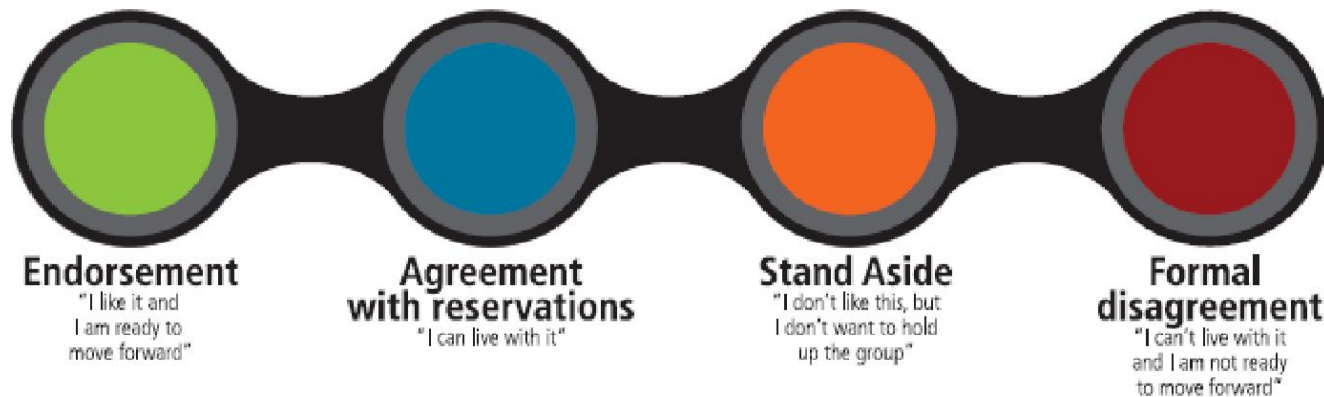
**Timelines to Completion
Ad Hoc Bylaw Review Committee**

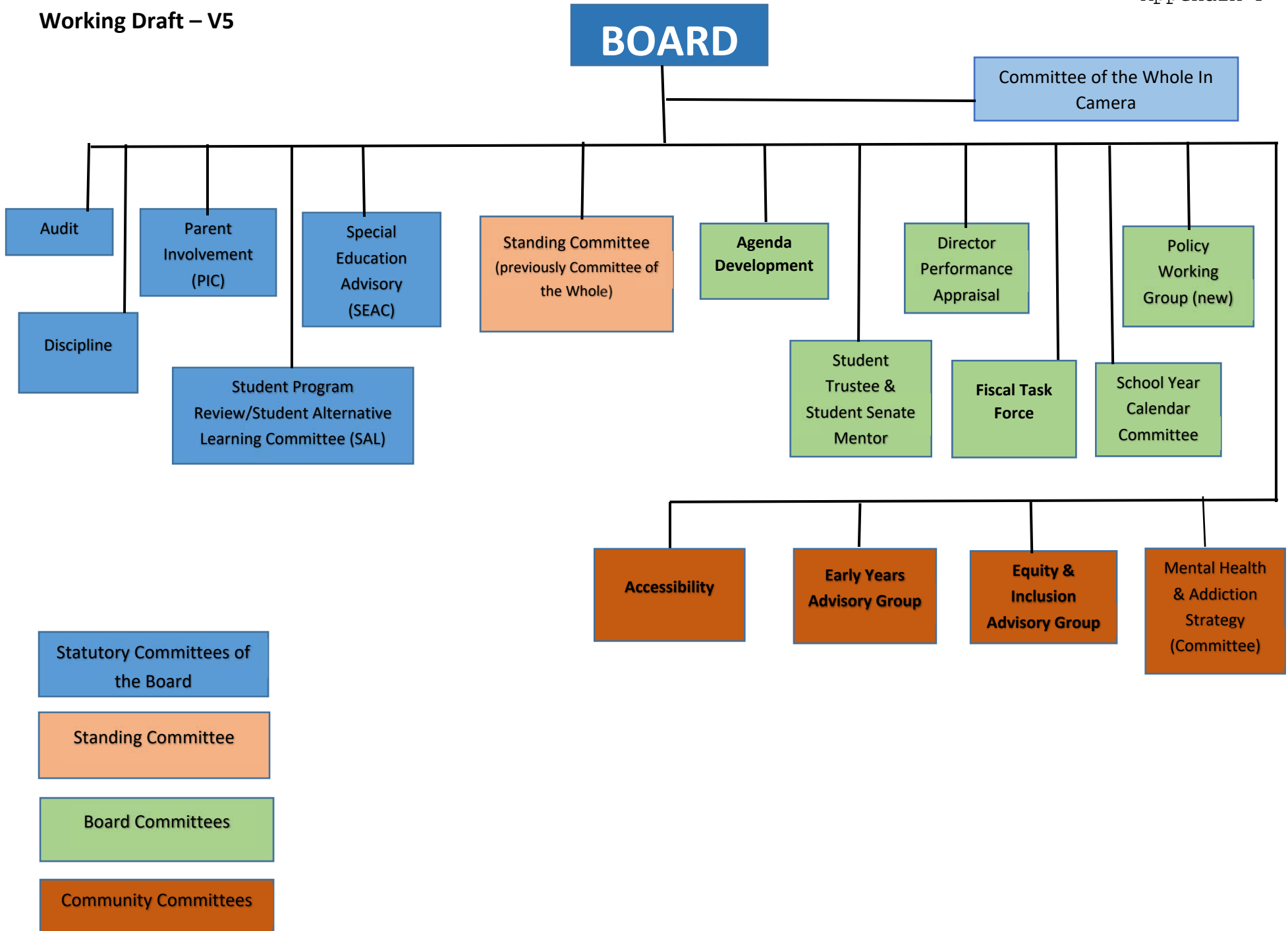


Legend	
Blue	Working Draft Reviewed by Trustees
Purple	Review Feedback from Trustees
Pink	Consultation Period
Orange	Review Feedback from Consultation
Green	Preparation of Final Report
Red	Notice to Board of Final Report
Yellow	Debate and Vote on Amended Bylaws
Teal	Ratification at Board Meeting

Gradients of Agreement

This scale provides group members the ability to express where they're at during a discussion, when the group is moving toward a decision. It allows participants to be honest and register their level of support or lack of support for a decision in terms understood by the whole group.







Report to Committee of the Whole

June 17, 2019

**Subject: Motion Re: Consumption and Treatment Sites
Letter to the Region of Waterloo**

Recommendation

That the Waterloo Region District School Board write a letter of concern to the Region of Waterloo concerning Consumption and Treatment Sites and their close proximity to schools

Status

This report contains a Notice of Motion served by Trustee C. Watson at the February 11, 2019, Committee of the Whole meeting and was supported by Trustees C. Whetham and M. Ramsay.

Background

Extensive information regarding Consumption and Treatment Services sites can be found on the [Region of Waterloo website](#).

Financial implications

Financial implications are not known at this time.

Communications

If approved, Trustees will be provided with a copy of the letter sent to the Region of Waterloo.

Prepared by: Stephanie Reidel, Manager of Corporate Services
for Trustee C. Watson in consultation with Coordinating Council