

**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, 1<sup>st</sup> Floor, 51 Ardelet Avenue, Kitchener, Ontario, on **Monday, October 21, 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	P1011 Community Planning and Facility Partnerships	M. Gerard
09	P4014 Extreme Temperatures	M. Gerard
11	P6001 Code of Conduct	G. Shantz

**Reports**

19	Ad Hoc Suspension Review Committee - Staff Recommendations	B. Lemon
26	2019-2020 Identification, Placement and Review Committees (IPRC) Membership	S. Miller
31	Anonymous Reporting Tool	B. Lemon
34	Major Capital Projects Quarterly Update	M. Gerard

**Board Reports**

41	Ad Hoc Bylaw Review Committee - Review of Working Draft	Trustees N. Waddell & K. Woodcock
108	OPSBA Board of Directors Meeting Summary	Trustee K. Woodcock

**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](mailto:Stephanie_Reidel@wrdsb.ca)





## COMMUNITY PLANNING AND FACILITY PARTNERSHIPS

Legal References:	<i>Education Act R.S.O. 1990, c. E.2, O. Reg. 444/98</i> <i>Education Act R.S.O. 1990, c. E.2, subsection 171 (1), par. 44</i> <i>Education Act R.S.O. 1990, c. E.2, subsection 171.1 (2), par. 4</i> <i>Education Act R.S.O. 1990, c. E.2, s. 183, s. 194, s. 196</i>
Related References:	<i>Community Planning and Partnerships Guideline, Ministry of Education (March 2015)</i> <i>Policy 1007 - Education Development Charges – Alternative Accommodation</i> <i>Policy 4000 - Pupil Accommodation Review (Consolidation or Closure)</i> <i>Policy 4002 - Community Use of Schools</i> <i>Administrative Procedure 4990 - Community Planning and Facility Partnerships</i>
Effective Date:	July 1, 2016
Revisions:	April 18, 2016, <b>October 21, 2019</b>
Reviewed:	

### 1. Preamble

- 1.1 The Waterloo Region District School Board (**WRDSB**) recognizes that cooperative and collaborative relationships between school boards and community organizations are part of the foundation of a strong, vibrant and sustainable publicly funded education system.
- 1.2 Facility partnerships are successful when community planning is well-informed, well-coordinated, transparent, sustainable, and supportive of student achievement.
- 1.3 Facility partnerships can strengthen the role of schools in communities, provide a place for programs and facilitate the coordination of, and improve access to, services for students and the wider community.
- 1.4 The **WRDSB** has the authority to make decisions regarding its facilities and the use of its properties that are consistent with the *Education Act*. It is the role and responsibility of the **WRDSB** to determine what facilities are suitable and not suitable for facility partnerships, what entities are suitable and not suitable partners, and when to enter into a partnership.
- 1.5 Collaborative community planning and facility partnerships are most effective when community partners work with and notify the **WRDSB** in a timely manner when looking for space or considering new construction.
- 1.6 Strong partnerships between the **WRDSB** and community partners can and do exist with and without co-location.
- 1.7 This Policy applies to arrangements for regular and consistent use of **WRDSB** facilities where such uses are operating during the normal school day (i.e., Monday to Friday 6 AM to 6 PM) or 24 hours a day, 7 days per week. For all other uses of **WRDSB** facilities refer to *Board Policy 4002 – Community Use of Schools*.
- 1.8 Facility sharing between publicly funded school boards through co-ownership, lease, or other arrangement is a priority for the Ministry of Education and the **WRDSB**.

- 1.9 The **WRDSB** has committed to developing a policy and procedure to facilitate community and facility partnerships, as required by the *Community Planning and Partnership Guideline* issued by the Ministry of Education, dated March 2015.

## 2. Guiding Principles

- 2.1 Within the context of supporting student achievement and well-being, the **WRDSB** is committed to:
- reducing facility operating costs;
  - improving services and supports available to students;
  - strengthening relationships between school boards, community partners and the public;
  - optimizing the use of public infrastructure through increased flexibility and utilization; and
  - providing a foundation for improved service delivery for communities within the Board's jurisdiction.
- 2.2 The **WRDSB** will consider opportunities to share facilities with community partners when building new schools, undertaking significant renovations, when considering the use of unoccupied space in schools, and when considering schools that may close and the future disposition of sites.
- 2.3 The **WRDSB** will identify which schools are suitable for facility partnerships based on the criteria outlined in this Policy.
- 2.4 There are circumstances where the **WRDSB** may not consider unused space to be surplus. This may be related, but not limited to enrolment fluctuations, program changes, and/or the size of space. In such cases, the **WRDSB** may choose to enter into license or joint use agreements for the space that is unused.
- 2.5 To establish facility partnerships and support effective planning with regional/local municipal governments and other community partners regarding land-use and green space/park planning, the **WRDSB** will share planning information with these partners on a regular basis. Similar information will be shared with regional/local municipal governments and other community partners prior to commencing a pupil accommodation review.

## 3. Identifying Suitable Space for Partnership Opportunities

- 3.1 The **WRDSB** shall have the sole discretion to identify, at minimum on an annual basis, school buildings and sites suitable and available for community partnerships, and which future capital projects present an opportunity for co-building with community partners.
- 3.2 Unless otherwise stated by the **WRDSB**, schools or sites already declared surplus in accordance with O. Reg. 444/98 are no longer candidates for planning and partnership opportunities.
- 3.3 The **WRDSB**'s long-term capital and accommodation plan will address future facility needs for students, and will be presented to approved and potential partners in the discussion of partnership opportunities.

#### 4. Public Notification Process

- 4.1 The **WRDSB** shall develop a list of entities to notify when key information regarding community planning or facility partnerships is changed or updated. At a minimum, the notification list will include those in *O. Reg. 444/98 – Disposition of Surplus Real Property*, non-profit child care operators, District Social Services Administration Boards, Consolidated Municipal Service Managers, public health boards, Local Health Integration Networks, and children's mental health centres.
- 4.2 The **WRDSB** shall hold at least one meeting per year to discuss potential community planning and facility partnership opportunities with the various levels of government, the public, and community agencies as defined within *Administrative Procedure 4990 – Community Planning and Facility Partnerships*.
- 4.3 The annual community planning and facility partnerships meeting may be a stand-alone meeting or may be held as part of a scheduled Committee of the Whole or Board Meeting.
- 4.4 The **WRDSB** shall notify the entities on the notification list and the general public about the annual community planning and facility partnerships meeting, in accordance with the Ministry of Education's *Community Planning and Partnership Guideline*.
- 4.5 In addition to the annual community planning and facility partnerships meeting, the Board will hold additional staff-level meetings to discuss additional information with relevant entities.
- 4.6 The **WRDSB** will inform stakeholders of potential community planning and facility partnership opportunities at minimum on its public website.

#### 5. Partnership Selection & Proposals

- 5.1 The **WRDSB** will consider, and at its sole discretion, determine the eligibility of applicants for partnership. *Administrative Procedure 4990 – Community Planning and Facility Partnerships* outlines the process for selecting new partners.
- 5.2 Entities that provide competing education services, such as tutoring services, Junior Kindergarten to Grade 12 private schools or private colleges, credit-offering entities that are not government-funded, and political organizations are not eligible partners.
- 5.3 When sharing unused space or co-building new facilities, the following minimum criteria will be used to determine the eligibility of a partnership:
  - protects the health and safety of students;
  - is appropriate for the school setting;
  - does not compromise the **WRDSB**'s student achievement and well-being strategy;
  - complies with local policies and bylaws (e.g., zoning and site use restrictions, Official Plans);
  - enables the **WRDSB** to recover all costs for the operation and maintenance of the space;
  - the facility condition is appropriate;
  - the building can be configured such that the space used by partners is separated from or well integrated with the space used by students; and
  - does not compromise the **WRDSB**'s pupil accommodation strategies (i.e., prevent the **WRDSB** from building, renovating, and/or closing schools or from disposing of surplus assets when required).

- 5.4 In addition to the criteria outlined in Section 5.3, the partner must:
- agree to operate in accordance with board policies;
  - be willing to enter into a lease, license, or joint-use/facility partnership agreement and cover the costs of preparing such an agreement; and
  - be able to bear all costs of minor renovations to protect student safety, provide appropriate washrooms, and otherwise make the space suitable for use by the partner.
- 5.5 Expressions of interest from community partners will be reviewed and evaluated for compatibility with this Policy before the **Coordinating** Superintendent, Business Services & Treasurer of the Board makes a recommendation to the Board of Trustees regarding a facility partnership.

## 6. Cost Recovery & Partnership Agreements

- 6.1 In every instance the entire professional, capital, maintenance, operating cost and applicable taxes associated with developing, constructing and operating the space to be occupied by the partner, will be borne by the partner. This includes a proportional amount for joint-use or shared space, as well as property taxes (if applicable), capital renewal, land, legal and administrative costs incurred by the Board.
- 6.2 Joint use or facility partnership agreements may be reviewed on an annual basis, subject to the needs of the school(s) and the Board.

## 7. Policy, Procedure, & Guideline Integration and Alignment

- 7.1 *Administrative Procedure 4990 – Community Planning and Facility Partnerships* has been developed in accordance with this Policy. Any community partnership process that the Board undertakes must have due regard to *Board Policies, Administrative Procedures*, and to the Ministry's *Community Planning & Partnership Guideline (CPPG)*.



## COMMUNITY PLANNING AND FACILITY PARTNERSHIPS

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- 1.1 The Waterloo Region District School Board (Board) recognizes that cooperative and collaborative relationships between school boards and community organizations are part of the foundation of a strong, vibrant and sustainable publicly funded education system.
- 1.2 Facility partnerships are successful when community planning is well-informed, well-coordinated, transparent, sustainable, and supportive of student achievement.
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- 1.9 The Board has committed to developing a policy and procedure to facilitate community and facility partnerships, as required by the *Community Planning and Partnership Guideline* issued by the Ministry of Education, dated March 2015.

## **2. Guiding Principles**

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## EXTREME TEMPERATURES

Legal References:	<i>Education Act S265</i> <i>Occupational Health and Safety Act, Section 25(2)(h)</i>
Related References:	<i>Administrative Procedure 4180 – Extreme Temperatures</i> <i>Administrative Procedure 4130 – Severe Weather Conditions (Bus Cancellation – Student Dismissal – School Closing)</i> <i>Administrative Procedure 4140 – Recess/Lunch Severe Weather Conditions</i> <i>Facility Services Procedure 1140 – Extreme Heat Conditions</i> <i>Facility Services Procedure 1150 – Extreme Cold Conditions</i>
Effective Date:	<i>March 2007</i>
Revisions:	<i>June 15, 2015</i>
Reviewed:	<i>May 30, 2016, October 21, 2019</i>

### 1. Preamble

- 1.1 It is the policy of the Waterloo Region District School Board to ensure that every precaution reasonable under the circumstances is taken to provide for the comfort and safety of all students and employees within its jurisdiction during periods of extreme temperatures which include high heat and humidity and cold. It is also the policy of the Waterloo Region District School Board to keep schools open whenever practically possible.

### 2. Safe Environment

- 2.1 It is a goal that each student, employee, volunteer and trustee will be provided a safe and comfortable working/educational environment.

### 3. Hazard Awareness

- 1.1 All students, employees, volunteers and trustees will be made aware of the hazards of extreme heat and humidity and cold and the steps they can take to protect themselves.

### 2. Development of Procedures

- 2.1 All schools will have procedures in place for informing staff and students of weather conditions that will bring extreme temperatures.
- 2.2 Specific procedures will be designed which reflect local needs and the particular circumstances of the school/site.
- 2.3 Procedures will be provided to deal with extreme heat and humidity and cold which are designed to be flexible with the view of achieving safety and comfort for all students and staff to the extent possible under the existing circumstances.
- 2.4 Procedures will provide due consideration to staff or students who individually may experience pronounced impacts from the extreme conditions.



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## Board Policy 6001 CODE OF CONDUCT

Legal References:	<i>Education Act, Ontario Regulation 472/07 - Suspension and Expulsion of Pupils</i>
Related References:	<i>Board Policy 6000 – Safe Schools; Board Policy 6008 – Student Discipline; Board Policy 6009 – Student Bullying Prevention and Intervention; Board Policy G201 - Trustee Code of Conduct; Administrative Procedure 4070 - Responsible Use Procedure for Information; Communication and Collaboration Technologies; Administrative Procedure 1260 – Student Discipline; Administrative Procedure 1620 – Alternative Suspension Program; and Administrative Procedure 3760 – Staff Discipline.</i>
Effective Date:	<i>June 25, 2001</i>
Revisions:	<i>November 21, 2016, April 8, 2019, <b>October 21, 2019</b></i>
Reviewed:	<i>May 14, 2018</i>

### 1. Preamble

- 1.1 The Ministry of Education requires that all school boards develop a Code of Conduct which communicates to all members of the school community, including students, ~~parents, guardians~~ **families and caregivers**, volunteers, staff, community members, trustees and visitors, the expected standards of behaviour.
- 1.2 The Waterloo Region District School Board recognizes that all members of the school community have the right to be safe and to feel safe in their school community. With this right comes the responsibility of the entire school community to contribute to a positive school climate.
- 1.3 The Board's Code of Conduct has been developed in accordance with the guiding principles of the Education Act, Part XIII (Behaviour, Discipline and Safety), in order to create a common philosophy and understanding upon which safe, caring and inclusive learning and working environments can be maintained for all school community members. The collective efforts of the whole school supports the well-being of students, staff and the school community.

### 2. Roles and Responsibilities

- 2.1 The Waterloo Region District School Board will:
  - 2.1.1 develop policies that set out the manner in which schools will implement and enforce the provincial Code of Conduct and all other guidelines that it develops that are related to the provincial standards that promote and support respect, civility, responsible citizenship, physical safety and well-being;
  - 2.1.2 seek input from school councils, the Board's Parent Involvement Committee, the Board's Special Education Advisory Committee, ~~parents~~ **families and caregivers**, students, staff members, and the school community;
  - 2.1.3 review these policies (2.1.1) regularly with students, staff, ~~parents~~ **families and caregivers**, volunteers and the community;

- 2.1.4 establish a process that clearly communicates the provincial Code of Conduct and the Board's Code of Conduct to all ~~parents~~ **families and caregivers**, students, staff members, and members of the school community in order to establish their commitment and support;
  - 2.1.5 ensure an effective intervention strategy and response to all infractions related to the standards for respect, civility, responsible citizenship, safety and well-being;
  - 2.1.6 provide opportunities for all staff to acquire the knowledge, skills and attitudes necessary to develop and maintain academic excellence in a safe learning and teaching environment;
  - 2.1.7 provide opportunities for students, ~~parents~~ **families and caregivers**, and staff to acquire the knowledge, skills and attitudes necessary to support cognitive, physical, mental and social well-being to support academic excellence in a safe learning and teaching environment; and
  - 2.1.8 whenever possible, collaborate to provide coordinated prevention and intervention programs and services and endeavour to share effective practices with other school boards.
- 2.2 Principals, under the direction of the Board, take a leadership role in the daily operation of a school. They provide leadership by:
- 2.2.1 demonstrating care for the school community and a commitment to academic excellence in a safe teaching and learning environment;
  - 2.2.2 communicating regularly and meaningfully with all members of their school community;
  - 2.2.3 holding everyone under their authority accountable for their own behaviour and actions; and
  - 2.2.4 empowering students to be positive leaders in their school and community.
- 2.3 Teachers and school staff, under the leadership of their principals, maintain order in the school and are expected to hold everyone to the highest standard of respectful and responsible behaviour. As role models, staff uphold these high standards when they:
- 2.3.1 help students work to their full potential and develop their self-worth;
  - 2.3.2 communicate regularly and meaningfully with ~~parents~~ **families and caregivers**;
  - 2.3.3 maintain consistent high standards of behaviour for all students;
  - 2.3.4 demonstrate respect for all students, staff, ~~parents~~ **families and caregivers**, volunteers and members of the school community;
  - 2.3.5 prepare students for the full responsibilities of citizenship; and
  - 2.3.6 empower students to be positive leaders in their school and community.
- 2.4 Students are to be treated with respect and dignity. In return, they must demonstrate respect for themselves, for others and for the responsibilities of citizenship through acceptable behaviour. Respect and responsibility are demonstrated when a student:
- 2.4.1 comes to school prepared, on time and ready to learn;
  - 2.4.2 shows respect for himself/herself, for others and for those in authority;
  - 2.4.3 refrains from bringing anything to school that may compromise the safety of others; and
  - 2.4.4 follows the established rules and takes responsibility for his or her own actions.

- 2.5 ~~Parents~~ **Families and caregivers** play an important role in the education of their children and can support the efforts of school staff in maintaining a safe and respectful learning environment for all students. ~~Parents~~ **Families and caregivers** fulfill their role when they:
- 2.5.1 show an active interest in their child's school work and progress;
  - 2.5.2 communicate regularly with the school;
  - 2.5.3 help their child be appropriately dressed and prepared for school;
  - 2.5.4 ensure that their child attends school regularly and on time;
  - 2.5.5 promptly report to the school their child's absence or late arrival;
  - 2.5.6 show that they are familiar with the provincial Code of Conduct, the Board's Code of Conduct and school rules;
  - 2.5.7 assist schools in dealing with disciplinary issues, by bringing them to the attention of staff; and
  - 2.5.8 encourage and assist their child in understanding and following the rules of behaviour.
- 2.6 This policy plays an essential role in making our schools and communities safer. Police investigate incidents in accordance with the protocol developed with the local school board. This protocol is based on a provincial model developed by the Ministry of the Solicitor General and the Ministry of Education.

### 3. Standards of Behaviour

#### 3.1 Respect, Civility and Responsible Citizenship:

All members of the school community must:

- 3.1.1 respect and comply with all applicable federal, provincial and municipal laws;
- 3.1.2 demonstrate honesty and integrity;
- 3.1.3 respect differences in people, their ideas and opinions;
- 3.1.4 treat one another with dignity and respect at all times, and especially when there is disagreement;
- 3.1.5 respect and treat others fairly, regardless of, for example, their race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, gender identity, sexual orientation, age, disability or socio-economic status;
- 3.1.6 respect the rights of others;
- 3.1.7 show proper care and regard for school property and the property of others;
- 3.1.8 take appropriate measures to help those in need;
- 3.1.9 seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully;
- 3.1.10 dress in a manner that is appropriate to school activities with regard to exposure, cleanliness and/or message;
- 3.1.11 respect all members of the school community, especially persons in positions of authority;
- 3.1.12 respect the need of others to work in an environment that is conducive to learning and teaching, **including by ensuring that cellphones and other personal mobile devices are only used during instructional time for**

**educational purposes (as directed by an educator), for health and medical purposes and/or to support special education needs;**

3.1.13 not swear at a teacher or at another person in a position of authority.

### 3.2 Safety:

All members of the school community must not:

- 3.2.1 be in possession of any weapon, including firearms;
- 3.2.2 use any object to threaten or intimidate another person;
- 3.2.3 cause injury to any person with an object;
- 3.2.4 be in possession of or under the influence of alcohol, cannabis and/or illegal/restricted drugs (unless medical approval has been granted)
- 3.2.5 provide others with alcohol, cannabis or illegal drugs;
- 3.2.6 be under the influence of a noxious substance, such as glue or gasoline;
- 3.2.7 be in contravention of the Smoke-Free Ontario Act;
- 3.2.8 inflict or encourage others to inflict bodily harm on another person;
- 3.2.9 engage in bullying or cyberbullying behaviours;
- 3.2.10 commit sexual assault;
- 3.2.11 traffic weapons or illegal/restricted drugs;
- 3.2.12 give alcohol or cannabis to a minor;
- 3.2.13 commit robbery;
- 3.2.14 engage in hate propaganda and other forms of behaviour motivated by hate or bias;
- 3.2.15 commit an act of vandalism that causes extensive damage to school property or to property located on the premises of the school.

## 4. Development of School Codes of Conduct

- 4.1 The Board will require a principal to review annually the existing School Code of Conduct in consultation with the school council, as well as considering input received from a variety of stakeholders that are represented on their respective Safe, Caring and Inclusive School Team (i.e. students, staff, ~~parents~~ **families and caregivers**, and other members of the school community).
- 4.2 The principal will share with members of School Council and the Safe, Caring and Inclusive Schools Team the procedures and timelines for this review.
- 4.3 The principal will establish and communicate the plan that outlines how these standards will be shared to everyone within their respective school community.





## Board Policy 6001 CODE OF CONDUCT

Legal References: *Education Act, Ontario Regulation 472/07 - Suspension and Expulsion of Pupils*

Related References: *Board Policy 6000 – Safe Schools;  
Board Policy 6008 – Student Discipline;  
Board Policy 6009 – Student Bullying Prevention and Intervention;  
Board Policy G201 - Trustee Code of Conduct;  
Administrative Procedure 4070 - Responsible Use Procedure for Information;  
Communication and Collaboration Technologies;  
Administrative Procedure 1260 – Student Discipline;  
Administrative Procedure 1620 – Alternative Suspension Program; and  
Administrative Procedure 3760 – Staff Discipline.*

Effective Date: *June 25, 2001*

Revisions: *November 21, 2016, April 8, 2019*

Reviewed: *May 14, 2018*

### 1. Preamble

- 1.1 The Ministry of Education requires that all school boards develop a Code of Conduct which communicates to all members of the school community, including students, parents, guardians, volunteers, staff, community members, trustees and visitors, the expected standards of behaviour.
- 1.2 The Waterloo Region District School Board recognizes that all members of the school community have the right to be safe and to feel safe in their school community. With this right comes the responsibility of the entire school community to contribute to a positive school climate.
- 1.3 The Board's Code of Conduct has been developed in accordance with the guiding principles of the Education Act, Part XIII (Behaviour, Discipline and Safety), in order to create a common philosophy and understanding upon which safe, caring and inclusive learning and working environments can be maintained for all school community members. The collective efforts of the whole school supports the well-being of students, staff and the school community.

### 2. Roles and Responsibilities

- 2.1 The Waterloo Region District School Board will:
  - 2.1.1 develop policies that set out the manner in which schools will implement and enforce the provincial Code of Conduct and all other guidelines that it develops that are related to the provincial standards that promote and support respect, civility, responsible citizenship, physical safety and well-being;
  - 2.1.2 seek input from school councils, the Board's Parent Involvement Committee, the Board's Special Education Advisory Committee, parents, students, staff members, and the school community;
  - 2.1.3 review these policies (2.1.1) regularly with students, staff, parents, volunteers and the community;

- 2.1.4 establish a process that clearly communicates the provincial Code of Conduct and the Board's Code of Conduct to all parents, students, staff members, and members of the school community in order to establish their commitment and support;
  - 2.1.5 ensure an effective intervention strategy and response to all infractions related to the standards for respect, civility, responsible citizenship, safety and well-being;
  - 2.1.6 provide opportunities for all staff to acquire the knowledge, skills and attitudes necessary to develop and maintain academic excellence in a safe learning and teaching environment;
  - 2.1.7 provide opportunities for students, parents and staff to acquire the knowledge, skills and attitudes necessary to support cognitive, physical, mental and social well-being to support academic excellence in a safe learning and teaching environment; and
  - 2.1.8 whenever possible, collaborate to provide coordinated prevention and intervention programs and services and endeavour to share effective practices with other school boards.
- 2.2 Principals, under the direction of the Board, take a leadership role in the daily operation of a school. They provide leadership by:
- 2.2.1 demonstrating care for the school community and a commitment to academic excellence in a safe teaching and learning environment;
  - 2.2.2 communicating regularly and meaningfully with all members of their school community;
  - 2.2.3 holding everyone under their authority accountable for their own behaviour and actions; and
  - 2.2.4 empowering students to be positive leaders in their school and community.
- 2.3 Teachers and school staff, under the leadership of their principals, maintain order in the school and are expected to hold everyone to the highest standard of respectful and responsible behaviour. As role models, staff uphold these high standards when they:
- 2.3.1 help students work to their full potential and develop their self-worth;
  - 2.3.2 communicate regularly and meaningfully with parents;
  - 2.3.3 maintain consistent high standards of behaviour for all students;
  - 2.3.4 demonstrate respect for all students, staff, parents, volunteers and members of the school community;
  - 2.3.5 prepare students for the full responsibilities of citizenship; and
  - 2.3.6 empower students to be positive leaders in their school and community.
- 2.4 Students are to be treated with respect and dignity. In return, they must demonstrate respect for themselves, for others and for the responsibilities of citizenship through acceptable behaviour. Respect and responsibility are demonstrated when a student:
- 2.4.1 comes to school prepared, on time and ready to learn;
  - 2.4.2 shows respect for himself/herself, for others and for those in authority;
  - 2.4.3 refrains from bringing anything to school that may compromise the safety of others; and
  - 2.4.4 follows the established rules and takes responsibility for his or her own actions.

- 2.5 Parents play an important role in the education of their children and can support the efforts of school staff in maintaining a safe and respectful learning environment for all students. Parents fulfill their role when they:
- 2.5.1 show an active interest in their child's school work and progress;
  - 2.5.2 communicate regularly with the school;
  - 2.5.3 help their child be appropriately dressed and prepared for school;
  - 2.5.4 ensure that their child attends school regularly and on time;
  - 2.5.5 promptly report to the school their child's absence or late arrival;
  - 2.5.6 show that they are familiar with the provincial Code of Conduct, the Board's Code of Conduct and school rules;
  - 2.5.7 assist schools in dealing with disciplinary issues, by bringing them to the attention of staff; and
  - 2.5.8 encourage and assist their child in understanding and following the rules of behaviour.
- 2.6 This policy plays an essential role in making our schools and communities safer. Police investigate incidents in accordance with the protocol developed with the local school board. This protocol is based on a provincial model developed by the Ministry of the Solicitor General and the Ministry of Education.

### 3. Standards of Behaviour

#### 3.1 Respect, Civility and Responsible Citizenship:

All members of the school community must:

- 3.1.1 respect and comply with all applicable federal, provincial and municipal laws;
- 3.1.2 demonstrate honesty and integrity;
- 3.1.3 respect differences in people, their ideas and opinions;
- 3.1.4 treat one another with dignity and respect at all times, and especially when there is disagreement;
- 3.1.5 respect and treat others fairly, regardless of, for example, their race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, **gender identity**, sexual orientation, age, disability or **socio-economic status**;
- 3.1.6 respect the rights of others;
- 3.1.7 show proper care and regard for school property and the property of others;
- 3.1.8 take appropriate measures to help those in need;
- 3.1.9 seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully;
- 3.1.10 dress in a manner that is appropriate to school activities with regard to exposure, cleanliness and/or message;
- 3.1.11 respect all members of the school community, especially persons in positions of authority;
- 3.1.12 respect the need of others to work in an environment that is conducive to learning and teaching; and
- 3.1.13 not swear at a teacher or at another person in a position of authority.

### 3.2 Safety:

All members of the school community must not:

- 3.2.1 be in possession of any weapon, including firearms;
- 3.2.2 use any object to threaten or intimidate another person;
- 3.2.3 cause injury to any person with an object;
- 3.2.4 be in possession of or under the influence of alcohol, **cannabis** and/or illegal/restricted drugs (**unless medical approval has been granted**)
- 3.2.5 provide others with alcohol, **cannabis** or illegal drugs;
- 3.2.6 be under the influence of a noxious substance, such as glue or gasoline;
- 3.2.7 be in contravention of the Smoke-Free Ontario Act;
- 3.2.8 inflict or encourage others to inflict bodily harm on another person;
- 3.2.9 engage in bullying or cyberbullying behaviours;
- 3.2.10 commit sexual assault;
- 3.2.11 traffic weapons or illegal/restricted drugs;
- 3.2.12 give alcohol **or cannabis** to a minor;
- 3.2.13 commit robbery;
- 3.2.14 engage in hate propaganda and other forms of behaviour motivated by hate or bias;
- 3.2.15 commit an act of vandalism that causes extensive damage to school property or to property located on the premises of the school.

## 4. Development of School Codes of Conduct

- 4.1 The Board will require a principal to review annually the existing School Code of Conduct in consultation with the school council, as well as considering input received from a variety of stakeholders that are represented on their respective Safe, Caring and Inclusive School Team (i.e. students, staff, parents, and other members of the school community).
- 4.2 The principal will share with members of School Council and the Safe, Caring and Inclusive Schools Team the procedures and timelines for this review.
- 4.3 The principal will establish and communicate the plan that outlines how these standards will be shared to everyone within their respective school community.



# Report to Committee of the Whole

October 21, 2019

## **Subject: Ad Hoc Suspension Review Committee: Staff Recommendations**

### **Recommendation**

*That the Waterloo Region District School Board approve the recommended changes to the Ad Hoc Suspension Review Committee Terms of Reference as presented on October 21, 2019*

### **Status**

In reviewing the Terms of Reference for the Ad Hoc Committee on Suspensions & Expulsions some areas of clarification emerged from Staff. These areas with suggestions appear below.

1. Parent recruitment - proposed methodology may complicate the timelines.

**Suggestion:** seek parent volunteers through PIC or WRAPSC

2. Teacher/EA recruitment: The Terms of Reference indicates three (3) teacher representatives, with no panel break down.

- a. **Suggestion:** The committee include two (2) Elementary teachers and one (1) Secondary teacher. Where possible at least one (1) of these teachers will have qualifications in Special Education
- b. **Suggestion:** Prioritize the teacher/educator recruitment process from schools using the WRDSB - Equity Index

3. Clarification of what the role of the Trustee co-chair, specifically for the first meeting.

**Suggestion:** The Superintendent, designated by the Director, chair the first meeting, until the Trustee Co-Chair has been selected.

4. Timing: due to current commitments the Committee is scheduled to meet 3 or 4 times.

**Suggestion:** Extend the reporting timelines to April

## **Background**

The Terms of Reference for the Ad Hoc Suspension Review Committee are included as Appendix A.

The following motion was approved at the September 16, 2019 Committee of the Whole and ratified at the September 30, 2019 Board Meeting:

That the Waterloo Region District School Board strike an ad hoc committee of appropriate board staff, school staff, parents, students and trustees etc., that would research initiatives that might either accompany/augment suspensions or serve as alternatives to suspensions, where appropriate according to legislation, that would help students understand root causes of inappropriate behavior as well as coping strategies that educate and empower students.

And that recommendations from this committee be presented to the board no later than the end of February 2020.

## **Financial implications**

Financial implications are not known at this time.

## **Communications**

If approved, the Terms of Reference will be revised to include any recommendations.

Prepared by: Bill Lemon, Superintendent, Student Achievement and Well-Being  
in consultation with Coordinating Council

## **Terms of Reference: Ad Hoc Committee on Suspensions**

### **1. Name: Ad Hoc Committee on Suspensions**

#### **1.1. Related legislation**

Education Act, as amended (Ontario Regulation 472/07 - Suspension and Expulsion of Pupils);  
 Keeping Our Kids Safe at School Act;  
 Progressive Discipline and School Safety Act;  
 Accepting Schools Act;  
 Early Childhood Educators Act;  
 Child Care and Early Years Act;  
 Occupational Health and Safety Act, as amended;  
 Ontario Human Rights Code;  
 Canadian Charter of Rights and Freedoms; and  
 Provincial Code of Conduct.

#### **1.2. Related policies/bylaws**

Board Policy 1002 - Occupational Health and Safety Policy;  
 Board Policy 1004 - Harassment Policy;  
 Board Policy 1008 - Equity and Inclusion Policy;  
 Board Policy 1009 - Violence in the Workplace;  
 Board Policy 6000 - Safe Schools;  
 Board Policy 6001 - Code of Conduct;  
 Board Policy 6008 - Student Discipline;  
 Board Policy 6009 - Bullying Prevention and Intervention;  
 Administrative Procedure 1300 - Delegation of Authority;  
 Administrative Procedure 1260 - Student Discipline;  
 Administrative Procedure 1620 - Alternative Suspension Program;  
 Administrative Procedure 2330 - Management Process for Students Causing a Risk-of-Injury;  
 Administrative Procedure 3780 - Violence in the Workplace;  
 School Board Police Protocol, 2016;  
 Traumatic Response Protocol, 2013; and  
 Threat Risk Assessment Protocol.

#### **1.3. Alignment with Board Strategic Plan**

The work of this committee aligns with the following Strategic priorities:

- Our students experience a sense of belonging in a caring learning environment that addresses their well-being;
- Our staff is equipped with the skills and resources to support every child in their learning journey;
- Our staff is supported in their wellness as they promote and model wellness for our students;
- Our students, staff and community are supported by creative and collaborative problem-solving;
- Our school communities are encouraged to learn by exploring new and innovative projects, ideas and approaches.

1.4. Type of committee (statutory, board (standing/ad hoc) community (standing/ad hoc/appointment))

Ad Hoc / Community

1.5. Definitions

The Ministry of Education defines Suspensions as follows:

A suspension means students are removed from school temporarily for a specific period of time. Students may be suspended for a period of time ranging from one school day up to 20 school days. Students cannot go to school or take part in regular school activities or events while on suspension.

## **2. Purpose/Mandate/Goals**

2.1 Focus

The committee will respond to the prevalence of suspensions within the WRDSB by looking for ways to address the root causes of inappropriate behaviour.

2.2 Powers and responsibilities

The committee shall research initiatives that might either accompany/augment suspensions or serve as alternatives to suspensions, where appropriate according to legislation, that would help students understand root causes of inappropriate behavior as well as coping strategies that educate and empower students.

## **3. Authority/Jurisdiction/Responsibilities**

3.1 Individual members



The committee shall consist of Trustees, Board employees and parents, as set out below. It shall be responsible to and report to the Board of Trustees.

### 3.2 Chairperson

The Committee shall be co-chaired by a Trustee (chosen at the inaugural meeting of the committee) and the Superintendent

### 3.3 Board personnel

The committee shall be supported by administrative support staff designated by the Director of Education.

## 4. Membership

### 4.1 Composition/stakeholders

The committee shall consist of  
 Trustees (3)  
 Student Trustee (1)  
 Superintendent (1), to be designated by the Director of Education  
 The System Administrator responsible for student discipline  
 Secondary Principal (1)  
 Elementary Principal (1)  
 Teachers (3)  
 Educational Assistant (1)  
 Parents (3)

### 4.2 Term

The committee shall hold its first meeting before the end of October 2019 and shall make recommendations by the end of February 2020. Following reporting, it may wish to hold a further meeting or meetings to discuss next steps.

### 4.3 Appointment Process

Trustees and the Student Trustee on the committee are to be designated by the Chair of the Board, in consultation with Trustees.

The Superintendent on the committee is to be designated by the Director of Education.

Principals on the Committee are to be designated by the Superintendent on the committee.

Teachers and the Educational Assistant on the committee shall be chosen in consultation with bargaining units.

Parents are to be recruited via a public recruitment process to be held in September or October 2019.

#### 4.4 Vacancies

In the event of a vacancy, the same process used for initial recruitment shall be followed. Given the limited mandate and timeline for the committee, the committee shall have the discretion to leave vacant positions unfilled.

### 5. Role of Board Personnel/Staff

#### 5.1 Restrictions of membership

See above.

#### 5.2 Personnel and services

See above.

### 6 Meetings

#### 6.1 Access to meetings

Meetings of the shall be open, with the exception of any items deemed in camera.

#### 6.2 Election of chairperson and vice-chairperson

The committee shall be co-chaired by a Trustee elected at the first committee meeting and the Superintendent on the committee.

#### 6.3 Quorum

Quorum for committee members shall be 8 out of 15 members.

#### 6.4 Voting

Each member of the committee shall have one vote. Committee members must

be present at meetings in order to exercise their vote.

#### 6.5 Communications/distribution of minutes and agenda

The agenda and minutes of committee minutes shall be distributed to committee members, Trustees and the senior leadership team.

#### 6.6 In camera meetings

Committee discussions shall be held in-camera if they involve specific incidents or individuals.

### **7 Reporting**

#### 7.1 Committee reports to whom

The committee shall report to the Board of Trustees.

#### 7.2 Format of committee report back

Reporting shall be in writing.

#### 7.3 Time frame of committee report back

The committee shall prepare recommendations to the Board of Trustees by the end of February 2020, unless an extension is granted.

### **Deliverables/Results**

Requested/required committee output

The Board shall prepare recommendations to the Board of Trustees.



# Committee of the Whole Meeting

October 21, 2019

## **Subject: 2019-2020 Identification, Placement and Review Committees (IPRC) - Membership**

### **Recommendation**

That the jurisdiction of each of these committees as outlined below and the attached Appendix A outlining WRDSB IPRC Committees, is approved:

#### **A) School Committees:**

A school IPRC is held when a program modification to accommodate an exceptional student with Special Education Needs can be accomplished within the home school environment.

#### **B) Area Committees:**

An area IPRC is held when program modifications to accommodate an exceptional student with Special Education Needs is necessary for them to access a designated program within their current school environment or if a change in schools is required for the student to access the designated program.

#### **C) District Committees:**

A district IPRC is held when program modifications to accommodate an exceptional student with Special Education Needs requires placement in cross-district Special Education Programs (i.e., Provincial School). This occurs when school and district resources have been exhausted or when specialized equipment that is not available in a school setting is being considered.

### **Status**

Each Identification Program and Review Committee shall consist of a minimum of three members, all of which shall be appointed by the Waterloo Region District School Board. The Chair of the Committee shall be the sending School Principal or the Superintendent's designate. A member or Trustee of the Board is not eligible to be appointed as a member of this committee.

### **Background**

The Waterloo Region District School Board operates Identification, Placement and Review Committees. These committees are organized within schools, areas of schools, and the district. According to Regulation 181/98 of the Education Act, "Each board shall establish one or more committees for the identification and placement of exceptional pupils, determine the jurisdiction of each committee and establish the manner of selecting the chair of each committee."

**Financial implications**

No financial implications.

**Communications**

In accordance with Ministry of Education policy, the makeup of these committees must receive Board of Trustees approval. This information will be shared with the appropriate staff.

Prepared by: Scott Miller, Superintendent, Student Achievement & Well-Being in consultation with Coordinating Council

**Identification, Placement and Review Committee Membership (IPRC)****2019-2020**

The mandate and membership for Identification, Placement and Review Committees (IPRC) are recommended as follows:

**A. SCHOOL COMMITTEES****Jurisdiction**

A school IPRC is held when program modification is possible to accommodate exceptional pupils within the home school programs.

**Membership:**

<b>School Name</b>	<b>Members</b>					
<b>A.R. Kaufman</b>	Tatania Stroud	Kristi Johannes	Christine Klassen	Heidi Mannhardt-Zender	Olivera Banda	
<b>Ayr</b>	Paul Milne	Linda Ehrenfellner	Mark Elmes			
<b>Blair Road</b>	Marc Vender	Michael Bolton	Jackie Nash-Snowton			
<b>Bluevale Collegiate</b>	Deborah Tyrrell	Liz Maloney	Kelly Meissner	Riah Townsley	Tom Sej	Adam Taylor
<b>Breslau</b>	Michelle Schmid	Sean Finn	Wendy McLellan	Stacey White	Jennifer Bell	
<b>Bridgeport</b>	Murray Crewson	Linda Gerber	Alisha Steele			
<b>Cameron Heights C.I.</b>	Ray Teed	Sharon Mackenzie	Nicola Martin	Natalie Hull	Stephanie Rutledge	
<b>Cedar Creek</b>	Sofia Brock	Jennifer Bockus-Brown	Sarah Generoux			
<b>Cedarbrae</b>	Julie Weber	Leah Cronin	Wanda Wall-Bergen	Jon Hallett	Colin Read	
<b>Centennial (C)</b>	Holly Corman	James Lawrie	Anita Dicsi			
<b>Centennial (W)</b>	Lisa Devall-Martin	Andrea Spoltore	Danielle Fritsch	Kodei Symonds	Marcia Watson	
<b>Central</b>	Sharon Morgan	Alicia Pearl	Paula Cutchull			
<b>Chalmers Street</b>	Jeff Johnson	Jill Strome	Andrea Harmer	Carrie Hatton		
<b>Chicopee Hills</b>	Lee Anne Andriessen	Tracy Scott	Caillin Daub	Christopher Berscht	Kylie Doerner	
<b>Clemens Mill</b>	Carolyn Graham	Elizabeth Gill	Matthew Close	Debra Bice	Chris Schlei	
<b>Conestogo</b>	Michael Sendrea	Maryhelen Smith	Amber Braun	Carolee Fox		
<b>Coronation</b>	Samantha Hutton-Walker	Carolyn Kay	Ozlem Samuels	Jenni-Rebecca Roberge		
<b>Country Hills</b>	Rob Rebellato	Alex Coffey	Adrianne Kershaw-Gies			
<b>Crestview</b>	Pauline Shiry	Maureen Rockel	Kirsten Service	Diana Bowe		
<b>Doon</b>	Beverlie Stewart	Linnea Bates	Lindsay Kurt	Kim Lussier		
<b>Driftwood Park</b>	Jeff Bumstead	Farida Jamal	Ashlie Weicker	April Couzens	Julie Morell	
<b>Eastwood Cl</b>	Ryan Hume	Sue Martin	Phyllis MacLeod	Candace Bamber	Kelly Macdonald	
<b>Edna Staebler</b>	Stephen McCrea	Scott Dowling	Edward Griffith	Susan Black	Elisa Nelson	
<b>Elgin Street</b>	Allan MacKay	Cindy Walsh	Karen Desmeules	Amanpreet Dhaul		
<b>Elizabeth Ziegler</b>	Susan Marchiori	Sara MacNeill	Pete Banks	Shealgh Buhler	Anna Trinca	
<b>Elmira District S.S.</b>	Brad March	Stephen Gray	Nanci Henderson	Lisa Dogulas	Pam Germann	
<b>Empire</b>	Krista Mohr Beamish	Danita Crewson	Ruth Anne Hamel	Heidi Plomske	MarySue Meredith	
<b>Flordale</b>	Shawn Thompsen	Chrisoula Xintalonis				
<b>Forest Glen</b>	Tamara Kaufman	Christopher Greenhough	Pino Esposito	Katherine Borovilos		
<b>Forest Heights C.I.</b>	Tina Towe	Kerri Beirnes	Allison Schiedel	Biljana Vazic	Krista Tostik	Carolyn VanderSchaaf
<b>Forest Hill</b>	Brad Hughes	Karen O'Reilly	Kim Quesnelle	Tracey Hagen		
<b>Franklin</b>	Linda Cotnam	Jan Hansen	Karen Morton	Jason Paddon	Jennifer Wolle	
<b>Galt C.I.</b>	Beverly Wood	Leigh Evans	Alison Little	Ingrid Macey	Warren Dowhaniuk	
<b>Glencairn</b>	Liz Anderson	Amy Quinn	Jenn Tummllo			
<b>Glenview Park S.S.</b>	Dave Wilson	Deb Derman	Rod Hacking	Rob Dickson	Christie Wynn	
<b>Grand River C.I.</b>	Josh Windsor	Tim Sargeant	Susan Hallman Rose	Susan Kruck	Melissa Church	Ahria Thorpe
<b>Grandview (NH)</b>	Nick Chiarelli	Melissa Quint	Tammy Romano	Amy Knechtel-Shannon		
<b>Groh</b>	Laura Griffin	Kim Graham	Natasha Tsetsekas	Holly McPherson-Mount	Tamara Ahlberg	
<b>Hespeler</b>	Rebecca Jutzi	Cheryl Clark	Jacky Shoebridge	Shanon Nancekivell	Tyler Ford	
<b>Highland</b>	Christine Hristov	Annette Birch	Michelle Fisher	Mandy Serpa	Alison Bell	
<b>Hillcrest</b>	Vlad Kovac	Hilda Bulman	Cory Stevens			
<b>Howard Robertson</b>	Steve Lipskie	Rachel Wilms	Mary Jean Fleming	Taryn Dowsling		
<b>Huron Heights S.S.</b>	Jeff Klinck	Mark Rubicini	Kristy Adeniyi	Kelly Galasso	Bethny Kurtz	Ian McGaire
<b>J.F. Carmichael</b>	Leah Pullen	Marcus Hoare	Sarah McCrae	Sarah Quart	Kirsten Orchard	
<b>J.W. Gerth</b>	Marc Laurente	Sharon Srigley	Christy Coghill			
<b>Jacob Hespeler S.S.</b>	Brenda Cathcart	Jennifer Shahi	Darryl Hzenberg	Cherilyn Gill	Cassie Bolland	Deb Derman
<b>Janet Metcalfe</b>	Janet Hale	Karen Madsen	Angela Szijarto	Beckie Munce	Shonna Giles	Jamie Mitchell
<b>Jean Steckle</b>	Andrea Michelutti	Tracy Asher	Sherie Eckhardt	Tracey van Willigen	Rick Saunders	Susan Hallman Rose
<b>John Darling</b>	Holly Smith	Deanna Heer	Deanne Bidnosti	Catherine Dufournaud	Danielle Vines	
<b>John Mahood</b>	Dan Enns	Mary Janzen	Kevin Rempel			
<b>Keatsway</b>	Penny Miller	Vinay Tiwari	Michael Snyder	Gitta Voisin		
<b>King Edward</b>	Brian Weigel	Jane Ferguson	Tyandra Bulmer	Christine Cowan		
<b>Kitchener-Waterloo C.I.</b>	Cathy Vollmer-Ashely	Karen Letwin	Dennis Haid	Jennifer Fairhall	Peter Kalbfleisch	
<b>Lackner Woods</b>	Carol Williams	Carolynn Daniel	Tina Mitchell			

<b>Laurelwood</b>	Peter Berndt	Lisa Daudjee	Cori Bullock	Krista Sweeney	Rhonda Peng	
<b>Laurentian Senior</b>	Gregory Jespersen	Sheri Bowman	Lana Wheeler	Ian Mousseau	Sherri Davidson	
<b>Lester B. Pearson</b>	Lynda Trudeau	George Spiroulos	Kate Woods	Leslie Kuhnert		
<b>Lexington</b>	Carole Reeves	Charlotte Maloney	Penny Toogood			
<b>Lincoln Heights</b>	Paul Schlegel	Sharon Shadaan	Elysia Muise	Matthew Cain		
<b>Mackenzie King</b>	Kathryn Hadock	Jennifer Bender	Melissa Page	Andreas Richter		
<b>Manchester</b>	Stephanie Munro	Sheri Wunder	Christine Salomon	Meghan Reis		
<b>Margaret Avenue</b>	Silvana Hoxha	Emma Galbraith	Melissa Sawyer	David Wyllie	Nicole Ronald	Tim Keta
<b>Mary Johnston</b>	Tim Pugh	Lee Wideman	John Keller			
<b>Millen Woods</b>	Trish Starodub	Stephanie Nellis	Dave Fitzsimmons	Sandra McVannel		
<b>Moffat Creek</b>	Heather Kruis	Steve McKay	Shaina Malcho			
<b>N.A. Maceachern</b>	Afrim Ficic	Jenna Hoffman	Gemma Hoffman			
<b>New Dundee</b>	Laura Hagey-Nichols	Irene Witzke	Jennifer Urquhart	Jean Perry-Trrell	Raegan White	Steve Hooper
<b>Northlake Woods</b>	Shawn Darby	Christine Martin	Shelley Miller			
<b>Park Manor</b>	Andy Lavell	Marnie McKenzie	Betty Bouw			
<b>Parkway</b>	Jason Stere	Greg Matsuo	Greg Hallman			
<b>Pioneer Park</b>	Tracy Tait	Amanda MacLean	Mary Heydon-Newman	Sandra Jovanovic	Anne MacInnes	
<b>Preston</b>	Mark McMath	Karen Woroch	Susan Woosnam-Battler	Emily Wilson		
<b>Preston H.S.</b>	Paula Bender	Dollie Buttici	Kylie Poole	Jason Garramone		
<b>Prueter</b>	Sharlene McHolm	Jane Topper-Dixon	Melanie Kschesinski			
<b>Queen Elizabeth</b>	Kathy Mathers	Sheena Hogan	Kelly Street			
<b>Queensmount Senior</b>	Jon Lencz	Carmen McQuillan	Stacey Beattie	Devrim Sherifali		
<b>Riverside</b>	Brent Hatcher	Connie Lepp	Rosemary Koch	Jake MacTavish	Ryan McCluskey	
<b>Rockway</b>	Bobbie Jo Lovell	Devon Girt	Tracy Duchareme			
<b>Rosemount</b>	Stephen Sherlock	Josh Watson	Kevin Benevides			
<b>Ryerson</b>	Leisa Kuntz	Regan Wells	Jennifer Ruppert	Kim Gill	Scott Dickie	
<b>Saginaw</b>	Valerie Martin	Alison McGauley	Lindsay Tranmer			
<b>Sandhills</b>	Nancy Murovec	Beth Creighton	Jeannette Minielly	Shelly Porteous		
<b>Sandowne</b>	Danielle Holden	Marilyn Promoli	Danielle Bruce			
<b>Sheppard</b>	Christy Webster	Joe Barlen	Jennifer Osburn			
<b>Silverheights</b>	Leslie McNabb	Darren Jones	Kristen Hrbak	Kathy Murphy	Jay Moszczelt	
<b>Sir Adam Beck</b>	Alison Wardop	Christopher Greenhough	Beth Mehrling	Andrea Emich		
<b>Sir John A. Macdonald</b>	Jennifer Shortreed	Sandy Millar	Jason Denhart	Siobhan Watters	Sarah Taylor	Noriko Fukumoto
<b>Smithson</b>	Karen Moore	Barb Kelly	Tania Weber			
<b>Southridge</b>	Geoff Suderman-Gladwell	Helen Turner-Fisher	Julie White	Irene Loupos	Stacey Carswell	
<b>Southwood S.S.</b>	David Linnerth	Patricia Pascoe	Sue Shepley	Katie Grant		
<b>St. Andrew's Senior</b>	Amanda Matessich	Jennifer Burr	Kim Bigam			
<b>St. Jacobs</b>	Amy Humphrys	Linda Agnus Fitzpatrick	Karen Lebold			
<b>Stanley Park Senior</b>	Nancy Woodhall	Brent Johnston	Susan Fitzgerald	Anna Becker		
<b>Stewart Avenue</b>	Carol Coyle	Lucinda Foss-Silveira	Jennifer Urquhart	Jean Perry-Terrell	Raegan White	
<b>Suddaby</b>	Wendy Daley	Samantha Hutchison	Lisa Lynch	Andrea Hazenberg		
<b>Sunnyside Senior</b>	Julia Passmore	Charity Frey	Charmain DeBoer	Joseph Cascagnette	Clark Day	Kimberley Freeman
<b>Tait Street</b>	Heather Schumann	Karlee Holroyd	Carrie McGinnis	Meghan Obergan		
<b>Trillium</b>	Siobhan Shonk	Kerry Schirm	Meaghan White			
<b>Uturn/Choices Cambridge</b>	Mary Adamson	Kristin Willis	Andrea Brodhagen			
<b>Vista Hills</b>	Don Oberle	Jennifer Huff	Sean Nickel	Melissa Marshall	Shemira Sheriff	
<b>W.T. Townshend</b>	Lori Briscoe	Sandra Himann	Heather Blair	Shannon Korpan	Myrianthi Lucas	
<b>Waterloo C.I.</b>	Heidi Kolb	Sara Milks	Chris Chapman	Erika Litschgy	Pauline Janke	Greg McKeown
<b>Waterloo-Oxford D.S.S.</b>	Carolyn Salonen	Kathryn Jacklyn	Bonnie Wigmore			
<b>Wellesley</b>	Brian Beney	Erin Agnello	Jennifer Martin	Sandra Rath	Maria Piccin	
<b>Westheights</b>	Michael Martin	Lisa Osborn	Nadima Mahamad	Brock Greenhalgh	Laura Friesen	Heather Forman
<b>William G. Davis</b>	Jeff Adam	Melissa Stacey	Christine Burrowes	Mandy Wetherup		
<b>Williamsburg</b>	Rose Noonan	Lori Peebles	Devon Yoell	Jennie Moskalik	Ann Stotts	Sarah Uttley-Jessop
<b>Wilson Avenue</b>	Elizabeth Martz	Tom Ernst	Sarah Ives	Lisa Mitani	Steven Budafalvi	
<b>Winston Churchill</b>	Patricia Dale	Katherine Hagedorn Hehl	Trena Summers			
<b>Woodland Park</b>	Jenni Guy	Sandra Field	Krista Lundy	Brad Martin	Hera DeAngelis	Robin Dinney

## B. AREA COMMITTEES

### Jurisdiction

An area IPRC is held when program modifications to accommodate an exceptional student with Special Education Needs is necessary for them to access a designated program within their current school environment or if a change in schools is required for the student to access the designated program.

**Membership**

Standing members appointed by the Board will be selected from the following:

- Superintendent, Student Achievement & Well-Being or designate
- Special Education Teacher
- Learning Services (Special Education) Resource Staff

All standing members of the school committees are also members for their respective area committees. The chairman of each area committee will select the standing members for a specific meeting from the school committees, plus any member of the Learning Services (Special Education) Resource Staff. The chairperson of the area committee is selected by the Superintendent of Student and Achievement and Well-Being with responsibilities for Special Education.

**C. DISTRICT COMMITTEES****Jurisdiction**

A district IPRC is held when placement into cross-district Special Education Programs is being considered, when school and area resources have been exhausted.

**Membership**

- Coordinating Superintendent, Student and Achievement & Well-Being or Designate
- Superintendent, Student Achievement & Well-Being (Special Education)
- System Administrator, Learning Services (Special Education)

All the standing members of the area committees are also standing members for the district committees. The chairperson of the district committees will select the standing members for specific meetings. The chairman of the district committees is the Coordinating Superintendent, Student Achievement & Well-Being or designate.





# Report to Committee of the Whole

October 21, 2019

## **Subject: Anonymous Reporting Tool Report**

### **Recommendation**

*This report is for information.*

### **Status**

Review Included: Conversations with six (6) school districts and communications with one (1) vendor.

### **Opportunities:**

1. Students and parents can report 24/7
2. A safe way to report wrong-doing or bullying - students may be hesitant to report in view of other students for risk of being labeled a snitch by their peers -- timely and non-threatening
3. Could lead to a reduction of incidents of inappropriate behaviour through early intervention
4. Engagement -- students and parents/caregivers have a role to play in promoting a positive school climate and making schools safe and accepting.
5. Students be able to report bullying without fear of being observed -- addresses concerns about retaliation from bullies
6. Potential source of information about areas of concern around or within the school
7. Related incidents between the same students can be grouped/tracked

### **Challenges:**

1. Anonymity makes follow-up on incomplete information difficult, could lead to decreased accuracy of reports
2. Monitoring of these reports requires dedicated resources - third party provider or staff FTE

3. Monitoring requires redundancy - best practice requires reports sent to multiple recipients
4. Reporting is meant for low threshold situations, not Emergency Response or Imminent Risk. Concern is an underestimation of the situation by the user, resulting in not responding appropriately
5. Some Boards have reported few incidents of actionable intelligence coming through this channel
6. Monitoring: limited monitoring during the evenings, weekends or summer months for internal solutions
7. Unintentional impact on existing community development / anti-bullying strategies -- Example: WITS program - Walk Away, Ignore, Talk it Out, Seek Help
8. Anonymous reporting -- misnomer in interpersonal conflicts: Bystander or victim reporting could be tied back to the victim
9. Institutional Vulnerability -- Litigation -- failure to act -- most boards offer a disclaimer, which has not been tested in Canadian courts

#### Current Reporting Methodologies

1. Web form on Board/School Websites - generates email message with a description of the concern and includes an option to share identity. Internally managed, with messages being directed based on data entered into the form
2. Application supported by a third party provider - Application created and added to the website. Technology within the application to shield the identity of the person making the report. The cost to the WRDSB can only be confirmed through a formal board procurement process.

NB: Staff have not been able to interview Boards using this type of platform

#### Emerging Methodologies

A few Boards are investigating a reporting tool nested within a student information mobile application. These applications would allow students access to a variety of school information - calendar, announcements. In addition to allowing reporting issues of concern.

## Background

The original 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.

The following motion was approved at the June 17, 2019 Committee of the Whole

*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.*

Effective for the 2019-2020 school year, the portfolio responsibility for the Anonymous Reporting Tool Report was moved from Superintendent, Student Achievement & Well-Being, Peter Rubenschuh to Superintendent, Student Achievement & Well-Being, Bill Lemon.

On September 16, 2019 the Waterloo Region District School Board approved the following motion to extend the reporting deadline.

*That the Waterloo Region District School Board extend the written report deadline for the Anonymous Reporting Tool Feasibility Report from October 7, 2019 to October 21, 2019.*

## Financial implications

Staff cannot quantify the cost of the Anonymous Reporting Tool without a full understanding of the scope of the project. The cost of acquiring software and services would be quantifiable during a formal procurement process. Additional internal staffing resources may also be required to support the Anonymous Reporting Tool.

## Communications

No communication resources required at this time.

Prepared by: Bill Lemon, Superintendent, Student Achievement and Well-Being  
in consultation with Coordinating Council



# Report to Committee of the Whole

October 21, 2019

## **Subject: Major Capital Projects Quarterly Update Report (including information pertaining to Radon)**

### **Recommendation**

*This report is provided for information of the Board.*

### **Status**

Current capital projects with budgets greater than \$2.5M are outlined in Appendix A and are presented with dashboard symbols to indicate the status of the project relative to the schedule, budget and scope. Significant milestones, along with basic project statistics, are also presented. All projects are proceeding as planned through the design and construction stages with the exception of the addition at Grand River Collegiate Institute and the two child care additions at Saginaw Public School and Lackner Woods Public School.

The project location (site) for the new elementary school in Southeast Cambridge has been modified since the project was initially announced.

Annex A includes information pertaining to Radon.

### **Background**

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

On November 21, 2016, the Waterloo Region District School Board (WRDSB) received funding approval for the construction of a new elementary school comprised of 519 pupil places and 5 child care rooms in Southeast Cambridge. The benchmark project cost for New Southeast Cambridge (Greengate) totaled \$13,503,269. The WRDSB has been unable to proceed with the acquisition of this site due to two key issues:

1. Development applications in the area were not being processed while the Region of Waterloo completed a Municipal Class Environmental Assessment regarding the East Boundary Road corridor, therefore, the subdivision application in which the Southeast Cambridge (Greengate) site falls could not be processed; and
2. A Local Planning Appeals Tribunal (LPAT) appeal (LPAT Case # PL171143) was made by LVH Developments (MC) Inc. against the Region of Waterloo for failing to make a decision on the subdivision application for 1395 Main St E, Cambridge. This is the draft subdivision in which the Southeast Cambridge (Greengate) site falls.

The East Boundary Road Corridor study was completed on May 21, 2019 and development applications are currently being processed by the City of Cambridge and Region of Waterloo. The approved road alignment has major impacts on the Southeast Galt Community Plan (1999), including the amount of developable land and the transportation network. The new regional road alignment essentially divides the community into two parts.

LVH Developments filed an appeal in March 2018 to the LPAT (or Ontario Municipal Board at the time) citing the primary issue as the proposed alignment of the Region's east boundary road. The next LPAT pre-hearing date for case #PL171143 is scheduled for October 25, 2019. The timing for decision on this matter is unknown, and it is unclear how the decision will impact the WRDSB's designated Southeast Cambridge (Greengate) school site, which was originally proposed to open in 2019.

The WRDSB's 2016 Education Development Charges (EDC) background study identified two growth-related site acquisition needs in the southeast area of Cambridge - the approved Southeast Cambridge (Greengate) project, and Moffat Creek #1 (Joint Use Project). The Joint Use Project involves the City of Cambridge (City), the WRDSB and the Waterloo Catholic District School Board (WCDSB). The City currently owns the 32.5 acre parcel (City-owned Southeast Galt lands).

On June 4, 2019, the City approved the location of a new recreation complex on the City-owned Southeast Galt lands. This approval means the joint project now anticipates the construction of:

- City 25-metre swimming pool;
- City gymnasiums (3);
- City indoor fitness track;
- City multi-purpose rooms;
- City library;
- Shared outdoor sports fields (WRDSB, WCDSB and City); and
- 2 elementary schools (WRDSB & WCDSB)

The City will be responsible for grading and servicing of this city-owned land for any facilities that are planned on the property. The school boards will contribute their share of these costs at the time of purchase. Site grading and servicing is planned to be completed in 2019 and 2020. The process to obtain a site plan approval, detailed design, and construction tender document could be completed concurrently and finished by the end of 2020. This means that construction of the recreation complex could begin in 2021.

Given the impact of the Region of Waterloo's final East Boundary Road alignment on the community plan, consolidating the two school sites on the east side of Dundas St. is the best way to serve the population projected for this area. Therefore, the new Southeast Cambridge school would be built on the Joint Use Project lands. It is anticipated there will be future opportunities to designate school sites, if necessary, in the easterly area of the community as development applications proceed.

The Ministry has confirmed that the funds allocated towards the New Southeast Cambridge (Greengate) project may be applied to the Joint Use Project. The new project location will serve the same community as the Greengate site was intended to serve. The information on Appendix A has been updated to reflect this change.

Construction of the Grand River Collegiate Institute addition is wrapping up but occupancy has been delayed to November 2019 (previously scheduled for September 2019). The site plan approval process and weather conditions have contributed to this delay. The process for seeking site plan approval began with a pre-submission consultation meeting at the City of Kitchener September 19, 2017; however, final site plan and building permit approval was not granted until September 14, 2018. Winter and spring weather conditions hampered the ability of our trades to make up the lost time.

The designs for child care additions at Saginaw Public School and Lackner Woods Public School are beyond the 80 per cent design point and have been submitted to a third party cost consultant for review. In both cases, the cost consultant returned estimates exceeding the benchmark funding provided by the Ministry. Business Services is currently working with the Ministry to establish next steps to secure additional funding prior to tendering these projects.

### **Financial implications**

The project budgets are listed on Appendix A.

Additional funding will be required for the Saginaw Public School and Lackner Woods Public School child care projects. The WRDSB and Ministry are working to determine the source and amount of funding required.

A reduction in EDC expenditures will be realized by changing the site location for the Southeast Cambridge project. This is due to the consolidation of two sites on the east side of Dundas Street and by withdrawing party status at the LPAT Case # PL171143 hearing. Further cost-savings may be realized in the co-building of facilities with the City of Cambridge and WCDSB (development agreement) and through joint use and operation of facilities (e.g., library, gymnasium, sports fields, etc.).

## **Communications**

Facility Services staff have consulted with the Ministry, administration, contractors, architects, Financial Services, municipalities, various internal committees and the Board in regard to the stages of approval, design, construction and budget approvals. Quarterly status updates are provided to the Board on all projects over \$2.5M.








The change in site location for the Southeast Cambridge project will be communicated to the adjacent school communities.

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

## WRDSB MAJOR CAPITAL PROJECTS




## Appendix A

QUARTERLY UPDATE REPORT  
STATUS AS OF OCTOBER 1, 2019Major Capital Projects  
Quarterly Update Report  
Status as of October 1, 2019

Project	Stage	Status	Scope	Board Approval	Ministry Approval	Site Acquisition Complete	Site Encumbrances	Architect	Site Plan Approval	Bidg Permit	Tender Awarded	Project Budget	Classes Begin
Elementary school in Southeast Cambridge (Joint Use Project)	Pre-Design		New School	9-May-16	21-Nov-16	No	No	TBA	No	No	No	\$13,503,269	TBA
Grand River C.I.	Construction		Addition/ Renovation	9-May-16	21-Nov-16	N/A	No	Kingsland + Architects Inc.	Yes	Yes	Yes	\$10,856,705	November 2019
Ryerson P.S.	Complete		Addition/ Renovation	9-May-16	21-Nov-16	N/A	No	WaterFedy	Yes	Yes	Yes	\$4,706,749	September 2019
Cedar Creek P.S.	Complete		Addition/ Renovation	9-May-16	21-Nov-16	N/A	No	BUC Architects Inc.	Yes	Yes	Yes	\$8,845,721	September 2019
Elementary School in Huron South (80 Tartan Ave, Kitchener)	Design Development		New School	15-May-17	15-Jan-18	Yes	No	Cornerstone Architecture	No	No	No	\$16,361,437	TBA
Lackner Woods P.S. (child care)	Design Development		Addition	N/A	3-May-18	N/A	No	CS&P Architects Inc.	No	No	No	\$2,520,862	TBA
Sagshaw P.S. (child care)	Design Development		Addition	N/A	3-May-18	N/A	No	Martin Simmons	No	No	No	\$2,520,862	TBA

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

Dashboard Definitions

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



## Overview

Radon is a colourless, odourless radioactive gas found naturally in the environment. It is produced by the natural breakdown of uranium commonly found in Ontario soils and rocks. The problem arises when too much radon accumulates inside a building and becomes an indoor air quality issue and health hazard. Radon gas breaks down or decays to form radioactive elements that can be inhaled into the lungs. Decay continues in the lungs, with the potential result of cancer. Radon levels can vary significantly from hour to hour, day to day, and even more so from season to season. As a result, long-term tests are recommended for accurately estimating the annual radon concentration in a building.

## Legislation:

- Currently no legislation governs testing the level of radon in homes or public buildings.
- Health Canada has published a Guide for Radon Measurements in Residential Dwellings (Health Canada 2017) and another Guide for Radon Measurements in Public Buildings (Health Canada 2016). The scope of the documents is limited to guidance regarding the measurement of radon and offers preventative options available for new homes.
- Quebec is the only province in the country to require mandatory radon testing in schools.
- Bill 11, Radon Awareness and Prevention Act went through a second reading at the Ontario Legislature in July 2014. The new Act encourages homeowners to measure the radon level in their homes and ensures testing in every provincially owned dwelling, school and enclosed workplace. As of July 23, 2016, no meetings of the Standing Committee have been scheduled to address this Bill.
- The 2010 National Building Code requires radon protection in all new home construction including designs to minimize the level of radon entering a home through the foundation and a rough-in for a future radon reduction system (Health Canada 2016).
- Ontario, Quebec, PEI and Newfoundland are the only provinces who have NOT adopted the national requirements for radon into the provincial building code.
- Bill 11 proposes changes to Section 34 of the Building Code Act and will require any building that will be used as a dwelling to be constructed in a manner and using materials that minimize radon entry and facilitate post-construction radon removal; and require building owners to measure radon levels in every workplace.

Health Canada conducted radon testing across the country in approximately 14,000 homes. Their final report determined that approximately 7% of all homes across the country have radon levels above our national guideline of 200 Becquerels per cubic metre (Bq/m<sup>3</sup>). Health Canada's report concluded that there are no areas of the country that are radon free. The report also concluded that the only way to know if a building has an elevated level of radon is to test, regardless of the location.

As per CAREX Canada (CARcinogen Exposure):

- Ontario's Ministry of Education reported that it has no province-wide radon testing policies or programs in place.
- Any radon testing in schools is at the discretion of Infrastructure Ontario as the crown agent of owners for each building.
- Following the Ministry's direction, CAREX staff contacted all 84 public school boards in the province. Of the schools contacted, 854 (18%) schools reported that they have tested for radon and 1,230 (25%) schools confirmed that they have not tested for radon.
- Several school boards identified that they have not tested for radon because it is not mandatory but, if required to do so, they would. In 61 school boards, accounting for 2,807 (57%) schools, radon testing was not reported or is unknown.



# Report to Committee of the Whole

October 21, 2019

**Subject: Ad Hoc Bylaw Review Committee - Review of Working Draft**

## Recommendation

*That the Waterloo Region District School Board put forward the Draft Working Bylaws as attached to this report dated October 21, 2019 for consultation with the public and committees of the Board, namely Parent Involvement Committee, Special Education Advisory Committee, Equity and Inclusion Committee and Student Senate.*

## Status

At the Committee of the Whole meeting on September 23, 2019, Trustees reviewed and discussed the Working Draft Bylaws. The committee made changes based on further research and in response to proposals from Trustees. The Working Draft Bylaws, Appendix B reflects those changes with changes of note detailed below.

It is important to note that this document (Appendix B, Working Draft) remains a "Working Draft" and is not ready for trustee approval.

## Changes of Note

### Filling Vacancies (Article 4.4.3, Working Draft)

In reviewing practices at other Boards, the Committee was unable to find any examples of school boards that have clearly documented processes in their bylaws to fill a trustee vacancy. Notes from the research can be found in Appendix C.

The committee suggests that work be done to develop this process in the near future and that it not be incorporated into the bylaws at this time. The committee recommends no change to the current wording (Article 2.6.2, January 2015). This recommendation is reflected in the working draft.

### Standing Committee vs. Committee of the Whole

In reviewing other Board practices, the Committee finds both Standing Committee and Committee of the Whole are used regularly. The Committee recommends to continue to use the "Committee of the Whole". This recommendation is reflected in the working draft.

#### Policy Working Group (Article 20.4, Working Draft)

The Committee recommends removing this proposed working group from the Working Draft Bylaws. The committee suggests that a Notice of Motion to strike an Ad Hoc Policy Working Group be brought forward following the current (Article 5.6, January 2015) bylaw process at a future date.

This recommendation is reflected in the working draft through deletion of Article 20.4, Working Draft.

#### Trustee Appointment to Committees (Article 16.13 through 16.15, Working Draft)

The Committee suggests the selection of trustees to committees be developed as a policy at a future date. Article 16.15, Working Draft affirms that trustees will vote on the recommended committee selection.

#### Past-Chair Position (Article 9.18, Working Draft)

At the request of the Board, the Committee reviewed OPSBA's Bylaws regarding the position of Past-Chair. Article 9.18, Working Draft reflects the language used in OPSBA's Bylaws.

### **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. In order to complete this project according to the timeline scenario agreed upon by trustees at the Committee of the Whole meeting on June 17, 2019, the committee is requesting that the Board approves moving forward with public consultation on the working draft bylaws. The timing of any professional review / legal advice will have an impact on the approved timelines in Appendix D and adjustments to the timeline made accordingly.

### **Next Steps**

The ad hoc committee would now like to receive additional 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.

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.

The current deadline for the ad hoc bylaw review committee to provide a report with recommendations to the Board is November 18, 2019.

## **Background**

The Ad Hoc Bylaw Committee was formed on March 19, 2018 to review the current Board By-laws (last revised January 2015) and make recommendations for updates/revisions commensurate with current legislation, policies and procedures.

The committee met 25 to discuss, research, refine and develop the revised working draft bylaws. Members of the committee committed to additional research and editing 'homework' between committee meetings and discussions at the Board table.

Sections of the draft working bylaws have been the subject of generative discussions by Trustees on the following dates (Appendix E, Content Discussions):

February 25, 2019

March 25, 2019

April 1, 2019

April 15, 2019

April 29, 2019

June 17, 2019

September 23, 2019

## **Membership and Attendance**

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	✓	✓	✓	
October 10, 2019	✓	✓	*	
October 16, 2019	✓	✓	*	

\*Sent J. Weston in her absence

Additional background information can be found on the June 17, 2019 and February 25, 2019 bylaw reports to the Board of Trustees.

### **Financial Implications**

Financial implications are not known at this time.

### **Communications**

Public consultation will include Parent Involvement Committee, Special Education Advisory Committee, Equity and Inclusion Committee, Student Senate and members of the general public.

Appendix A: Current Bylaws, January 2015  
Appendix B: Working Draft Bylaws - Revised  
Appendix C: Filling Vacancies - Comparator Boards  
Appendix D: Timelines to Completion  
Appendix E: Content Discussions

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



**Waterloo Region  
District School Board**

## **BOARD BYLAWS**

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



## BOARD BYLAWS

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## **1.1 Name of Organization and Objective**

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

## **1.2 Definitions**

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

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

**1.3    Head Office**

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

## **ARTICLE 2 - MEMBERS**

### **2.1 Board Membership**

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

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

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

### **2.2 Duties of Members**

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

### **2.3 Qualification/Disqualification** (Education Act, Section 219)

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

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

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

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

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

### **2.4 Removal From Office** (Education Act, Section 228)

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

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

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

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

## **2.5 Resignation**

(Education Act, Section 220)

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

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

## **2.6 Vacancies**

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

2.6.1 Where a vacancy occurs on a board;

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

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

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

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

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

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

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

## **ARTICLE 3 - OFFICERS**

### **3.1 Officers**

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

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

### **3.2 Director of Education and Secretary**

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

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

## **ARTICLE 4 - MEETINGS**

### **4.1 Inaugural Meeting**

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

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

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

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

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

### **4.2 Election of Chairperson and Vice-Chairperson**

(Education Act, Section 208 (8))

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

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

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

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

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

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

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

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

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

#### **4.4 Ex Officio**

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



#### **4.5 Notice and Holding of Public Meetings**

(Reference Board Policy 3004 - Holding of Public Meetings)

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

#### **4.6 Quorum - Board and Committee of the Whole Meetings**

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

#### **4.7 Board Meetings**

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

#### **4.8 Committee of the Whole Meetings**

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

#### **4.9 Special Board Meetings**

(Education Act, Section 208 (13))

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

#### **4.10 Opening Exercises**

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

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

#### **4.11 Reports from Members**

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

#### **4.12 Delegation Procedures**

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

#### **4.13 Special Delegation Meetings**

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

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

#### **4.14 Adjournment**

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

### **ARTICLE 5 - COMMITTEES**

#### **5.1 General Committee Operation**

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

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

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

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

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

## **5.2 In Camera (Closed) Meetings**

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

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

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

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

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

### **5.3 Board Committees (Statutory)**

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

### **5.4 Board Committee (Standing/Advisory)**

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

### **5.5 Other Board Committees**

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

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

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

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

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

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

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

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

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

## **5.6 Board Committee (Ad Hoc)**

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

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

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

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

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

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

## **5.7 Trustee Representation on Staff Committees**

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



## **ARTICLE 6 - PARLIAMENTARY AUTHORITY**

### **6.1 Rules Of Procedure**

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

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

Undebatable

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

Adjourn (when privileged). [Note 2 applies]

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

Raise a Question of Privilege

Call for the Orders of the Day

Lay on the Table

Previous Question (2/3).

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

Debatable

Postpone to a Certain Time. [Note 1 applies]

Commit or Refer. [Note 1 applies]

Amend. [Note 1 applies]

Postpone Indefinitely.

A Main Motion. [Note 1 applies]

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

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

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

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

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

## **6.2 Reconsideration of a Motion Previously Approved at a Board Meeting**

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

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

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

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

## **6.3 Recorded Votes**

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

## **6.4 Member Question Period/Requests for Information**

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

## **6.5 Corporate Seal and Execution of Documents**

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

## **6.6 Notice of Motion**

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

## **6.7 Motion to Suspend the Rules**

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

## **6.8 Calculation of Two-Thirds**

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

# **ARTICLE 7 - AMENDMENTS TO BYLAWS**

## **7.1 Amendment Procedures**

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

# WORKING DRAFT BOARD BYLAWS

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## ARTICLE 1.0 – OVERVIEW

### 1.1 Statutory Provision

- 1.1.1 The following bylaws of the Waterloo Region District School Board shall be observed for the order and dispatch of its business. All former bylaws of the Waterloo Region District School Board are hereby repealed.
- 1.1.2 The bylaws of the Waterloo Region District School Board shall be subject to the provisions of any Statute of the Province of Ontario and the Dominion of Canada and, in the event of any conflict between a statutory provision and anything contained in these bylaws, the statutory provision shall have precedence.
- 1.1.3 All provisions in this bylaw shall be interpreted in a manner consistent with all laws applicable to a public board of education in Ontario.

### 1.2 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;
- “~~Standing~~ Committee of the Whole” refers to an ongoing committee established by the Board, which meets on a regular basis, and with a membership that consists of all Trustees;
- “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;
- “Quorum” means such a number of trustees as must be present in order that business can be legally transacted
- “Staff Committee” refers to a committee established by staff whereas a Trustee may be invited to attend in order to provide guidance or feedback;
- “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*;



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- “Treasurer” means the **Coordinating Superintendent of Business Services and** 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.,  $11 \times .66 = 7.26$  and would be rounded up to 8;
- “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.
- 1.4.8 The Treasurer has the authority to negotiate property matters on behalf of the Board.**

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## 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 Whole** 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.

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 of the Whole** 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

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- 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.

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.

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- (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
- (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.
- (i) **Reflect community attitudes while also providing leadership in decision-making;**

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.

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## 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 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:

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- (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 **and priority will be given to candidates who ran for the position of trustee in the current election.**
- (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
- (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.~~

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- ~~(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.~~
- ~~(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

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services. Legal accountability for board decisions applies to the board as a corporate entity rather than to individual trustees.

## 5.1 Accountability for Student Achievement and Well Being in the Region

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

## 5.2 Accountability to the Provincial Government

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

## 5.3 Accountability to the Community

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

## 5.4 Policy Development, Implementation and Review

- Develop policies that outline how the Board will successfully function
- Ensure the processes for policy development, implementation and review comply with the Board Policy G300, Governance Policy – Policy Development and Reviews

## 5.5 Director/Board Relations

- Select the Director of Education
- Provide the Director with a clear job description and corporate direction



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

## 5.6 Board Development

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

## 5.7 Strategic Planning

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

## 5.8 Fiscal Responsibility

- Ensure a budget review process is in place to help determine annual resource allocations (use the system priorities and other provincial and local directions)
- Annually approve the budget to ensure that the financial resources are allocated to achieve the strategic plan and operational goals and comply with provincial requirements
- Approve as per legislation all capital plans and other planning documents that will drive budget 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

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## 5.11 Additional responsibilities include but are not limited to:

~~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.

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~~ verbal 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.

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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).

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 Services **and Treasurer of the Board.**

~~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.~~

**6.12 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>
<del>Board Chairperson</del>	1 year	2 terms
<del>Board Vice-Chairperson</del>	1 year	2 terms

**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.**

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

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7.1 Following a municipal election, the Board's inaugural meeting shall be held on the third working Monday in November in the 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.

9.3 The Chair of the Board shall preside at all Board **and Committee of the Whole** 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?"

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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.

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 **or a two year term whichever shall occur first.**

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 a~~ previous ~~Past-Chair~~ **as recommended by the Chair and Vice-Chair and determined by Board approval.**

## ARTICLE 10.0 – DUTIES OF THE VICE-CHAIR

10.1 The Vice-Chair of the Board shall chair **the Agenda Development Committee.** ~~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

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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.~~

10.23 In the absence of the Chair from any Board or Committee of the Whole 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.

## 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.

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

13.8 In case of the absence of both the Chair and Vice-Chair for five minutes after the hour appointed, as soon as a quorum is present, the Past Chair shall preside. In the event the Past Chair is not present, 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.~~

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13.12~~1~~ 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~~2~~ Minutes will be taken at all Board meetings and must be submitted for approval at the next regularly-scheduled Board meeting.

13.14~~3~~ 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 Meetings

13.15~~4~~ Within 24 hours before the meeting is to take place, Special Board and ~~Standing~~ Committee of the Whole 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~~5~~ The written notice of every special meeting of the Board and ~~Standing~~ Committee of the Whole 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~~6~~ All public Board and ~~Standing~~ Committee of the Whole meetings will adjourn at 9:30 pm unless otherwise agreed to by trustees.

13.18~~7~~ An extension of 30 minutes beyond this adjournment time requires the majority vote of trustees present at the meeting.

13.19~~8~~ At 10:00 pm a second extension of an additional 30 minutes requires two-thirds support of all trustees present at the meeting.

13.20~~19~~ 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~~ Committee of the Whole meeting should register with the Manager of Corporate Services by noon on the Thursday prior to the meeting. Delegations not making prior arrangements by noon on the Thursday may speak at the following Monday meeting only on the approval of a majority vote of the trustees, up to a maximum of eight (8) delegates.

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



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(<http://www.wrdsb.ca/board-meetings/delegations/delegation-form>) and can be completed online, or a **hard** 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~~ **of the Whole** 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~~ **of the Whole** meetings. A maximum of eight (8) delegates will be scheduled per meeting.

14.7 The ~~Standing Committee~~ **of the Whole** 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**

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 **hard** 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

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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.

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.

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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 of the Whole** 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
- 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**, 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 of the Whole**, 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.

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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 **with the exception of the Director Performance Appraisal 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 **of the Whole** 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 or ~~PPAC or PSSAC~~ **Committee of the Whole** meeting agenda.
- b) This report shall be submitted, providing the background information necessary for trustees to make an informed decision on the recommendation.
- c) The report will normally be scheduled for the first Board or ~~Standing~~ 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 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.

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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 **the recommended** 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 **of the Whole** 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.

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, a~~ 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.

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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*).

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 OF THE WHOLE

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

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19.2 The ~~Vice-Chair~~ of the Board shall chair all ~~Standing-Committee~~ **of the Whole** meetings. In the ~~Vice-Chair's~~ absence, the **Vice-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~~ **of the Whole** 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. ~~commitments~~. 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~~ **of the Whole** 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~~ **of the Whole** regarding issues of concern/interest will be included on the agenda of the ~~Standing-Committee~~ **of the Whole** 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.

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; **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.

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.~~

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## 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. ADD EXCEPTION TO THE OTHER SECTION

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

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

20.3.3 ~~This~~ **The** 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~~ **The** 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~~ **The** 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.~~

~~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~~



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~~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.~~

## **20.54 Student Trustee and Student Senate Mentor**

20.54.1 Two student trustees are elected annually by Student Senators.

20.54.2 A Student trustee mentor will be assigned **using the committee membership process set out in sections 16.13-16.15.** ~~by the Chair of the Board to advise student trustees.~~

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

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

20.54.5 The Student Trustees and Student Senate Mentor are guided by Board Policy 3006, Student Trustees and Student Representation within the Board **and the Education Act.**

## **20.56 School Year Calendar Committee**

20.56.1 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**

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

### **21.32 Equity and Inclusion Advisory Group**

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

### **21.43 Mental Health and Addiction Strategy Working Group**

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21.43.1 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 **only** be established by Board ~~motion~~-**approval**. The ~~motion~~/recommendation **to form such committee** ~~shall~~-**must** 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.

24.1.2 The notice of motion must indicate the ~~purpose~~-**rationale** of the motion and must be accurate and complete since it will determine what amendments are in order when the motion (e.g. "To raise the annual fee to \$20.00") is considered. 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.

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

24.1.5 The wording of the motion 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.

- (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.

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- (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~~ **the** 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~~ Committee of the Whole Meetings**

24.3.1 Motions shall be related to an agenda item.

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

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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.

## 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

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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

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.

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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.

## Filling Vacancies - Comparator Boards

### Review of Other Boards' By-laws and/or Policies

#### **Hamilton Wentworth**

**In Bylaws?** - No.

**Methods Used In Past** - Offered to the **next runner up** (2019), **application process** with no preference to past candidates (2013)

No reference to trustee vacancy in bylaw document (last updated September 2018).

<https://www.hwdsb.on.ca/wp-content/uploads/2019/03/Board-of-Trustees-Handbook-September-2018.pdf>

In June 2019, there was a trustee vacancy at this board. Examination of the related meeting minutes, it appears that they did the following: Passed a motion to offer it to the next runner up, who had lost by 29 votes. She accepted the appointment.

In 2013 they had 2 other vacancies. The process used was modeled after the WRDSB's process used to ultimately appoint Elliot Fung. (A governance committee agenda included materials provided to them by Past Director Fabi.)

<https://www.hwdsb.on.ca/wp-content/uploads/meetings/Board-Agenda-1372165901.pdf>

#### **Durham**

**In Bylaws?** - Yes. May choose unsuccessful candidate or choose to accept other applicants.

**Method Used In Past** - Unknown

Bylaw #8 "*Filling Trustee Vacancies on The Board of Education*" (last updated November 2015).

[https://durhamschboard.service-now.com/sys\\_attachment.do?sys\\_id=10a5a8addb5d7f405f6be3a84b9619af](https://durhamschboard.service-now.com/sys_attachment.do?sys_id=10a5a8addb5d7f405f6be3a84b9619af)

Outlines and quotes Education Act, regarding choice to hold by-election or make an appointment, and the timeline requirement for each option.

*h) The Board may choose to appoint one of the unsuccessful trustee candidates from the last municipal election in the vacated electoral area providing the candidate remains*



*a qualified person. IF the Board chooses to offer the position to a broader range of electors, the following actions will occur...*

Bylaw on this is 3 pages long, and the process includes the establishment of an “Appointment Committee”, which is responsible for the following:

1. Establishing the deadline for the process,
2. Establishing the interview date and schedule of interviews.

In the event that there is not a quorum during all of the interview, then the trustees present shall form a “Selection Committee”, which will then make a recommendation to the Board.

Only trustees present for all interviews are eligible to vote, but all trustees can vote on the recommendation of the selection committee.

## **Upper Grand**

**In Bylaws?** - No.

**Method Used in Past** - Unknown

No reference to how to handle trustee vacancy in bylaw document (last updated July 2018).  
<https://www.ugdsb.ca/wp-content/uploads/2018/09/UGDSB-BYLAWS-2018-FINAL.pdf>

Does not appear to have a policy on process either.

Makes reference to (and reproduces) the *Education Act*, Section 228(1), regarding the conditions that result in a vacancy.

*A member of a Board vacates their seat if they are,*

- a) convicted of an indictable offence;*
- b) 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 229.*

## **Ottawa-Carleton**

**In Bylaws?** - No, but in a Policy: May choose unsuccessful candidate or choose to accept other applicants.

**Method Used in Past** - Unknown

Nothing in Bylaw document, which was last updated November 2018.

<https://weblink.ocdsb.ca/WebLink/0/edoc/2008575/OCDSB%20Bylaws%20Standing%20Rules.pdf>

They have a policy for this purpose: *Board Member Removal / Resignation from Office*.

<https://weblink.ocdsb.ca/WebLink/0/edoc/2008595/P%20050%20GOV%20-%20Board%20Member%20RemovalResignation%20from%20Office.pdf>.

Appears to allow for combination of prior candidates and new applicants (although no details provided on what is to be considered in the voting process, eg. written application, interview process, etc.)

*d) To assist in making appointments under 2.3 (b), the Director of Education/ Secretary of the Board or designate shall provide trustees with the names and standing in the polls of the candidates who ran unsuccessfully in the previous election. **Note:** The Board may also advertise for interested applicants.*

## **Halton**

**In Bylaws?** - No.

**Method Used in Past** - application process (June 2018)

Minutes from meeting around this time, indicates that the process to fill this vacancy was not yet in place and that the process used was approved at the time.

<https://www.hdsb.ca/our-board/Board%20Agendas%20and%20Minutes/BdAgenda-September%205.%202018-PUBLIC.pdf>

<https://www.hdsb.ca/our-board/Policy/By-laws.pdf>

## **Niagara**

**In Bylaws?** - No.

**Method Used in Past** - Unknown

Searched of website for policy. Could not locate one. Searched media for history information; none found.

## Information Gathered Through Media Searches

### Hastings Prince Edward

Local newspaper indicates that they **appointed next runner up** (who accepted) in September 2019.

### Kawartha Pine Ridge

**Application process** in June 2016.

### Limestone

Board **appointed a past trustee** in May 2018 (6 months remaining in the term).

### Peel

**Application process** July 2014 (4 months left in term)

### Rainbow

**Application process** in January 2017. Newspaper article indicates that a trustee asked why it was not being offered to the next runner up. Article reported that the next runner up had been banned from the board office and all secondary schools since 2012.

### Simcoe County

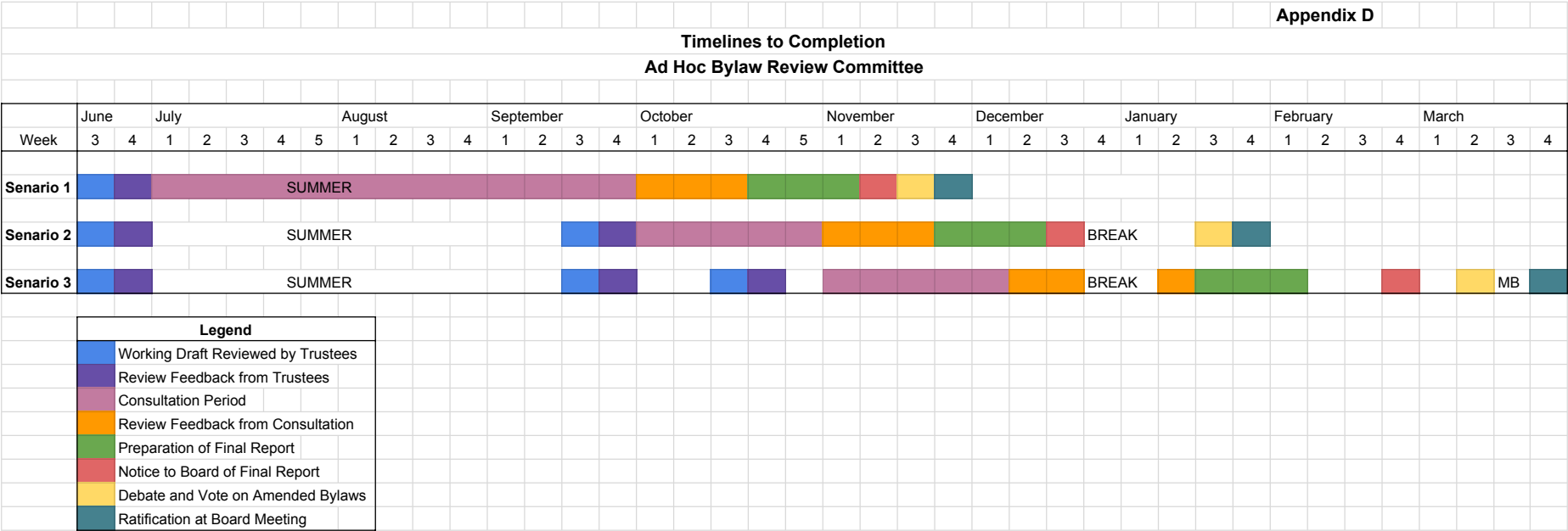
**Application process** used in September 2019.

### Toronto

**By-election** in 2015, **by-election** June 2016, **application process** in April 2017

### York

**By-election** in April 2019 and in June 2017



**Content Discussions**  
**Ad Hoc Bylaw Review Committee**

<b>Date</b>	<b>Content/Section Discussed (numbered per the Working Draft as presented on dates noted)</b>
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
June 17, 2019	Full Working Draft Bylaws
September 23, 2019	Full Working Draft Bylaws



ONTARIO PUBLIC  
SCHOOL BOARDS'  
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Executive Director

## OPSBA Board of Directors Meeting – September 27 and 28, 2019

The OPSBA Board of Directors held a meeting on September 27 and 28, 2019, in Toronto. Chief Elaine Johnston, Chair of OPSBA's Indigenous Trustees' Council (ITC), gave an acknowledgement that the meeting was being held on the traditional territory of the Haudenosaunee Confederacy, the Mississaugas of the New Credit First Nation and the Métis Nation.

Minister of Education Stephen Lecce attended on Saturday morning and spoke on a number of relevant education-related items.

Education policy and program issues that were discussed in public session at the meeting are summarized below.

### ***Labour Relations and Collective Bargaining***

An update on collective bargaining was provided to board members. OPSBA is fully engaged in its role as the bargaining agent for all English public school boards in the province. All collective agreements in the sector expired on August 31, 2019. The current round of collective bargaining is well under way and all of OPSBA's partner federations have filed Notice to Bargain. For additional status updates, [visit the OPSBA website](#).

### ***Legislative Update***

The Legislative Assembly of Ontario is currently adjourned until October 28, 2019. OPSBA is following a number of developments at the provincial level, including proposed public sector wage hike caps, changes to Education Development Charges and school board land acquisition, automated speed enforcement (photo radar) in school zones, and changes to the provincial code of conduct. Additional Legislative Updates are available on the [OPSBA Connects blog](#).

### ***Finance***

Updates on recent memos, regulations and legislative changes were provided, including the following:

#### ***Capital Priorities Program (CPP)***

On July 22, the Ministry of Education announced the launch of this year's CPP, as well as the review of its School Construction Standards. Each board is to submit their top 10 requests for consideration with a deadline of September 30, 2019.

*Indigenous Education: [Reciprocal Education Approach](#) (REA)*

This summer, boards were sent a memo regarding this new approach, which became effective September 1, 2019. Our members support any actions that enhance the educational opportunities and equity of outcomes for Indigenous students and help these students, their families and their communities, and fully support the ability of Indigenous parents to choose the schools that best meet the needs of their children. We also recognize and respect the jurisdiction of Indigenous communities around their schools.

*Deficit Approval Requests*

There were a handful of boards who submitted deficit approval requests in excess of 1% of their operating funding to the Ministry of Education. Boards heard at the beginning of the week of September 23 about whether or not their requests were approved.

*Student Transportation: Driver Retention*

The Ministry is once again planning to provide a financial incentive to returning drivers.

**Government Relations and Public Affairs**

Updates on recent OPSBA government relations and public affairs issues were provided. OPSBA's media statements and releases can be [found on the OPSBA website](#). OPSBA, through President Cathy Abraham, has been active in the provincial news media in the past two months, with many [interviews and media appearances](#) speaking to school board concerns including collective bargaining and changes to class size and e-learning.

*Education Today Fall Issue*

Work on the fall 2019 issue of Education Today is well underway, with a theme focusing on Indigenous Education. More than two dozen stories from school boards and interviews with Minister of Education Stephen Lecce and Nishnawbe Aski Nation Grand Chief Alvin Fiddler are among the content for the issue, which will be posted online in October.

**Program Policy Update**

A summary of Ministry meetings, workgroups and program-related announcements was provided. Information shared included updates on the following:

*EQAO*

EQAO has released highlights of the provincial, school board and school level results for the 2018-19 reading, writing and mathematics assessments. These can be found at <http://www.eqao.com/en>.

*Math Proficiency Test*

Regulations were filed on August 20, 2019, concerning the requirement of teachers to complete a math proficiency test. New applicants to the [Ontario College of Teachers](#) will be required to successfully pass a mathematics proficiency test if their application for registration is completed on or after March 31, 2020.

*Health and Physical Education Curriculum*

The Ministry of Education released a [revised elementary Health and Physical Education Curriculum](#) in late August. A significant positive change is the inclusion of mental health and well-being across all topic areas, as well as consent, concussion and prevention, body image and substance abuse. School boards are now required to create exemption policies and forms for parents who do not wish their child(ren) to participate in the Human Development and Sexual Health expectations found in

#### *Service Animals*

School boards are [now required](#) to “implement and make publicly available on their websites their newly developed updated policies and procedures on student use of service animals by January 1, 2020.” OPSBA has been actively engaged on this topic since legislation was introduced last year. OPSBA staff are assisting school boards by sharing existing policies and/or procedures that most closely reflect the expectations in the memorandum.

#### *Graduation Rates and Indicators*

The Ministry of Education released graduation by board as of August 31, 2018, as well as 14 indicators. The graduation rate for students earning their diploma is 87.1% in five years and 81.2% in four years.

#### *FSL Labour Market Partnership Project*

OPSBA continues to lead a labour market partnership project, [Meeting Labour Market Needs for French as a Second Language Instruction in Ontario](#), for English and Catholic public school boards. This three-year initiative’s ultimate goal is to uncover workable solutions to the current worsening imbalance between the growing demand province-wide for qualified language teachers and support staff and the related supply pipeline.