

June 15, 2020

**WATERLOO REGION DISTRICT SCHOOL BOARD**

**NOTICE OF SPECIAL MEETING**

A **Special Board Meeting** of the Waterloo Region District School Board will be held via video conference, on **Monday, June 15, 2020, at 7:00 p.m.**

**AGENDA**

**Call to Order**

**O Canada**

**Approval of Agenda**

**Declarations of Pecuniary Interest**

**Delegations**

**Policies**

01	Board Policy 1002 - Occupational Health and Safety	M. Weinert
03	Board Policy 1004 - Harassment	M. Weinert
07	Board Policy 1009 - Violence in the Workplace	M. Weinert

**Reports**

	School Resource Officer (SRO) Update	B. Lemon / P. Rubenschuh / D. Ahluwalia
	Phase 2 Childcare and Summer Camps	M. Gerard
11	Energy and Greenhouse Gas Emissions Update	M. Gerard
25	Major Capital Projects Quarterly Update Report	M. Gerard
27	Recommended Changes to the WRDSB Bylaws	Trustees N. Waddell & K. Woodcock

**Question Period** (10 minutes)

**Future Agenda Items**

**Adjournment**

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



## OCCUPATIONAL HEALTH AND SAFETY

Legal References:	<i>Ontario Occupational Health and Safety Act and Regulations</i>
Related References:	<i>Board Policy 1004 - Harassment Board Policy 1009 - Violence in the Workplace Administrative Procedure 3140 – Reporting and Investigation of Employee Incidents, Accidents and Safety Concerns</i>
Effective Date:	<i>February 23, 1998</i>
Revisions:	<i>August 25, 2015 October 17, 2016 January 15, 2018</i>
Reviewed:	<i>June 15, 2020</i>

1. It is the policy of the Waterloo Region District School Board, recognizing that all employees of the Board must adhere to the responsibilities and requirements placed upon it through the Occupational Health and Safety Act and Regulations, to:
  - 1.1 report unsafe conditions and comply with all other applicable legislated health and safety requirements;
  - 1.2 take every reasonable precaution to prevent personal injury and to take appropriate measures to provide and maintain a safe, healthy work environment for all employees;
  - 1.3 ensure that appropriate consideration is given to employee health and safety in all of the Board's organizational activities;
  - 1.4 ensure that employees are aware that the roles and responsibilities outlined in the Occupational Health and Safety Act and its Regulations for "worker" and "supervisors" are required duties in their roles with the Board;
  - 1.5 implement health and safety training programs as appropriate and ensure their effectiveness through evaluation;
  - 1.6 provide a respectful, safe and secure working environment for its employees free of violence, threats of violence, harassment (including sexual harassment), intimidation, bullying and other disruptive behaviour;
2. This policy will be reviewed on an annual basis by the Director of Education, or designate, as well as the Board of Trustees, and posted in conspicuous locations in the workplace.



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## Board Policy 1004 HARASSMENT

<b>Legal References:</b>	<i>Occupational Health and Safety Act Ontario Human Rights Code Education Act</i>
<b>Related References:</b>	<i>Board Policy 1002 - Occupational Health and Safety Policy Board Policy 1008 - Equity and Inclusion Board Policy 1009 - Violence in the Workplace Board Policy 6000 - Safe Schools Board Policy 6001 - Code of Conduct Administrative Procedure 1200 – Student Bullying and/or Harassment Administrative Procedure 3740 - Prevention and Resolution of Workplace Harassment</i>
<b>Effective Date:</b>	<i>February 23, 1998</i>
<b>Revisions:</b>	<i>September 19, 2016, January 15, 2018</i>
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1. The Waterloo Region District School Board (“the Board”) is committed to providing a safe working and learning environment where all individuals are treated with dignity and respect, free from sexual, racial, ethno cultural, or other harassing or discriminatory behaviour.

This policy is intended to provide a greater awareness of the value of establishing and maintaining respectful working and learning environments and of responsiveness to the damaging effects of harassment in the workplace. The Board will not tolerate harassment of any kind from any person in the workplace.

This policy applies to all work activities that occur while on Board premises, while engaging in workplace activities or workplace social events and extra-curricular activities.

## 2. Definitions

### 2.1. Harassment

The *Ontario Human Rights Code* defines ‘harassment’ as:

*“Engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome.”*

The *Ontario Occupational Health and Safety Act* defines ‘workplace harassment’ as:

- a) *“Engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome,*  
*or*
- b) *Workplace sexual harassment.”*

Workplace Sexual Harassment

The *Ontario Occupational Health and Safety Act* defines 'workplace sexual harassment' as:

- a) "Engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
- b) Making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome."

Reasonable corrective direction or discipline cannot be construed as harassment.

### 3. Application

- 3.1. This policy applies to all Board employees, trustees and other users such as members of consultative committees, clients of the Board, parents, volunteers, permit holders, contractors, and employees of other organizations not related to the Board but who nevertheless work on or are invited onto Board premises. This policy also covers harassment by such persons which is proven to have repercussions that adversely affect the Board's learning and working environment.
- 3.2. The rights of students to a respectful working and learning environment, free from harassment and discrimination, are dealt with under other appropriate legislation, regulations, and Board policy and procedures including but not limited to: the Education Act (Section XIII), Safe School Policy (6000), Code of Conduct (6001), Student Bullying Prevention and Intervention Policy (6009), and Administrative Procedure 1200 - Student Bullying and/or Harassment.

### 4. Guidelines

- 4.1. The Board is committed to develop and maintain a program to implement this policy with respect to harassment, and to meeting the requirements of the *Occupational Health and Safety Act* and *Ontario Human Rights Code*.
- 4.2. This policy prohibits reprisals against individuals, acting in good faith, who report incidents of harassment or act as witnesses. The Board shall take all reasonable and practical measures to prevent reprisals, threats of reprisal, or further harassment.
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## VIOLENCE IN THE WORKPLACE

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<b>Related References:</b>	<i>Board Policy 1002 - Occupational Health and Safety Policy Board Policy 1004 - Harassment Policy Board Policy 1008 - Equity &amp; Inclusion Policy Board Policy 6000 - Safe Schools Board Policy 6001 - Code of Conduct Administrative Procedure 2330 - Management Process for Students Causing a Risk-of-Injury Administrative Procedure 3780 - Violence in the Workplace</i>
<b>Effective Date:</b>	<i>May, 2007</i>
<b>Revisions:</b>	<i>September 19, 2016, January 15, 2018</i>
<b>Reviewed:</b>	<i>June 15, 2020</i>

1. The Waterloo Region District School Board (“the Board”) is committed to providing a working and learning environment free from workplace violence including domestic violence that may pose a risk in the workplace, where all individuals are treated with dignity and respect.
  - 1.1. This policy is intended to provide a greater awareness of the value of establishing and maintaining respectful working and learning environments. Any act of violence in the workplace is unacceptable conduct and for this reason, the Board will not tolerate any incidents of this kind against or by any employee or any other person.
  - 1.2. This policy applies to all work activities that occur while on Board premises, while engaging in workplace activities or workplace social events and extra-curricular activities.
2. Definitions:
  - 2.1. Workplace Violence
 

As defined by the *Occupational Health and Safety Act*, workplace violence is:

    - a) *the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker,*
    - b) *an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to a worker,*
    - c) *a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against a worker, in a workplace, that could cause physical injury to a worker.*



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- 4.1. The Board, as the employer, will comply with all aspects of the Occupational Health and Safety Act that apply to the organization.
  - 4.2. The Board is committed to developing and maintaining a program to implement this policy with respect to workplace violence. It is recognized that when working with students, including students with special needs, the Board may be required to implement proactive measures to promote a violence-free workplace.
  - 4.3. The Board will assess the risk of workplace violence that may arise from the nature of the workplace, in accordance with the provisions of the Occupational Health and Safety Act.
  - 4.4. This policy prohibits reprisals against individuals, acting in good faith, who report incidents of workplace violence or act as witnesses. The Board shall take all reasonable and practical measures to prevent reprisals, threats of reprisal, or further violence.
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# Report to Committee of the Whole

June 15, 2020

## Subject: Energy and Greenhouse Gas Emissions Update

### Recommendation

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

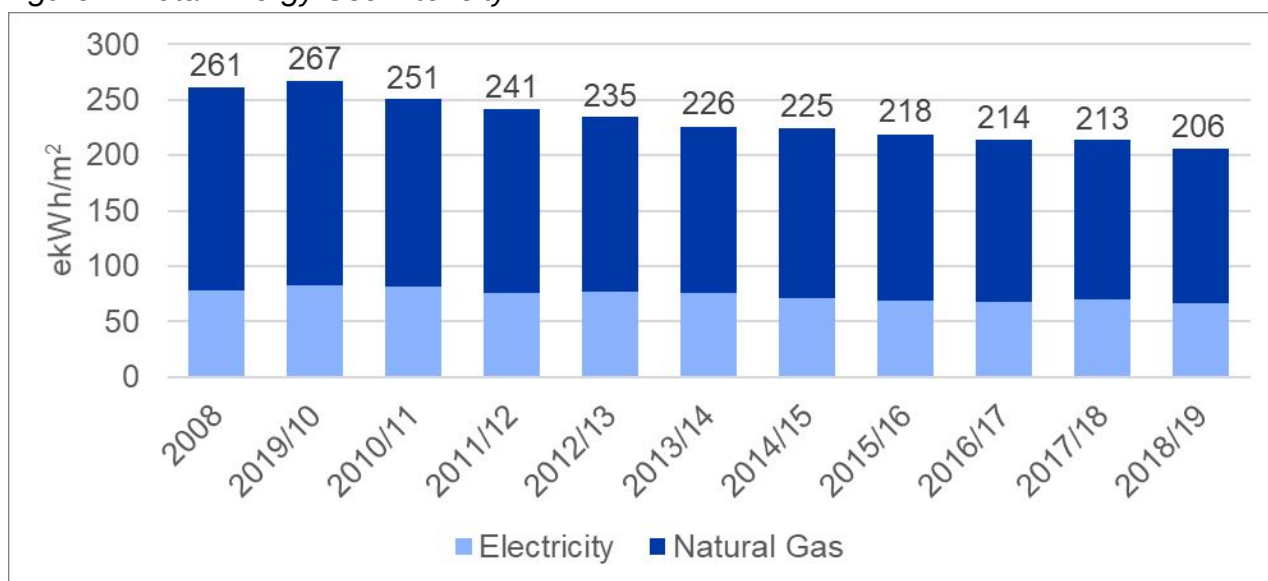
### Status

#### 2018-19 Energy Use Intensity and Greenhouse Gas (GHG) Emissions

Energy Use Intensity (EUI) measured in Equivalent Kilowatt Hours per Square Metre (ekWh/m<sup>2</sup>) is used by the Board to compare energy consumption year to year, and is presented in Figures 1 and 2. The unit ekWh allows electricity, normally measured in kWh, and natural gas and propane, normally measured in cubic meters and liters, respectively, to be added together. Natural gas and propane use is highly weather dependent as it is mostly used for space heating, so heating degree days are used to weather normalize the figures, removing the impact of weather which allows for a fair comparison between years. Electricity is not weather normalized, as the majority of its use is not weather dependent. The total energy consumption is divided by the total floor area of the board's asset portfolio so that the effect of additional building area from new schools and school additions is removed from the comparison. These figures include portables and port-a-packs. Leased facilities such as 151 Weber are excluded.

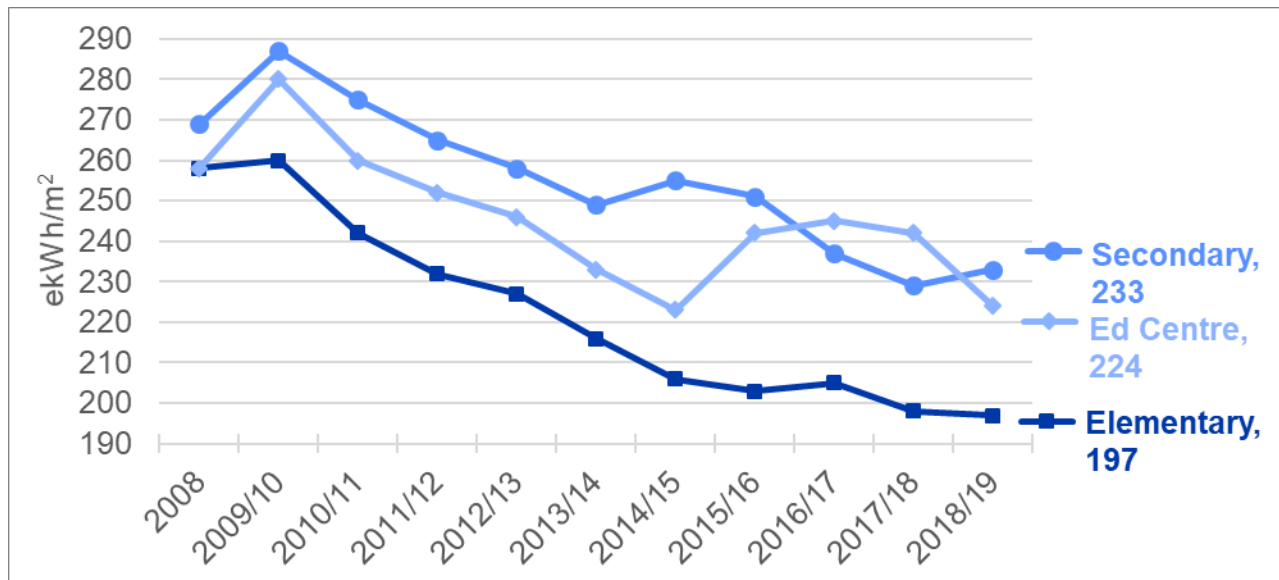
The Waterloo Region District School Board (Board) has experienced a 21.0 percent reduction in our overall Energy Use Intensity when comparing 2018/2019 to 2008. The reduction in electricity intensity during this period was 14.3 percent, with a greater reduction in natural gas intensity of 23.9 percent.

*Figure 1: Total Energy Use Intensity*



*Combined, 2008 to Fiscal Year 2018/2019*

Figure 2: Average Energy Use Intensity by Panel, 2008 to Fiscal Year 2018/2019



Detailed energy use intensity for each school is presented in Appendix A for elementary and Appendix B for secondary schools and the Education Centre.

Air conditioning within schools continues to be endorsed by school administrators, parent councils and student senate, as a major improvement to the classroom environment in support of student achievement and health. Mechanical cooling is often implemented when renovations take place and as part of new schools and additions, as a more energy efficient system can be installed cost effectively when combined with a construction project that includes updated building controls and building envelope. Cooling largely uses electricity and its GHG emissions impact is much less than that of natural gas heat.

GHG emissions are calculated using the emission factors reported in Environment Canada's Nation Inventory Report to the UN Framework Convention on Climate Change, and include the impact of Carbon Dioxide (CO<sub>2</sub>), Methane (CH<sub>4</sub>) and Nitrous Oxide (N<sub>2</sub>O), as the primary contributors to global warming. These different gases have different Global Warming Potentials (GWP). To report the impact of all three gases in one metric, the unit kilograms of carbon dioxide equivalent (kg CO<sub>2</sub>e) is used that incorporates the impact of all three gases. Note that while the above energy intensity figures are weather normalized, the GHG emissions intensity figures are not.

Total GHG emissions per square meter of building for all sites is shown in Figure 3. The Board is not able to control GHG emissions completely, because the GHG emission from the consumption of electricity depends on how the electricity is generated. The emissions required to produce a kWh of electricity have fallen by 88 percent in Ontario in the last decade, which has reduced the Board's emissions. The Board has also made significant progress in reducing its GHG emissions by reducing natural gas intensity.

Total GHG Emission Intensity has reduced 38.8 percent since 2008.

Detailed GHG emissions for each school is presented in Appendix C for elementary and Appendix D for secondary schools and the Education Centre.

Figure 3: Total GHG Emission Intensity Combined, 2008 to Fiscal Year 2018/2019

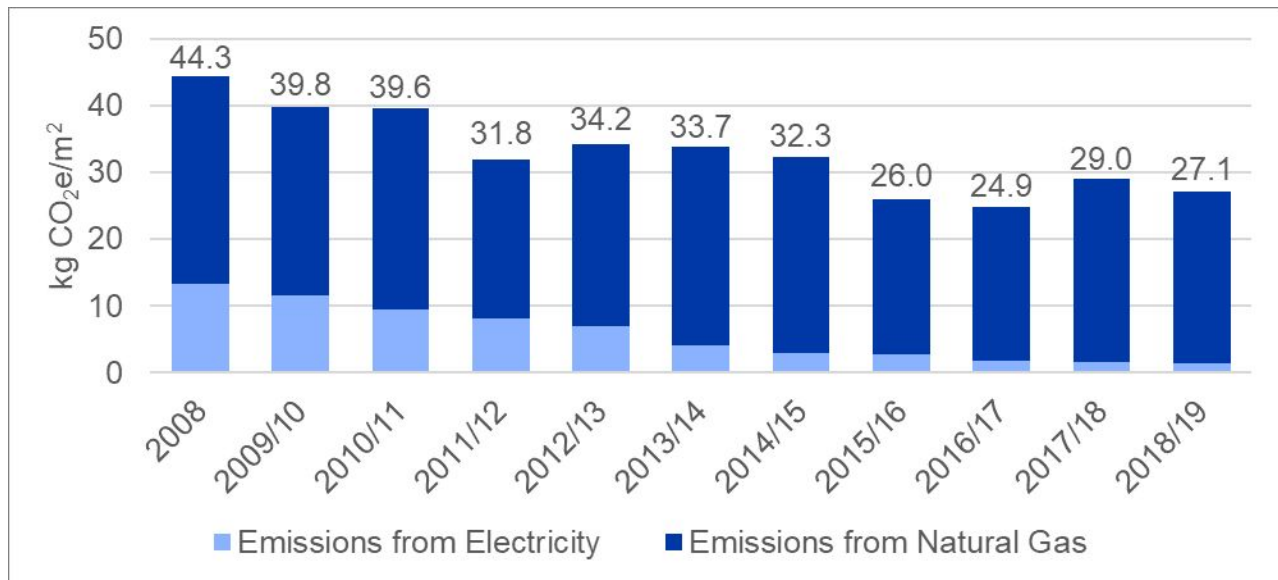
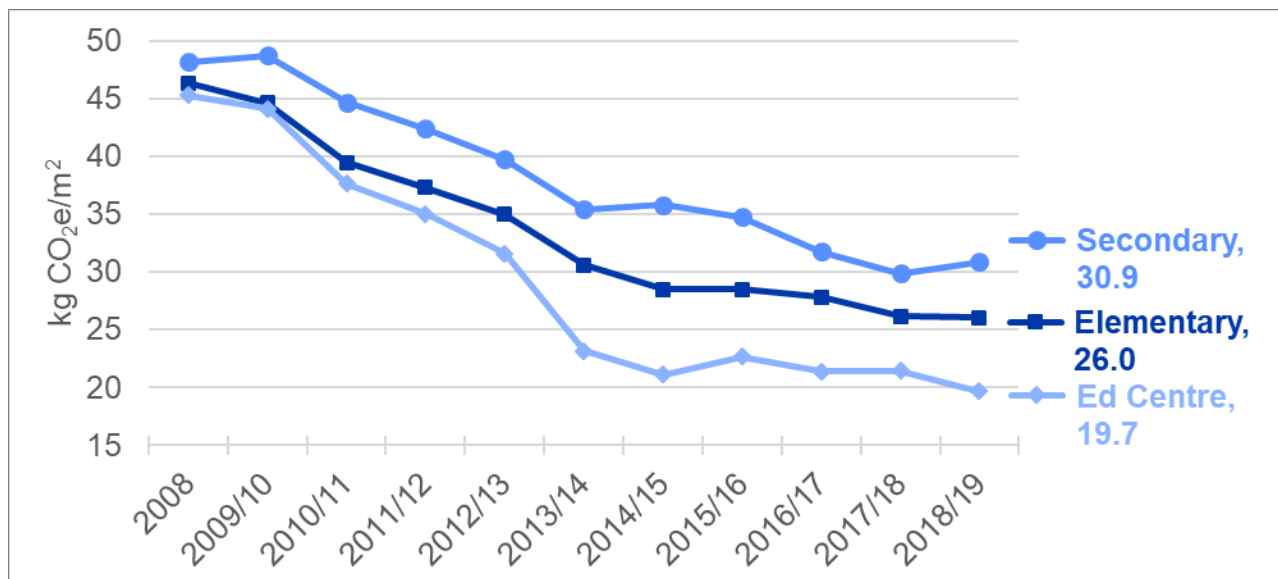


Figure 4: Average GHG Emission Intensity by Panel, 2008 to Fiscal Year 2018/2019



Energy intensity and resulting GHG emissions are driven by consumption. Consumption is an aspect over which the Board and its stakeholders have partial control. Factors that are controllable may include:

- Student and staff behavior (i.e. turning lights off when not in use)
- Waste minimization (i.e. proper temperature control and time of day use)
- Efficient technologies (i.e. high part load efficiency compressors, light emitting diode (LED) lighting)
- Occupancy sensors and building automation systems (i.e. motion controls for lighting, CO<sub>2</sub> based demand for ventilation air)

- Building envelope improvements (i.e. 40 percent max window to wall ratio, low E glass)
- Reduction of equipment power use and heat gain (i.e. LED lighting require less space cooling, Chromebooks and tablets charged at home)
- Designated periods of set-back and/or shut down for the heating, ventilation, and air conditioning (HVAC) system (i.e. synchronize cooling with instructional days and classroom hours)

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

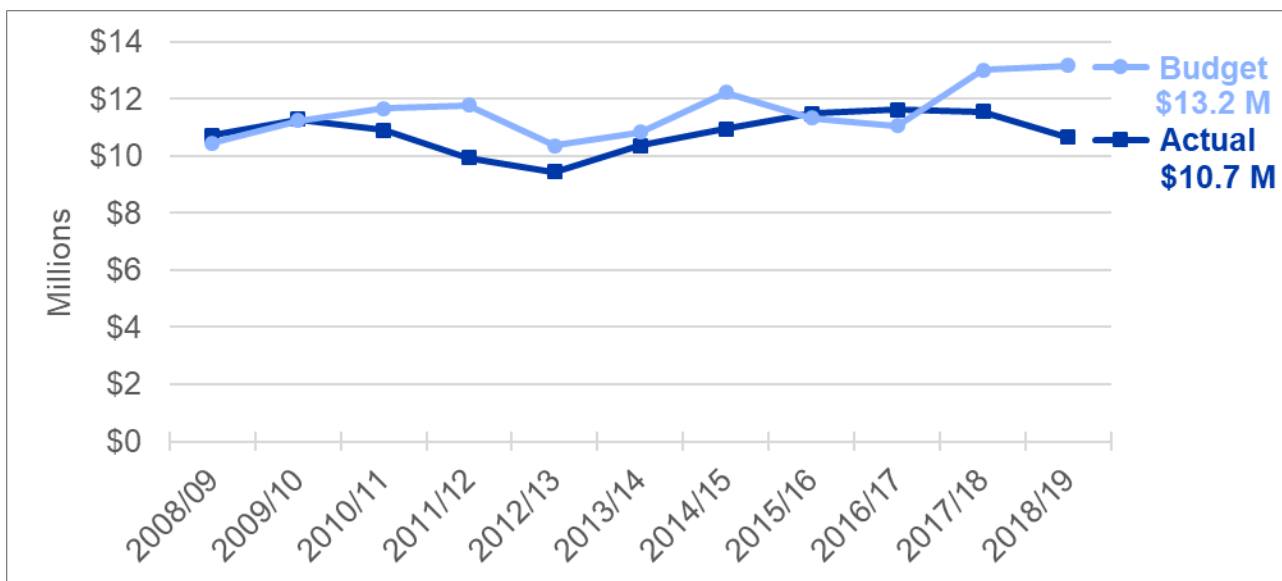
- Weather (i.e. warmer summer and shoulder season drives cooling demand)
- Hours of operation (i.e. extended use Ministry initiatives such as Community Use)
- School closures (i.e. disposal of surplus school sites, port-a-packs, and portables)
- Expansion of facilities and square footage (i.e. new schools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

### Energy Budget and Expenditure

An eleven year history of the Board budgets and expenditures for electricity and natural gas are presented in Appendix E. The Board's natural gas and electricity budget for 2018/2019 was \$13.2M and expenditures were \$10.7M. Figure 5 presents the Board's budget versus expenditures since 2008.

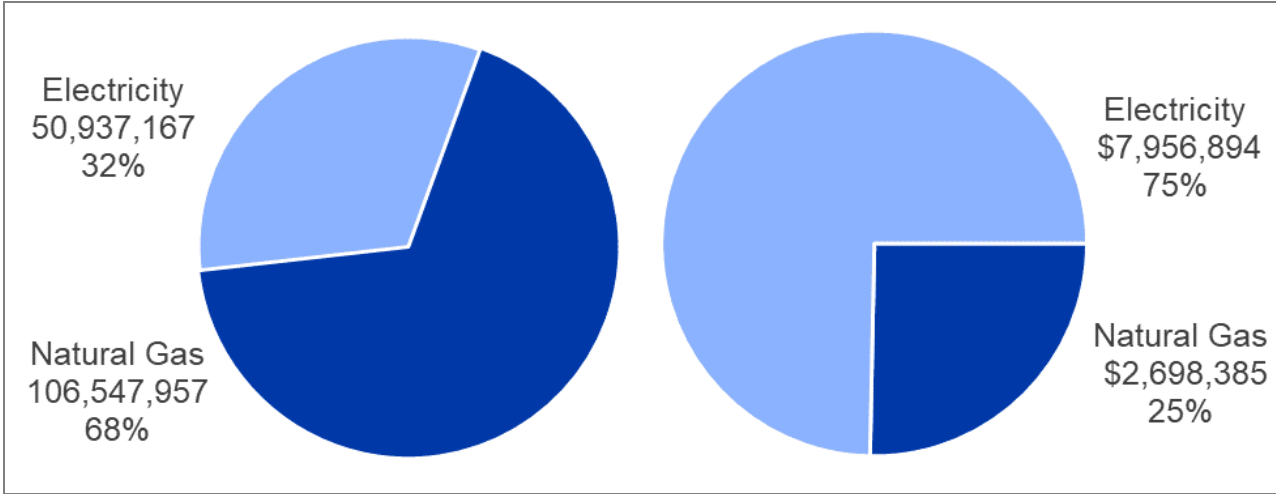
It is important to note when reviewing this information that budget and actual expenses cannot be compared directly year over year as a metric for operational efficiencies. Consumption is user and weather dependent. Attempts are made to mitigate the impact of user behaviour. Weather fluctuates significantly year to year and cannot be controlled or accurately predicted. Costs are also outside the Board's control and fluctuate year to year. The Board employs purchasing strategies to minimize the impacts of year-to-year cost fluctuations on the budget. The best prediction of all relevant variables is made when the budget is created, but this will not be particularly accurate, especially forecasting weather a year and more away.

Figure 5: Budget and Actual Expenditures, Fiscal Years 2008/09 to 2018/2019



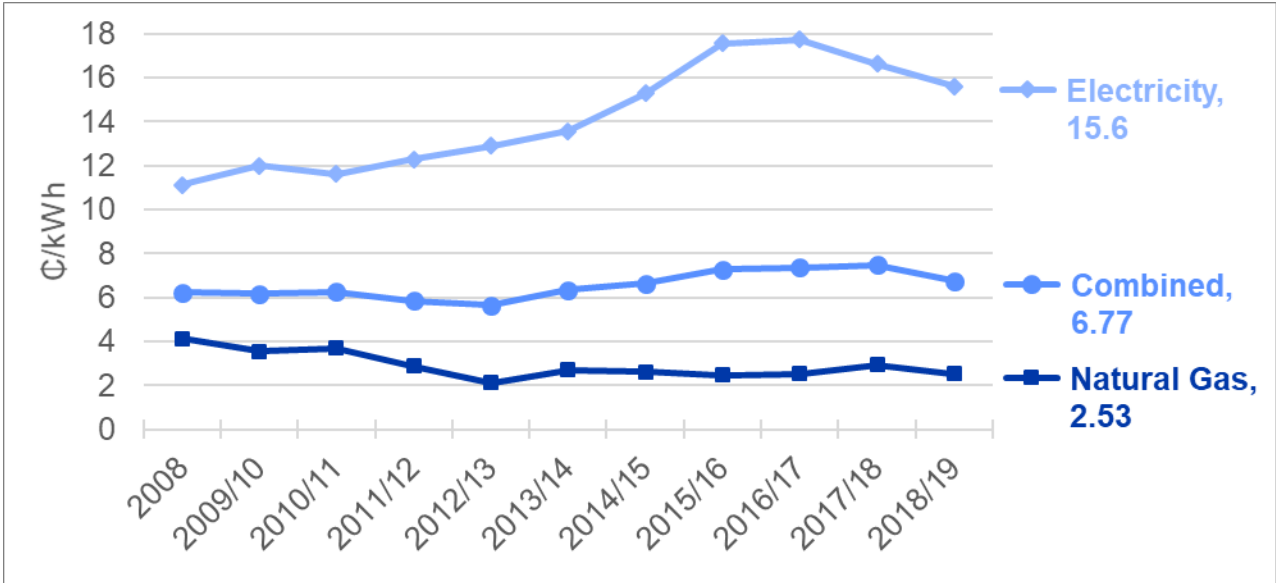
Consumption by commodity is an important factor that drives expenditures. Natural gas continues to be at a comparatively low cost to electricity, although the carbon tax is narrowing this gap. A greater reliance on natural gas as a resource for heating continues to be beneficial for our operational budget but generates greater GHG emissions than utilizing electricity as a source of heat. The composition of energy consumption and expenditures for 2018/2019 are presented in Figure 6.

Figure 6: Energy Consumption (ekWh) and Expenditures by Commodity, 2018/2019



On average for 2018/2019, natural gas cost approximately 2.53 cents per ekWh and electricity cost approximately 15.6 cents per kWh with a combined cost for both commodities at 6.77 cents per ekWh. The full history of energy costs per kWh is given in Figure 7. The five year period between 2013/2014 and 2017/2018 saw consistent year-over-year increases in combined energy costs driven by rapidly increasing electricity costs. 2018/2019 broke this trend with the combined commodity cost decreasing by 10.5 percent over the previous year.

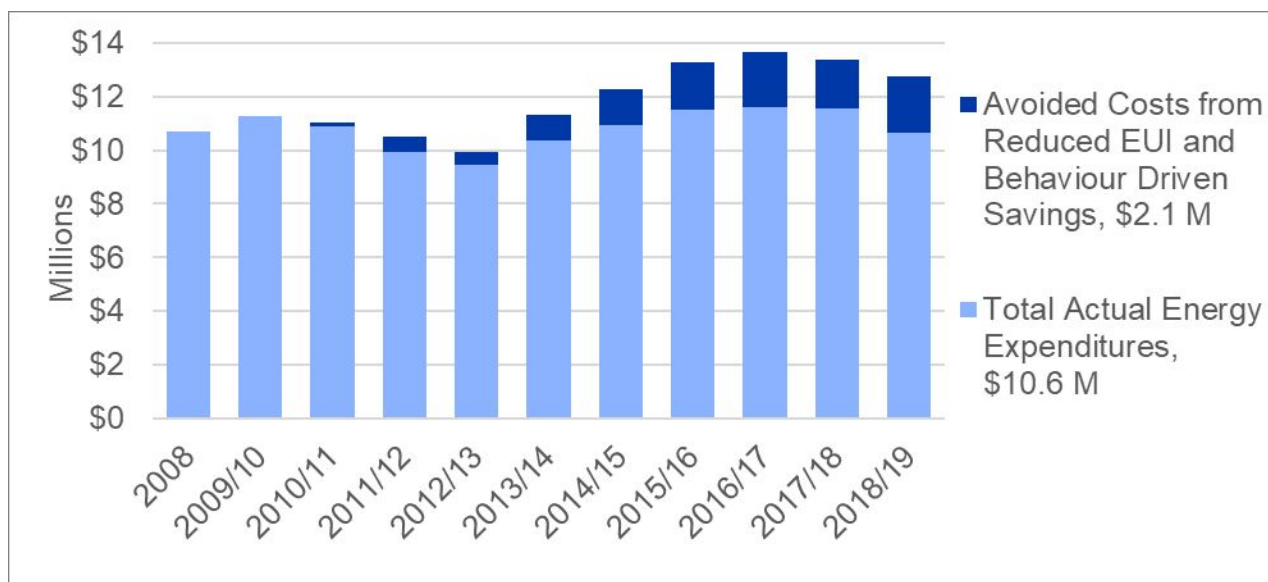
Figure 7: Natural Gas, Electricity and Combined costs per kWh, 2008 to 2018/2019





The reduction in energy use intensity between today and 2008 noted at the beginning of this report has resulted in significant financial savings. These savings have been realized through more energy efficient equipment, building techniques, controls, and behaviour change. These measures offset utility costs by \$2.1M in Fiscal Year 2018/2019, compared to the operational conditions in 2008. This estimate is formed by comparing the actual 2018/2019 expenditures to the scenario where the Board operated the 2018/2019 building portfolio with the energy use intensities the Board operated at in 2008. This is an annual offset in utility costs that fluctuates based on actual consumption and market prices of energy. Cumulatively, over the last decade, the reduction in energy consumption has reduced expenditures by \$11M.

Figure 8: Actual Energy Costs and Savings Relative to 2008 Baseline, 2008 to 2018/2019



Regardless of our best efforts to reduce consumption by driving down EUI, energy costs are likely to continue to rise in the future. Offsetting these increases in costs by reducing our EUI is critical to minimizing the increases in future budgets and expenditures.

## Operations

Changing human behaviour is our most promising as well as our most challenging area in resource conservation. Presentations by Facility Services staff to students and educators at schools, as well as custodial and maintenance personnel, administrators and others continue to raise awareness and training.

Efforts to create change in some everyday habits included memos and notices to schools encouraging turning lights off when not in need, eliminating the habit of propping vestibule doors open during winter months, and limiting the use of personal heaters in schools. These messages continue throughout the year raising awareness and the importance of saving energy.

The continuation of the Summer Experience Program (SEP) or Canada Summer Jobs (CSJ) program, assisting Facility Services with energy efficiency and resource conservation, was not funded for Waterloo Region District School Board in 2019 by the

Province or the Government of Canada. The CSJ program has been funded for summer 2020, and Facility Services is in the process of hiring one student.

The Sustainability Working Group has met three times this past year and has gained participation with educators, Learning Services, Facility Services, Planning Department and Financial Services, and will continue to support competency development among central services and schools.

The continued implementation of Preventative Maintenance (PM) programs and the reallocation of staff to further support building maintenance and controls optimization both extend the working life of equipment and its efficient operation. However, this continues to be a challenge as the Board's trade staff complement has remained stagnant since 2008, despite a 15 percent increase in square footage and equipment.

### **Technologies**

As we maintain and renew older schools, and construct new schools, Facility Services continues to implement suitable energy efficiency technologies. Those of greatest impact include:

- Energy modeling of new schools, requiring architects and engineers to design buildings to be at least 25 percent more energy efficient than required by code
- Design Briefs for architects and designers to ensure roofs, windows, vestibules and other building envelope components are designed and constructed in a energy efficient manner
- LED lighting throughout all board facilities to replace fluorescent and high-intensity discharge (HID) lamps, implemented each time renovations occur or when repairs or replacement of lamps or fixtures is required
- Conversion from pneumatic to Direct Digital Control (DDC) building controls implemented each time renovations occur
- Commissioning of boiler and HVAC equipment fresh air dampers and pneumatic building controls, in particular for older / poor performing schools
- Provision of condensing boilers and water heaters whenever possible when replacing older heating plants

However, less significant technologies and pilots continue to assist in the efficient operation of schools.

In addition, Facility Services continues to operate a number of pilot programs designed to improve energy and resource conservation, including;

- Alternative ways of providing cooling in classroom spaces, including portable units and destratification fans
- Cooling through high efficiency Variable Refrigerant Flow (VRF) electric or Gas Heat Pump (GHP) systems
- Load shedding cooling controls for secondary schools offering a summer program
- Eyedro and AlertLabs point of use remote power or water monitoring meters
- Installation of water meters and monitoring at all cooling towers and play field irrigation systems
- Deciduous shade trees and glazing / overhang orientation in strategic areas to minimize solar heat gain
- Envelope thermography to assist in determining breaches in the building

- Replacement of free flowing urinal tanks with low flow flush valves or installation of timers
- Media Induced Crystallization (MIC) in place of water softeners to reduce salt / water use and maintenance needs
- Direct replacement LED lamps or light fixtures for non-renovated spaces as part of regular school maintenance

As implementations of these technologies help reduce consumption, Business Services staff intends to continue the expansion and use of such technologies in line with available funding, while targeting a reasonable three year to seven and a half year return on investment (ROI). However, while technology is a great resource to reduce consumption, our greatest opportunity is to change behaviours and reduce waste.

### **Renewables**

The Board received approximately \$1M for five renewable energy projects from the Ministry in 2010/2011. These projects were completed in late 2011 and have generated more than \$370,392 in revenue over 81 months of operation. Appendix F presents a summary of photovoltaic production and revenues.

It is important to recognize that despite generating significant revenue, the payback on the \$1M capital investment under the Micro Feed-In Tariff (MicroFIT) program at 80 cents per kWh provides a 20.8 year payback. This time frame would have been significantly longer if not subsidized at 80 cents per kWh.

### **Incentives and Reinvestment**

In addition to the ongoing projects and reducing costs through reduced consumption, the Board has actively sought out incentive programs that additional fund which can be reinvested into schools and further help with resource conservation board wide.

Since 2009, the Board has received more than \$600k in incentives from partners that include Cambridge and North Dumfries, Kitchener Wilmot Hydro, Waterloo North Hydro, Reliance Commercial Solutions, Region of Waterloo, and Union Gas.

These incentives continue to be reinvested each year into upgrades directly related to energy conservation. Appendix F presents the recent energy and sustainability enhancements funded from these incentives.

### **Background**

The Green Energy Act (O.Reg. 397/11) came into effect in 2009, and repealed the Energy Conservation Leadership Act and the Energy Efficiency Act. This Act included several initiatives that had a large impact on the electricity market in Ontario. Included in these initiatives were the Feed-In Tariff (FIT) and MicroFIT programs aimed at stimulating the installation of renewable energy (which the Board has benefited from, see Renewables above), and the phase out of coal-fired electricity generation. This was done to reduce GHG emissions from electricity generation and to realize significant health benefits through improved air quality. Throughout this shift in electricity policy, Ontario has retained a large dependence on nuclear power, despite the significant cost of these projects and the long-term impacts not being fully considered. These factors combined

with the ongoing shifting regulatory environment has produced turbulent electricity prices.

Under this Act the Ministry Education implemented the Utility Consumption Database (UCD). The UCD reports on annual utility consumption and GHG emissions for more than 5,000 schools and administrative buildings across 72 boards. Also required by this Act is the implementation of a 5-year Energy Conservation and Demand Management Plan (ECDMP) every five years, beginning in 2013/2014 and due for reporting to the Ministry of Education in June 2019. It should be noted that the Green Energy Act was repealed in 2019, however these requirements were moved into the Electricity Act at that time.

In its 2013/2014 ECDMP, the WRDSB targeted a reduction in energy intensity of 6.1 percent between the base year of 2013/2014 and 2017/2018. This corresponded to a reduction in energy use intensity of 23 ekWh per m<sup>2</sup>. This reduction was largely achieved, with a 22 ekWh/m<sup>2</sup> reduction, despite increasing building operating hours and air conditioning. The target was originally set by following the Ministry guidelines of reviewing all capital plans that would result in energy savings and estimating the size of these savings, without estimating potential causes of increasing consumption. The result has been reported to the Ministry through the Board's 2018/2019 ECDMP.

In school calendar years 2009/2010, 2010/2011, and 2011/2012, Business Services provided energy updates to the Board through the Energy Efficient School Funding (EESF) annual capital report. EESF funding targeted capital investment into schools that were below the average in terms of energy performance and was discontinued by the Ministry at the end of 2011/2012.

From 2012/2013 to 2016/2017 capital funding through School Renewal (SR), School Condition Improvement (SCI) or new capital investment supported energy efficiency measures as Business Services continued to deliver capital projects across the region.

### **Financial Implications**

While the utility budget may represent less than two percent of the overall Board budget, the active management of the utility portfolio is required to mitigate risk exposure as cost overruns or savings can have a significant impact on the operating budget.

The utility budget will continue to be monitored regularly and developed on an annual basis within Business Services in consultation with external agencies as required (consortium, Ministry, Operations, Maintenance and Construction (OMC) Energy Sub-Committee, School Energy Coalition), Coordinating Council, and brought forward through regular budget deliberations.

### **Target Setting**

As discussed earlier, the Electricity Act requires the Board to prepare an Energy Conservation and Demand Management Plan every five years. The WRDSB submitted the required ECDMP for the five years following 2017/2018 in the past year. Plans for the use of capital and operational funding that would impact energy consumption were assessed, and it was determined that the Board can anticipate and target a further 11.8 percent reduction in energy intensity by 2022/2023. The same suite of measures

discussed earlier in this report that allowed the Board to achieve the last target will be used to meet this target.

In addition, the Board has moved from being an observing member of Sustainable Waterloo Region to a pledging member in 2020 by making a commitment to reduce GHG emissions. The Board has set a goal of reducing our total GHG intensity per square meter by 20 percent by 2029. This goal, while on a longer time frame, requires roughly the same reductions in energy consumption year over year as the commitment made in the ECDMP. The setting of this goal will be publicized by Sustainable Waterloo Region.

Achieving these targets represents a significant opportunity for the Board to keep operating cost in control in the face of increasing energy costs, and to demonstrate leadership in addressing climate change. The ability of the Board to meet these targets is dependent on funding from the Ontario Government. The Board would benefit from increased capital funding, especially if that included a greater emphasis on energy efficiency projects. Comfortable and safe learning and working environments remain the top priority, and investments in physical infrastructure often improves both comfort and energy efficiency.

### **Implications of COVID-19**

This report is intended as an update on energy in 2018/19, but given the large impact COVID-19 has had on operations, the implications of COVID-19 will be discussed briefly. With schools being closed to students for 3.5 additional months in 2020, energy consumption will be lower in 2019/2020 than previous years, although exactly how much has yet to be determined. Building heating and cooling systems are being operated in unoccupied mode when possible, which reduces energy consumption to some extent. The provincial shutdown has also delayed some preventative maintenance and capital projects, although the impacts of these delays on energy consumption will be fairly small.

Going forward, there are some additional considerations. The Ontario Government has taken action to reduce electricity costs in the current year by deferring portions of the Global Adjustment into 2021. This will likely increase electricity costs slightly. The Facility Services team is also monitoring recommendations from Public Health and others on how to operate mechanical equipment once schools reopen to minimize the spread of COVID-19. These recommendations are evolving but will likely include increased ventilation and outside air requirements which will increase energy consumption. There are few certainties to report at this time, but the priority remains the integrity of a safe and comfortable learning environment, followed by responsible use of Board resources.

## Communications

The Electricity Act requires that this Energy Update be presented to the Board and available publicly on an annual basis. In addition, the Energy Conservation and Demand Management Plan and Energy Consumption and Greenhouse Gas Emission annual reports, as available through the UCD, are available in hard copy at the Education Centre or online for public access as required under the Electricity Act:

- [Energy Conservation and Demand Management Plan](#)
- [Energy Conservation at the Waterloo Region District School Board](#)

It is intended that this report be shared with the Sustainability Working Group, the Elementary Accommodation Committee (EAC), and Secondary Accommodation Committee (SAC) in an effort to enhance awareness and build a knowledge base and momentum for energy conservation in the schools.

Prepared by: Matthew Gerard, Coordinating Superintendent, Business Services  
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in consultation with the Coordinating Council.

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

**ENERGY UPDATE  
ANNUAL ENERGY USE INTENSITY - ELEMENTARY SCHOOLS**

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	<i>ekWh/m<sup>2</sup></i>	<i>ekWh/m<sup>2</sup></i>	<i>ekWh/m<sup>2</sup></i>	<i>ekWh/m<sup>2</sup></i>	<i>ekWh/m<sup>2</sup></i>	<i>ekWh/m<sup>2</sup></i>	<i>ekWh/m<sup>2</sup></i>	<i>ekWh/m<sup>2</sup></i>	<i>ekWh/m<sup>2</sup></i>	<i>ekWh/m<sup>2</sup></i>	<i>ekWh/m<sup>2</sup></i>
A R Kaufman P.S.	212	267	244	234	239	229	186	204	176	185	199
Abraham Erb P.S.	189	166	173	167	171	162	157	148	148	146	150
Alpine P.S.	287	330	318	334	307	284	285	293	296	286	252
Avenue Road P.S.	242	400	331	197	170	180	173	172	180	173	180
Ayr P.S.	238	292	277	268	257	246	220	213	209	212	217
Baden P.S.	232	176	168	156	161	163	166	153	155	160	160
Blair O.E.C.	Unavail	297	267	292	271	266	250	280	205	220	229
Blair Road P.S.	422	249	224	246	212	214	208	214	191	190	196
Breslau P.S.	336	393	268	267	248	330	236	226	231	219	213
Bridgeport P.S.	246	241	245	269	262	186	160	161	108	172	176
Brigadoon P.S.	199	296	213	181	185	188	162	154	169	168	168
Cedar Creek P.S.	211	206	182	174	175	184	168	174	187	185	187
Cedarbrae P.S.	289	245	308	264	255	245	250	241	238	225	258
Centennial (Camb) P.S.	269	286	254	251	266	244	224	228	237	226	230
Centennial (Wloo) P.S.	389	264	244	246	247	253	233	226	232	238	232
Central P.S.	269	294	268	284	277	272	261	274	265	214	223
Chalmers Street P.S.	265	274	288	316	267	253	232	229	204	206	211
Chicopee Hills P.S.	Not Open	Not Open	Not Open	Not Open	Not Open	Not Open	Not Open	Not Open	Not Open	151	125
Clemens Mill P.S.	223	219	206	209	213	203	221	248	225	219	212
Conestogo P.S.	261	271	252	273	244	235	221	249	236	212	220
Coronation P.S.	440	378	364	326	329	318	327	342	354	343	349
Country Hills P.S.	190	224	229	301	268	226	215	179	168	170	175
Courtland Senior P.S.	246	254	244	219	223	269	222	194	182	203	210
Crestview P.S.	242	322	299	279	311	291	313	288	292	288	266
Dickson P.S.	184	183	185	161	171	169	96	Disposed	Disposed	Disposed	Disposed
Doon P.S.	279	304	281	219	211	200	164	151	167	196	189
Driftwood Park P.S.	232	199	183	185	180	179	190	151	121	159	163
Edna Staebler P.S.	Not Open	171	159	149	158	155	155	140	143	142	145
Elgin Street P.S.	196	226	204	187	196	187	179	194	202	220	225
Elizabeth Ziegler P.S.	272	278	268	251	226	234	236	234	215	180	187
Empire P.S.	238	246	239	227	239	158	203	209	208	207	210
Floradale P.S.	209	191	218	233	232	202	176	217	200	177	189
Forest Glen P.S.	281	260	240	221	202	228	210	195	201	205	210
Forest Hill P.S.	316	269	246	248	208	196	192	224	213	227	217
Franklin P.S.	236	258	233	234	227	215	206	215	260	241	216
Glencairn P.S.	156	177	182	173	187	210	181	168	181	185	162
GrandView (Camb) P.S.	230	251	239	143	168	171	159	150	169	156	163
Grandview (NH) P.S.	197	326	228	233	217	215	187	199	187	189	204
Groh P.S.	Not Open	Not Open	Not Open	Not Open	Not Open	Not Open	Not Open	Not Open	Not Open	125	136
Hespeler P.S.	206	205	184	166	168	177	173	158	163	165	166
Highland P.S.	326	281	275	204	189	202	201	211	213	203	210
Hillcrest P.S.	232	221	209	191	205	181	179	157	152	158	169
Howard Robertson P.S.	407	343	335	280	287	257	264	281	185	285	282
J F Carmichael P.S.	217	198	192	183	161	169	164	174	169	163	176
J.W. Gerth P.S.	Not Open	125	137	120	141	146	147	133	159	144	139
Janet Metcalf P.S.	Not Open	Not Open	Not Open	Not Open	Not Open	Not Open	Not Open	Not Open	Not Open	Not Open	151
Jean Steckle P.S.	Not Open	Not Open	Not Open	Not Open	Not Open	146	119	122	121	127	125
John Darling P.S.	179	215	170	171	177	180	192	181	180	178	180
John Mahood P.S.	323	258	228	221	213	189	181	178	173	178	192
Keatsway P.S.	250	197	172	154	132	149	144	143	147	147	147
King Edward P.S.	594	268	261	252	256	243	272	332	266	236	211
Lackner Woods P.S.	192	213	203	210	209	215	214	199	196	223	212
Laurelwood P.S.	223	235	216	220	205	204	199	186	178	177	181
Laurentian P.S.	293	321	303	264	258	299	356	255	285	242	224

**WATERLOO REGION DISTRICT SCHOOL BOARD  
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	<i>ekWh/m<sup>2</sup></i>	<i>ekWh/m<sup>2</sup></i>	<i>ekWh/m<sup>2</sup></i>	<i>ekWh/m<sup>2</sup></i>	<i>ekWh/m<sup>2</sup></i>	<i>ekWh/m<sup>2</sup></i>	<i>ekWh/m<sup>2</sup></i>	<i>ekWh/m<sup>2</sup></i>	<i>ekWh/m<sup>2</sup></i>	<i>ekWh/m<sup>2</sup></i>	<i>ekWh/m<sup>2</sup></i>
Lester B. Pearson P.S.	217	173	171	173	175	161	163	150	155	142	146
Lexington P.S.	307	287	291	261	256	289	223	237	236	230	231
Lincoln Avenue P.S.	289	358	332	330	313	149	143	Disposed	Disposed	Disposed	Disposed
Lincoln Heights P.S.	298	258	232	233	234	209	197	286	289	213	211
Linwood P.S.	356	268	252	273	247	248	234	244	229	210	206
MacGregor Sr P.S.	201	212	204	201	202	194	188	202	198	204	222
MacKenzie King P.S.	294	319	299	313	281	295	211	214	220	214	208
Manchester P.S.	281	316	304	286	258	246	189	176	157	138	163
Margaret Avenue P.S.	229	285	198	236	237	191	243	259	369	238	235
Mary Johnston P.S.	174	176	176	175	165	180	166	163	160	155	158
McQuarrie Centre	539	531	561	411	522	421	294	262	272	261	250
Meadowlane P.S.	225	271	270	255	247	246	228	211	257	251	226
Millen Woods P.S.	Not Open	Not Open	196	153	162	165	149	152	155	156	156
Moffat Creek P.S.	Not Open	Not Open	Not Open	Not Open	138	123	114	134	132	128	99
N A MacEachern P.S.	326	338	317	250	256	248	276	214	203	197	151
New Dawn	412	424	403	430	368	260	204	166	170	146	347
New Dundee P.S.	188	215	205	209	208	189	192	193	195	198	195
Northlake Woods P.S.	311	234	241	234	217	195	189	201	211	194	209
Park Manor P.S.	341	313	284	272	276	273	271	206	335	353	355
Parkway P.S.	289	260	256	280	337	260	234	224	215	233	223
Pioneer Park P.S.	236	274	248	255	260	219	215	208	235	225	198
Preston P.S.	180	188	194	191	191	175	157	158	166	168	168
Prueter P.S.	169	286	277	219	259	239	190	201	212	212	204
Queen Elizabeth P.S.	220	252	251	277	268	232	200	229	271	241	232
Queensmount Sr P.S.	400	309	342	324	258	282	321	252	257	304	255
Riverside P.S.	Not Open	Not Open	Not Open	Not Open	Not Open	Not Open	Not Open	Not Open	141	136	136
Riverside (old location)	171	217	175	175	186	151	128	126	87	91	94
Rockway P.S.	265	311	281	311	257	311	265	311	299	285	299
Rosemount P.S.	245	299	287	269	271	267	294	303	306	292	Disposed
Ryerson P.S.	260	264	246	199	207	200	192	176	189	200	173
Saginaw P.S.	250	281	248	232	251	237	229	232	223	218	207
Sandhills P.S.	238	251	226	224	246	231	202	193	205	194	189
Sandowne P.S.	285	206	221	293	274	246	255	238	226	181	175
Sheppard P.S.	224	277	268	249	241	245	237	217	212	252	230
Silverheights P.S.	229	209	203	186	183	157	143	143	155	143	148
Sir Adam Beck P.S.	Not Open	Not Open	124	164	130	132	130	131	131	132	132
Smithson P.S.	216	259	249	255	250	191	235	228	222	234	222
Southridge P.S.	284	318	294	183	287	269	300	255	290	292	288
St Andrew's P.S.	247	191	196	173	174	169	170	175	156	164	158
St Jacobs P.S.	236	253	250	235	239	233	218	220	223	223	223
Stanley Park P.S.	299	331	314	299	280	309	256	246	270	251	282
Stewart Avenue P.S.	270	306	191	170	179	163	166	171	190	169	170
Suddaby P.S.	149	197	192	192	146	154	153	151	148	150	151
Sunnyside P.S.	226	243	218	198	205	204	204	188	185	186	202
Tait Street P.S.	227	243	241	229	230	236	173	173	180	177	180
Three Bridges P.S.	193	200	187	193	169	175	92	Disposed	Disposed	Disposed	Disposed
Trillium P.S.	262	342	255	251	253	245	221	239	243	227	250
Vista Hills P.S.	Not Open	Not Open	Not Open	Not Open	Not Open	Not Open	Not Open	Not Open	144	131	129
W.T. Townshend P.S.	158	161	156	139	147	151	141	138	129	133	134
Wellesley P.S.	243	261	252	242	243	235	219	202	215	205	196
Westheights P.S.	309	339	255	232	235	228	232	229	210	233	210
Westmount P.S.	244	256	248	223	241	235	371	166	133	137	128
Westvale P.S.	151	145	141	128	140	132	131	125	129	132	151
William G. Davis P.S.	308	410	331	328	303	288	270	277	282	261	217



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Williamsburg P.S.	159	149	145	149	150	154	153	139	157	145	149
Wilson Avenue P.S.	225	185	234	223	226	226	214	181	192	181	195
Winston Churchill P.S.	217	234	216	163	179	178	194	201	207	194	196
Woodland Park P.S.	177	191	179	167	162	152	152	142	139	127	139
Wrigley's Corners O.E.C.	Unavail	251	225	282	236	230	244	249	223	228	255
<b>Average Energy Use Intensity (ekWh/m<sup>2</sup>)</b>	<b>258</b>	<b>260</b>	<b>242</b>	<b>231</b>	<b>227</b>	<b>216</b>	<b>206</b>	<b>203</b>	<b>205</b>	<b>198</b>	<b>197</b>



# Report to Committee of the Whole

June 15, 2020

## Subject: Major Capital Projects Quarterly Update Report

### Recommendation

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

### Status

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

Business Services is still awaiting for a response to “Approval to Proceed” requests that were submitted to the Ministry for each of these projects for additional funding prior to tendering these projects. Once we receive the additional funding we will proceed to tender for both childcare additions.

For the public school in Kitchener Huron South (Tartan Ave) we have now submitted cost consultant report information to the Ministry. Once approved this will allow our board to proceed to tender once building permit is received from the City of Kitchener.

For the Southeast Cambridge – Joint Use project our board has received the approval to proceed to hire an architect but are working on a committee with the City of Cambridge and the Waterloo Catholic District School Board to determine next steps.

### Background

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

### Financial implications



The projects are listed on Appendix A.

### Communications

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




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

**Major Capital Projects**  
**Quarterly Update Report**  
**May 13, 2020**

Project	Stage		Scope	Board Approval	Ministry Approval	Site Acquisition Complete	Site Encumbrances	Architect	Site Plan Approval	Bldg Permit	Tender Awarded	Project Budget	Classes Begin
P.S. in South East Cambridge (new)	Pre-Design		New School	9-May-16	21-Nov-16	No	No	TBA	No	No	No	\$13,503,269	TBA
P.S. in Kitchener Huron South (Tartan Ave) (new)	Cost Consultant - ATP with Ministry		New School	15-May-17	15-Jan-18	Yes	No	Cornerstone Architecture	No	No	No	\$16,361,437	TBA
Lackner Woods P.S. (childcare addition)	Design Development		Addition	NA	3-May-18	NA	No	CS&P Architects Inc.	No	No	No	\$2,520,852	TBA
Saginaw P.S. (childcare addition)	Design Development		Addition	NA	3-May-18	NA	No	Martin Simmons	No	No	No	\$2,520,852	TBA

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

**Dashboard Definitions**

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



## Report to Board

June 15, 2020

### **Subject: Ad Hoc Bylaw Review Committee - Recommended Changes to WRDSB Bylaws**

#### **Recommendation 1** (requires two-thirds support for approval)

*That the Waterloo Region District School Board approve the recommended changes to the WRDSB Bylaws effective September 1, 2020, as presented at the June 15, 2020 Special Board meeting (Appendix A).*

#### **Recommendation 2**

*That the WRDSB Bylaws be included in the policy review schedule to ensure regular review and alignment with all relevant legislation.*

#### **Recommendation 3**

*That the Ad Hoc Bylaw Review Committee be disbanded effective immediately.*

### **Status**

The committee would like to thank trustees, advisory committee members and community members for their valued input into this important document. The final document provides a thorough description of many aspects of how the Board is constituted and governed.

### **Review Process**

#### **Board of Trustees Review**

Sections of the draft working bylaws have been the subject of generative discussions by Trustees on the following dates:

- February 25, 2019
- March 25, 2019
- April 1, 2019
- April 15, 2019
- April 29, 2019
- June 17, 2019
- September 23, 2019
- October 21, 2019

## **Public and Committee Consultation**

On December 1, 2019, a request for feedback was provided to the public through the WRDSB News and Announcements. A reminder of the consultation was published on social media on January 7, 2020. Five emails were received from the general public, none of which provided any specific feedback. These emails were each responded to, but nothing further resulted from them.

Ad Hoc Bylaw Review Committee Co-Chairs emailed the Parent Involvement Committee (PIC), Special Education Advisory Committee (SEAC), Equity and Inclusion Advisory Group (EIAG) and Student Senate on November 30, 2019 seeking feedback. Committees were invited to contact the Co-Chairs with any questions, comments or requests for more information. At the request of SEAC, Trustee N. Waddell provided a presentation at their February 12, 2020 meeting. The main topic of discussion was filling vacancies. No other committee provided feedback.

Given no specific concerns were raised through the consultation process, no changes to the Working Draft Bylaws were made.

## **Legal Review**

At the March 9, 2020 Committee of the Whole meeting, trustees approved a legal review of the Working Draft Bylaws. The review has been completed and response provided by legal counsel. On June 2, 2020, trustees were provided the results of the legal review and were given an opportunity to comment and submit feedback to the committee.

The committee members have reviewed the findings and incorporated all suggestions. The legal review did not suggest any substantive changes to the Bylaws and did not find anything problematic. The final version, including all recommended revisions from legal counsel, is found in Appendix A.

## **Response to Trustee Comments**

In response to concerns regarding possible duplication of information between policies and the recommended changes to the WRDSB Bylaws, the Committee suggests that Board Governance Policies be reviewed in the next school year and if required, be revised to align with the WRDSB Bylaws. This includes:

- G100 – Governance Policy – Foundations
- G200 – Governance Policy – Roles and Responsibilities
- G201 – Trustee Code of Conduct
- G300 – Policy Development and Reviews
- G400 – Board of Trustees Planning Cycle and Evaluations
- G500 – Director of Education Executive Limitations/Requirements

Specific mentions of other board policies are included for reference purposes only and do not include specific details extracted from the policy. Changes to these referenced policies would not require a change to the bylaws.

The recommended changes to the WRDSB Bylaws have expanded the length of the document in a positive way in order to provide a convenient document for public reference and provide a thorough description of how the Board is governed. Language used in bylaws must remain consistent with legislation to ensure the intent of the statement is not altered or open to possible misinterpretation.

## **Next Steps**

Upon approval, the WRDSB Bylaws will be shared with all advisory committees and our school communities through regular communication channels.

Upon approval, time will be needed for completion of implementation tasks. This includes, but is not limited to, formatting changes to the document, AODA (*Accessibility for Ontarians with Disabilities Act*) compliance, and other technical requirements. As such, the Committee has indicated September 1, 2020 as the effective date.

## **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 more than 25 times 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.

## **Membership and Attendance**

The Bylaw Review Ad Hoc Committee was established by way of a 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 2020:

	N. Waddell	K. Woodcock	J. Herring	K. Smith
March 2, 2020	✓	✓	✓	
March 10, 2020	✓	✓		✓
June 10, 2020	✓	✓		

Additional background information and meeting history can be found on October 21, 2019, June 17, 2019 and February 25, 2019, Ad Hoc Bylaw Review Committee reports to the Board of Trustees.

### **Financial Implications**

Costs related to implementation will be covered within the existing budget.

### **Communications**

If approved, the WRDSB Bylaws will be shared with all advisory committees and our school communities through regular communication channels.

Appendix A: Recommended Changes to the Bylaws

Appendix B: Current Bylaws

Prepared by: Trustees N. Waddell and K. Woodcock, Committee Co-Chairs in consultation with the Ad Hoc Bylaw Review Committee

Waterloo Region District School Board

Board of Trustees

Bylaws

Effective September 2020

Recommended  
Changes



# WRDSB 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 Ontario and 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 and the Regulations thereto, 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 the Chair of statutory, Committee of the Whole, board, community or ad hoc committee of the Board;
- “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 properly 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, who is 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 legislation;
- “Student Trustee” means a student elected to represent the interests of students, pursuant to the *Education Act*;
- “Treasurer” means the Coordinating Superintendent of Business Services and Treasurer of the Board;

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- “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 no longer holds their office;
- “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 1.4.3, 1.4.4, and 1.4.5 of these bylaws.
- 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 Committee of the Whole. Committee of the Whole In Camera meetings cannot be attended electronically.

1.5.1 At every Board and Committee of the Whole meeting, the following persons shall be physically present in the meeting room of the Board:

- (a) The Chair or their designate;
- (b) At least five additional Trustees;
- (c) The Director or their designate;
- (d) 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 Committee of the Whole except where to do so would not comply with 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, 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, 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 *Act* (Section 58.1).

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, as mandated by the *Act*, 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 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 the *Act* or any other Act.

## ARTICLE 3.0 – STUDENT TRUSTEES

3.1 The Board appoints student representatives, as directed by legislation, in accordance with the Board's policy 3006 – Student Trustees on student representatives.

3.2 A Student Trustee will have their vote recorded for the purpose of public record and for accountability to the student body; however, it is recognized that "a student trustee is not a member of the Board and is not entitled to exercise a binding vote." (*Education Act*, Section 55 (2))

## ARTICLE 4.0 – TRUSTEE RESPONSIBILITY

4.1 The Board will operate in accordance with the *Education Act*.

### 4.2 Principles of Policy Governance

- (a) The Board has the responsibility to serve the interests and needs of the general public rather than groups of the population or professionals whom the Board employs.
- (b) The Board exists to govern the school system, not manage its operation.

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- (c) The Board has multiple and varied responsibilities, but involvement in the details of these concerns should never displace the fact that students are 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 Region.
- (e) To recruit, evaluate and, if necessary, terminate the employment of 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 discussions 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 needs and 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.

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 be 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 *Act* (Section 220), a member of The 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 the 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 *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 229, 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."

- 4.4.2.1 Where a member of the 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 Filling Vacancies

- 4.4.3.1 The *Act* (Section 221) 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 fill the vacancy.

- 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*).

- 4.4.3.3 The method of appointment is specified in the *Act* (Section 221 (1) (a)).



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

- (a) If by-election, the matter is the responsibility of the municipality. The process for filling a vacancy in this manner takes approximately 2-1/2 months. Information regarding the implications of holding a by-election, including previous election results and estimated costs, will be provided to the Board.
- (b) If appointment, the *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 most recent 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 *Act, 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 *Act, Section 219 (4) (5) (7)*.

**4.5 Leave of Absence of Trustees**

4.5.1 To meet the provisions of Section 229 (1) of the *Act*, the request from a 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 *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 *Act* provides for the establishment of locally elected school boards responsible for operating publicly-funded schools within their jurisdiction and for the delivery and quality of educational programs and services. Legal accountability for Board decisions applies to the Board as a whole rather than to individual Trustees.

**5.1 Trustee 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

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- 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 *Act*, the Regulations, and other statutory requirements to ensure the implementation of provincial educational 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 Waterloo Region District School Board is fulfilling its commitment to communicate with the community at large
- Provide two way communications between the Waterloo Region District School Board, the Board and Community Committees
- Support the growth and development of the Parent Involvement Committee, the Waterloo Region Assembly of Public School Councils and school councils
- Provide reports outlining Waterloo Region District School Board 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 Board Policy G300, Governance Policy – Policy Development and Reviews

## 5.5 Director/Board Relations

- Select the Director of Education
- Provide the Director with a clear job description and corporate direction
- Delegate through policy, administrative authority and responsibility subject to the provisions and restrictions of the *Act* and Regulations
- Evaluate the Director in the first year of service and annually thereafter. Use the Director's job description and Waterloo Region District School Board Strategic Plan as the basis for the evaluation
- At the Director's request, provide the Director with the opportunity to meet alone with the Board in closed session

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- To establish and review the employment 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 Waterloo Region District School Board 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 the Waterloo Region District School Board makes efforts toward recognizing all students and student achievements
- Ensure that the contributions of all staff are recognized and appreciated
- Ensure that the Waterloo Region District School Board recognizes community members and volunteers

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

- Approval of school year calendars;

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- 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.

## ARTICLE 6.0 – ELECTION OF CHAIR AND VICE-CHAIR

- 6.1 The Chair and Vice-Chair for the ensuing year, shall be elected at the first meeting in December each year (*Education Act*, section 208).
- 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 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 of candidates.

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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 The following table sets out the term and tenure for Board Chair and Vice-Chair as noted:

Office	Length of Term	Maximum Number of Consecutive Allowable Terms
Board Chair	1 year	2 terms
Board Vice-Chair	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

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.

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- 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 Director shall designate who shall preside 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 Board's 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 and Committee of the Whole 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.

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The Chair shall ask "Shall the decision of the Chair be sustained?" The Chair may 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. 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 when 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 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 a previous Chair as recommended by the Chair and Vice-Chair and determined by Board approval.

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## ARTICLE 10.0 – DUTIES OF THE VICE-CHAIR

- 10.1 The Vice-Chair of the Board shall chair the Agenda Development Committee. In the Vice-Chair's absence, the Chair shall chair such meetings. In the absence of both, the Past Chair shall chair such meetings. In the absence of all, trustees shall elect a chair from amongst the Trustees present at the meeting.
- 10.2 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.

## 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, 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 of the meeting. Notice of meetings of the Board and its Committees shall be delivered to the WRDSB designated email 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 member 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 if there is an urgent matter requiring the Board's consideration.
- 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 *Act*.
- 12.2 Trustees unable to attend scheduled Board and Committee of the Whole 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 MEETINGS

13.1 The Chair of the Board shall chair all Board meetings. In the Chair's absence, the Vice-Chair shall chair such meetings. In the absence of both, the Past 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.

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 the Trustees 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.

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 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 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 Committee meetings.

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

13.13 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 Committee of the Whole Meetings**

13.14 Within 24 hours before the meeting is to take place, Special Board and 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.

13.15 The written notice of every special meeting of the Board and 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**

13.16 All public Board and Committee of the Whole meetings will adjourn at 9:30 pm unless otherwise agreed to by trustees.

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

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

13.19 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 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 Thursday may speak at the following Monday meeting only on the approval of a majority vote of the trustees, up to a maximum of eight (8) delegates.

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

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- 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 the Committee of the Whole meetings.
- 14.5 Delegations will be permitted to address Trustees 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 Committee of the Whole meetings. A maximum of eight (8) delegates will be scheduled per meeting.
- 14.7 The 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.
- 14.9 Delegates are expected to refrain from the use of abusive or derogatory language at all times and the 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 at all times.
- 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).
- 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 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.

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The Manager of Corporate Services will review the list of delegations two working days prior to the meeting and will contact the delegations on the waiting list to advise them if they will be scheduled on the agenda.

14.16 Delegates are expected to refrain from the use of abusive or derogatory language at all times and the 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 at all times.

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 directed per the *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) **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 *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. Student Trustee and Student Senate Mentor
  - v. School Year Calendar Committee
- e) **Community Committees** are established to address operational/system needs, initiatives and community partnerships:
  - i. Accessibility
  - ii. Equity and Inclusion Advisory Group
  - iii. 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, 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.

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- 16.3 Minutes will be taken at all 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 with the exception of Agenda Development Committee which is chaired by the Vice-Chair.
- 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 Committee of the Whole meeting, and shall be subject to the approval of the Board.
- 16.11 If a Statutory, 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, Board or Community Committee has a report they wish to have scheduled on a Board or 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 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.

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- 16.12 Meetings of Committees shall be held in accordance with committee approved schedules subject to any terms and conditions contained in the Board's bylaws. Committee Chairs, in consultation with the Committee Vice-Chair, may convene additional meetings as may be deemed necessary, or may cancel a scheduled meeting where there is insufficient agenda material to warrant the holding of a meeting.
- 16.13 By November 14th of each year, trustees will express interest in Statutory, Board and Community Committee membership (as applicable) to the Manager of Corporate Services using the template provided. In an election year, the form will also be distributed to trustee elects.
- 16.14 Trustees shall adhere to term limits as expressed in 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 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 Committee of the Whole 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.

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- 17.6 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 at 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 Committee of the Whole meeting as necessary.
- 17.9 The Chair of the Board or if absent, the Vice-Chair of the Board shall chair all Committee of the Whole In Camera sessions. In the case of 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 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 Committee of the Whole 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 *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 *Act*, the Waterloo Region District School Board has directed its powers and duties with respect to the hearing of appeals to suspensions/expulsions to a Committee comprised of three or more trustees appointed annually by the Board.
- 18.4 **Parent Involvement Committee (PIC)** – The Parent Involvement Committee shall function in accordance with Regulation 612/00 from Bill 177 ( *The Student Achievement and School Board Governance Act* ).



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- 18.5 **Special Education Advisory Committee (SEAC)** - The Special Education Advisory Committee shall function in accordance with the terms of the *Education Act* and the regulations made thereunder. (*Education Act*, Section 206; Ontario Regulation 464/97)
- 18.6 **Student Program Review/Student Alternative Learning Committee (SAL)** – The Student Program Review/Student Alternative Learning Committee shall function in accordance with the *Act* and the regulations made thereunder (Ontario Regulation 374/10 – Supervised Alternative Learning and Other Excusals from Attendance at School).

## Article 19.0 - COMMITTEE OF THE WHOLE

- 19.1 The Committee of the Whole is comprised of the full membership of the Board.
- 19.2 The Chair of the Board shall chair all Committee of the Whole meetings. In the 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 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. 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 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. Committee of the Whole meetings will be held in the boardroom of the Waterloo Region District School Board Education Centre.
- 19.6 An opportunity for the public to present as a delegation to the Committee of the Whole regarding issues of concern/interest will be included on the agenda of the 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;

# WRDSB BOARD BYLAWS

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- 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: 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 Vice-Chair or the Board Chair, in the absence of the Vice-Chair, or by another Trustee designated by the Committee 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.

## **20.2 Director Performance Appraisal Committee**

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

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

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

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

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

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

20.3.3 The committee periodically meets to discuss topics as they relate to the fiscal mandate of the Waterloo Region District School Board and in context with the Board's strategic plan.

20.3.4 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 Waterloo Region District School Board's fiscal situation.

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

## **20.4 Student Trustee and Student Senate Mentor**

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20.4.1 Two student trustees are elected annually by Student Senators.

20.4.2 A Student trustee mentor will be assigned using the committee membership process set out in sections 16.13-16.15 above.

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

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

20.4.5 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*.

## 20.5 School Year Calendar Committee

20.5.1 This committee is guided by the *Act*, The Regulations legislation, Ministry of Education policies and 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 Equity and Inclusion Advisory Group

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

### 21.3 Mental Health and Addiction Strategy Working Group

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

## ARTICLE 22.0 - AD HOC COMMITTEES

22.1 Ad Hoc Committees of the Board may only be established by Board approval. The recommendation to form such committee must include completed Terms of Reference stating a mandate, time frame for reporting to the Board and committee membership.

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- 22.2 An Ad Hoc Committee shall be permitted to request the Board for an extension of its reporting timeline, if required.
- 22.3 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 Committee of the Whole or Board meeting to be referred to the Agenda Development Committee for scheduling.
- 24.1.2 The notice of motion must indicate the 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 Committee of the Whole meeting under the "Future Agenda Items" portion of the meeting.
- 24.1.4 Trustees require the signed support of at least one additional trustee before the notice of motion would be accepted and scheduled for consideration by the Board .
- 24.1.5 The wording of the motion and appropriate signatures must be provided to the Manager of Corporate Services for scheduling on the next Agenda Development Committee agenda, no later than noon on the Friday prior to the Agenda Development Committee meeting.

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## 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 privilege 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 the 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.
- (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.

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- 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.
- 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 the committees on which the Student Trustee sits. If no Trustee 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 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.
- 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.

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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 to provide clarification only on the 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 Trustee's 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.

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



# WRDSB BOARD BYLAWS

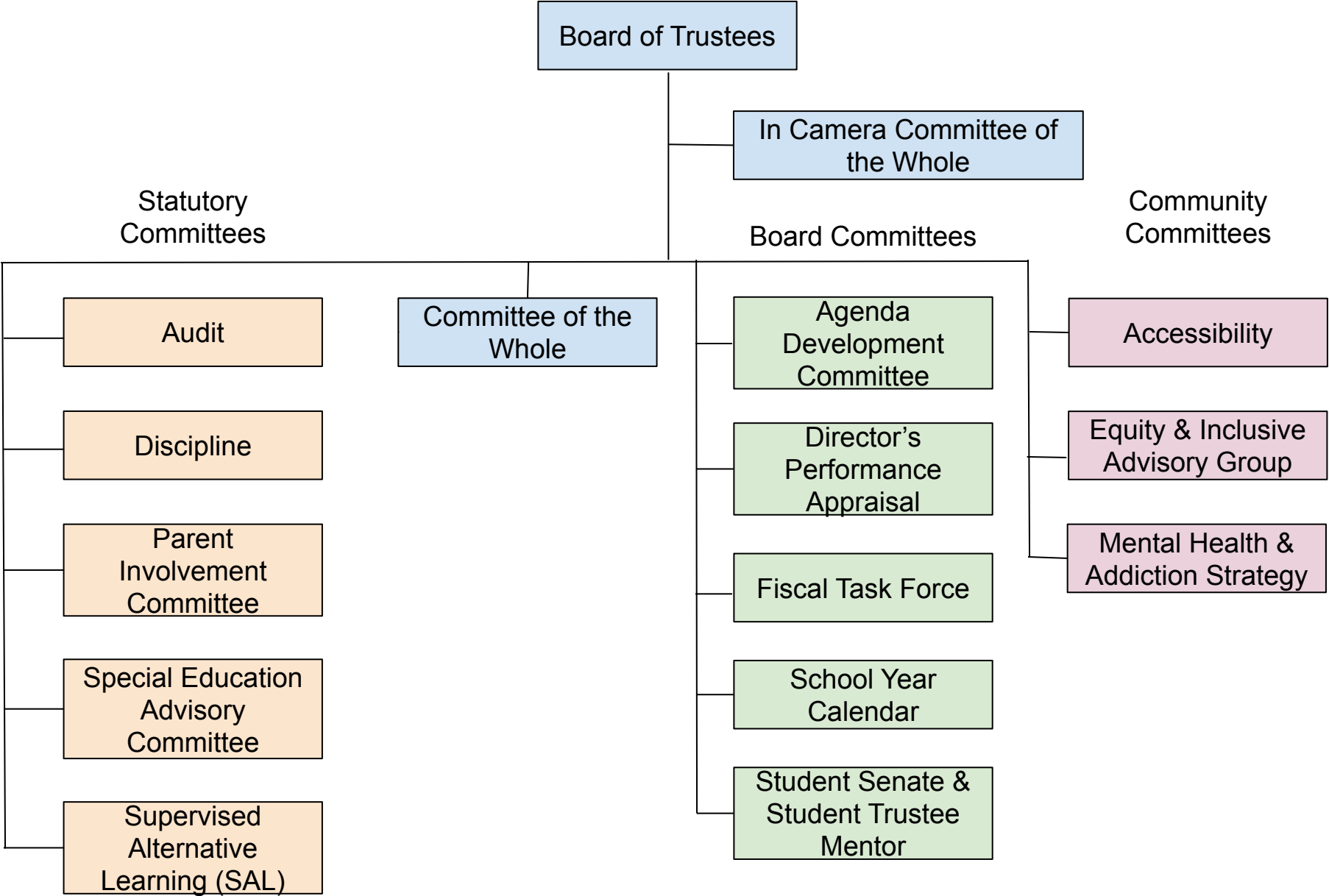
September 2020

## **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.
- 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.

Recommended  
Changes

Waterloo Region District School Board  
Committee Structure Flowchart





**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.