

WATERLOO REGION DISTRICT SCHOOL BOARD

NOTICE OF MEETING

The regular monthly **Board Meeting** of the Waterloo Region District School Board will be held in the Boardroom, Building 2, 1st Floor, 51 Ardel Avenue, Kitchener, Ontario, on **Wednesday, April 24, 2024, at 7:00 p.m.**

AGENDA

Call to Order

Territorial Acknowledgement and O Canada

Approval of Agenda

Announcements/Celebrating Board Activities

01 2023-24 Tim Walker Memorial Award for Environmental Stewardship Student Trustees

Communications Good News Update H. Hughes

Delegations

Consent Agenda**

Receipt/Approval of Minutes:

Approve Minutes - Special Education Advisory Committee Meeting of March 6, 2024

Receive Minutes - Board Meeting of March 25, 2024

Approve Minutes - Committee of the Whole Meeting of April 15, 2024

Receipt/Approval of Monthly Reports:

21 Staffing Information – Retirements and Resignations G. Shantz

24 Staffing Information – Appointments G. Shantz

Declarations of Pecuniary Interest

Staff Follow Up

Reports

Board Improvement and Equity Plan Update: Student Achievement, Sovereignty, Human Rights and Equity S. Miller

Board Reports

26 Ad Hoc Bylaw Review Committee - Motion to Schedule Final Report Trustee M. Radlein

Board Communications

65 Simcoe County District School Board to Federal Ministry of Finance

67 Grand Erie District School Board SEAC to Ministry of Education

68 Thames Valley District School Board to Ministry of Education

70 Thames Valley District School Board to Ministry of Education

71 Ottawa-Carleton District School Board to the Prime Minister

**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.

- 73 Ottawa-Carleton District School Board to Ministry of Education
- 75 Upper Grand District School Board to Federal Ministry of Finance
- 77 Mental Health Branch, Ministry of Education to Waterloo Region District School Board

Other Business

Question Period (10 minutes)

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

Adjournment



Board Report

April 24, 2024

Subject: Recipients of the 2023-24 Tim Walker Memorial Award for Environmental Stewardship

Recommendation

This report is provided for information.

Status

At a meeting on April 5, 2024, the selection committee reviewed the applications submitted by twelve schools for the 2023-24 Tim Walker Memorial Award for Environmental Stewardship.

The Selection Committee was composed of Stephanie and Jim Walker (parents of the late Tim Walker), Trustee Joe Meissner and Student Trustee Abdullah Awan.

2023-24 Applicants	
Elementary Schools	Project Title
Alpine Public School	Eco-Garden Club
Blue Heron Public School	Opening a Can of Worms
Breslau Public School	Environmental and Community Awareness Week
Empire Public School	Labyrinth Garden Replenishment & Vegetable Garden
Grand View Public School (Cambridge)	Green Roof Makeover
Oak Creek Public School	Installing and Maintaining a New Microforest
Sheppard Public School	Companion Garden inspired by Haudenosaunee Three Sisters gardening
Trillium Public School	Microforest and Learning Gardens Project
Secondary Schools	Project Title
Bluevale Collegiate Institute	Vegetable / Herb garden Refurbishing Project
Glenview Park Secondary School	The Community Coop
Southwood Secondary School	Pollination Project + Rock Circle Restoration
U-Turn, Alternative Education, Cambridge	Composter



Board Report

April 24, 2024

The following criteria were taken into consideration:

1. Staff and student involvement (current and future) and environmental stewardship.
2. Impact on student learning/fostering learning and engaging students.
3. Environmental benefits: shading, greening, waste reduction, recycling, organized action/school environmental club, etc.

The following recipients were selected:

Tim Walker Memorial Award for Environmental Stewardship 2023-24 Recipients	
Elementary Schools	Project Title
Sheppard Public School	Companion Garden inspired by Haudenosaunee Three Sisters gardening
Trillium Public School	Microforest and Learning Gardens Project
Secondary School	Project Title
Glenview Park Secondary School	The Community Coop
U-Turn, Alternative Education, Cambridge	Composter

Background

In May 2006, the Board passed a motion to administer the Tim Walker Memorial Award for Environmental Stewardship annually to honour the life of secondary school teacher Tim Walker and his contribution to education and environmental initiatives. The 2023-24 school year is the 17th year of the Tim Walker Award for Environmental Stewardship with the initial award made in the 2006-07 school year.

Financial implications

The annual award is \$2,000 and is funded by the Board of Trustees' budget. The award is equally distributed amongst four schools, with \$500 awarded to each recipient.

Communications

The announcement of the Tim Walker Memorial Award recipients will be shared with all schools, staff, students and the public via a Board news release.

Prepared by: jeewan chanicka, Director of Education,
Heather McKinna, Administrative Assistant to Chairperson and Trustees of the Board,
in consultation with Leadership Council.



Board Report

April 24, 2024

2023-24 TIM WALKER MEMORIAL AWARD FOR ENVIRONMENTAL STEWARDSHIP
PROJECT SYNOPSIS

AWARD RECIPIENTS

Sheppard Public School – Companion Garden inspired by Haudenosaunee Three Sisters gardening

Our project involves creating a companion garden inspired by a Three Sisters Garden (beans, corn and squash) so that our students will have the opportunity to learn about interconnectedness in the natural world and to also learn about Indigenous land teachings by working with the land in a sustainable way, Students will learn about growing foods native to the region.

Not all children have the opportunity to work with the soil, and to be part of the process of growing food. Their connection with food may be going to the grocery store. We believe our companion garden will not only teach about interconnectedness in nature but also connect students with Indigenous ways of knowing as we will be learning about the Haudenosaunee approach to Three Sisters gardening.

We hope our companion garden will be an opportunity for our whole community to honour Indigenous land-based teachings and gain deeper appreciation and understanding of the importance of sustainability and food production.

Trillium Public School – Microforest and Learning Gardens Project

Our Kindergarten team continues to seek out intentional learning opportunities to support students during our outdoor learning portion of the day. Our Learning Gardens Project has become a school-wide initiative and as part of this project, we are looking to fund additional vegetable seeds that we can grow in our indoor greenhouse and add new soil and pollinator plants to be planted in our butterfly garden. We are also looking to add some native, edible bushes to our microforest area along with some wood chips to protect the new plants. Adding these plants and new soil will help to rehabilitate this area, ultimately increasing student accountability, responsibility, academics and love of learning outside during the process. In ten years, it will also be a great microforest which will provide shade and refuge for our native birds, insects and community members as well as future students to explore and enjoy.

Currently, a vast majority of elementary aged children are nature deficient. Placing an emphasis on environmental activities provides a way for elementary school children to interact with nature both inside and outside of the classroom. Research has demonstrated that students involved with nature foster physically, mentally, and socially healthier students.

Since last year, we have included our community in the use of this space as well. Many families continue to use the space after hours. The project has been ongoing, as students and their family members have continued to demonstrate environmental stewardship by caring for and nurturing the plants on a continual basis, both inside the classroom and then once planted outside in our gardens.



Board Report

April 24, 2024

Glenview Park Secondary School – The Community Coop

To build a chicken coop for our students to raise our own chickens for our “panther pantry” food program that provides breakfast, lunches and take home meals for families in our school community that are facing food security issues.

Food insecurity is a huge problem in our school community and support from breakfast program funds and internal staff fundraising is still not enough to provide protein for these meals. Being able to raise our own chickens would make it much more feasible and also be environmentally friendly.

This program would benefit our school community by providing food for those in need. It would also provide a great opportunity for the green industries (100) and environment SHSM (72) students to raise the chickens. The eco club would oversee the activity and help promote it to our greater school community. The chicken’s food could be supplemented by green compost waste like lettuce from our hospitality classes and the manure from the chickens can be used as fertilizer for our vegetable garden beds.

U-Turn, Alternative Education, Cambridge – Composter

Students expressed some shock last year when they discovered that we did not have a green bin for getting rid of compostable materials. Students have expressed an interest in the outdoors and managing their own waste after discussing it. After doing a waste audit for a week, they wanted to start having a place to get rid of compostable materials. Since we do not have green bin pickup at 60 McDonald Ave., we would be using the money to create a 3 stage box composter. Students would be responsible for rotating and managing the compost heap under supervision.

A composter will allow us to manage some of the green waste from our school building and remove it from the landfill, while also helping to create compost which will be used on our community garden beds.



Report to Board of Trustees

April 24, 2024

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

Recommendation

This report is provided for information of the Board.

Status

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

Background

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

Financial implications

Expenses are within the existing approved budget.

Communications

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

Prepared by: Graham Shantz, Associate Director, in consultation with Leadership Council.

Staffing Statistics – Retirements
Current at April 24, 2024

Retirements: Elementary Teaching Staff				
First	Last	Position/Location	Retirement Date	Years of Service
Astero	Christofi-Alexandrou	ESL Teacher, Groh PS	March 31, 2024	40
Christine	Conway	ESL Teacher, Vista Hills PS	June 30, 2024	22
Leanne	Creaser	Teacher, Margaret Ave PS	June 28, 2024	26
Kimberly	Einwechter	Teacher, Baden PS	June 30, 2024	31
Sandra	Field	SERT, Woodland Park PS	June 30, 2024	35
Julie	Gerber	Teacher, Forest Glen PS	June 30, 2024	14
Katherine	Hagedorn Hehl	SERT, Winston Churchill PS	June 28, 2024	34
Jennifer	Hanley	Teacher, Floradale PS	June 30, 2024	17
Andrea	Kuhn	Teacher, Baden PS	June 28, 2024	31
Mary Jo	Maloney	Teacher, Smithson PS	June 30, 2024	33
Beth	Marinacci-Green	Teacher, Laurelwood PS	June 30, 2024	17
Victoria	McArthur	Teacher, Clemens Mill PS	June 26, 2024	36
Sari	McDowell	Teacher, Doon PS	June 30, 2024	31
Carolyn	Peters	Teacher, Howard Robertson PS	June 30, 2024	18
Yvonne	Simpson	Teacher, Sandowne PS	June 28, 2024	14
Tim	Sitts	Teacher, Forest Glen PS	June 28, 2024	23
Ronald	Slemmon	Teacher, Park Manor PS	August 31, 2024	32
Kathryn	Wettlaufer	Teacher, Sir Adam Beck PS	June 30, 2024	26

Retirements: Secondary Teaching Staff				
First	Last	Position/Location	Retirement Date	Years of Service
Donna	Hudson Lemon	Guidance Teacher, Laurel Heights SS	June 30, 2024	31
Valerie	Leeming	Teacher, Glenview Park SS	June 30, 2024	25
Andrea	Mickie	Teacher, Kitchener CI	June 30, 2024	33
Donna	Popplewell	Teacher, Grand River CI	June 30, 2024	32
Jeannette	Ruby	Science Department Head, Grand River CI	June 30, 2024	35
James	Schering	Tech. Department Head, Laurel Heights SS	June 30, 2024	25
Christopher	Wilson	Teacher, Grand River CI	April 30, 2024	6

Retirements: Administrative & Support Staff				
First	Last	Position/Location	Retirement Date	Years of Service
Brian	Beney	Principal, Wellesley PS	June 30, 2024	20
Gabriele	Bigney	Educational Assistant, Groh PS	June 30, 2024	33
Jeff	Bumstead	Principal, Driftwood Park PS	March 28, 2024	24
Elaine	Burns	Executive Assistant, Director's Office	July 31, 2024	24
Jacqueline	Dirstein	Educational Assistant, Sandhills PS	April 10, 2024	25
Constance	Finn	Educational Assistant, Baden PS	October 11, 2024	23
Shelley	LeBlanc	Child Youth Worker, Jacob Hespeler SS	June 28, 2024	23
Kathy	Logel	Educational Assistant, Linwood PS	September 1, 2024	28
Mark	Rose	Custodian, Elmira District SS	July 25, 2024	33
Barb	Tomkins	Principal, Suddaby PS	June 30, 2024	3
Helen	Turner-Fisher	Vice Principal, St Jacobs PS	June 30, 2024	22

Staffing Statistics – Resignations

Current at April 24, 2024

Permanent Staff Resignations			
First	Last	Position/Location	Resignation Date
Chris	Banda	Tradesperson, Maintenance	April 26, 2024
Caroline	Ducharme	Early Childhood Educator, Laurelwood PS	April 26, 2024
Susan	Gardner	Early Childhood Educator, Breslau PS	April 12, 2024
Evelyn	Giannopoulos	Superintendent, Student Achievement & Well-being	April 26, 2024
Keitha	Frederick	Literacy & Basic Skills Instructor, Continuing Education	June 28, 2024
Rebekka	Fry	Teacher, Waterloo CI	April 8, 2024
Brandon	Hempel	Teacher, Forest Heights CI	June 28, 2024
Joshua	Hill	Music Department Head, Cameron Heights CI	April 19, 2024
Erin	LeMesurier	Teacher, William G Davis PS	April 23, 2024
Elycia	Martin	Early Childhood Educator, Northlake Woods PS	May 1, 2024
Davenna	Stephenson	Secretary, Laurel Heights SS	April 3, 2024
Daria	Vela	Teacher, Tait Street PS	April 12, 2024



Report to Board of Trustees

April 24, 2024

Subject: Staffing Information – Appointments

Recommendation

This report is provided for information of the Board.

Status

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

Background

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

Financial implications

Expenses are within the existing approved budget.

Communications

Employees listed in this report have been advised of the appointments.

Prepared by: Graham Shantz, Associate Director, in consultation with Leadership Council.

Staffing Information – New Appointments
Current at April 24, 2024

New Appointments: Administrative and Support Staff			
First	Last	Position / Location	Effective Date
Sarah	Austin	DECE Supervisor, Extended Day	March 25, 2024
Chelsea	Hazel	DECE Supervisor, Extended Day	March 25, 2024
Wendy	Monterosso	DECE Supervisor, Extended Day	August 19, 2024
Abhishek	Sharma	Infrastructure Analyst, ITS	April 15, 2024

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

Human Resources & Equity Services



Report to Board

April 24, 2024

Subject: Schedule Ad Hoc Bylaw Review Committee Recommendations

Recommendation

That the Waterloo Region District School Board schedule the Ad Hoc Bylaw Review Committee Recommendations and Final Report for the May 13, 2024, Committee of the Whole meeting for discussion.

Status

On May 8, 2023 the Waterloo Region District School Board approved the creation of an Ad Hoc Bylaw Review Committee with the following motion:

That the Waterloo Region District School Board form an ad hoc committee to review the current Board Bylaws (September 2020) with a focus on Bylaw 13, Board Meetings, Bylaw 14, Delegation Procedures, Bylaw 24, Rules of Order and other bylaws requiring updates per changes in legislation and/or practice and make recommendations for updates/revisions commensurate with current legislation, policies and procedures before or by October 30, 2023.

An extension to June 26, 2024 was provided by the Board of Trustees at the October 30, 2023 Board meeting.

The committee consists of the following individuals:

- Carla Johnson - Trustee
- Joe Meissner - Trustee
- Maedith Radlein - Trustee and Committee Chair
- Cindy Watson - Trustee
- Kathleen Woodcock - Trustee
- Stephanie Reidel - Manager and Staff Support
- Graham Shantz - Associate Director

The Committee will have met 12 times between October 2023 and April 2024 and has prepared recommended changes to the WRDSB Bylaws (Appendix A).

At this time, the committee is recommending that the Draft Bylaws be scheduled for discussion at the May 13, 2024, Committee of the Whole meeting.

Background

The current WRDSB Bylaws outline the steps necessary to amend the existing bylaws:

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.

This report satisfies the requirements of section 1.3.1.

Financial implications

There are no known financial implications to scheduling the report for consideration.

Communications

If approved, the final report from the Ad Hoc Bylaw review committee will be included in the agenda package for the May 13, 2024, Committee of the Whole meeting.

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



Bylaws

Board of Trustees

Waterloo Region District School Board

Table of Contents

1. Overview	2
2. Waterloo Region District School Board of Trustees Responsibilities	4
3. Trustee Determination and Distribution	7
4. Trustee Vacancies on the Board	8
5. Trustee Responsibility	9
6. Conflict of Interest	10
7. Notice and Holding of Public Meetings	11
8. Inaugural Meeting of the Board	14
9. Organizational Inaugural Meeting of the Chair	14
10. Election of Chair and Vice-Chair	14
11. Duties of the Chair	16
12. Duties of the Vice-Chair	17
13. Quorum	18
14. Board Meetings	19
15. Delegation Procedures	20
16. Committees	23
17. Committee of the Whole	25
18. Committee of the Whole In Camera Meetings	25
19. Statutory Committees	27
20. Board Committees	27
21. Community Committees	29
22. Ad Hoc Committees	29
23. Trustee Representation of Staff Committees	30
24. Student Trustees	30
25. Rules of Order	30

1. Overview

1.1. Statutory Provisions

- 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 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.
- 1.1.3. 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:
 - a. “Ad Hoc Committee” means a committee established for a specific time frame and purpose;
 - b. **“Adjourn” is to close or end the meeting.**
 - c. “Board” means the Board of Trustees of the Waterloo Region District School Board, **the legislative body that has overall responsibility and accountability for the district school board;**
 - d. “Board Committee” means an ongoing committee established by the Board;
 - e. “Board meeting” means an official, regularly-scheduled or special Board meeting as defined in the *Education Act*;
 - f. “Chair” means the Chair of the Board;
 - g. “Committee Chair” means the Chair of statutory, Committee of the Whole, board, community or ad hoc committee of the Board;
 - h. “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;
 - i. “Community Committee” refers to a committee(s) established to address operational/system needs, initiatives and community partnerships;
 - j. **“Delegation” means a person or group who would like to speak at a Committee of the Whole or Board meeting regarding an issue or concern that is important to them or their community, and who would like to share their opinions with or provide suggestions to the Board of Trustees.**
 - k. “Director” means the Director of Education and Secretary, who is also the Chief Executive Officer and Secretary of the Board;
 - l. **“Education Act”** means the *Education Act of Ontario*, R.S.O. 1990 and the Regulations thereto, as amended from time to time;
 - m. ~~“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*;
 - n. “Member” means a voting member of a Board committee;
 - o. “Past Chair” means the most recent previous Chair, who is currently a trustee of the Board;
 - p. **“Public meeting” means meetings which the public is welcome to attend, with the aim of providing transparency and sharing information.**

- q. “Quorum” means **the presence of a majority of all the members constituting the Board or a committee of the Board** ~~such a number of trustees as must be present in order that business can be legally transacted;~~
- r. **“Recess” is a short break in the proceedings of a meeting during which members may leave the room. A recess does not end the meeting.**
- s. “Staff Committee” refers to a committee established by staff, whereas a trustee may be invited to attend in order to provide guidance or feedback;
- t. “Statutory Committee” means a committee struck as a requirement of legislation;
- u. “Student Trustee” means a student elected to represent the interests of students, pursuant to the *Education Act*;
- v. “Treasurer” means the ~~Coordinating~~ Superintendent of Business Services and Treasurer of the Board;
- w. “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*;
- x. “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;
- y. “Vacancy” means when due to death, resignation, removal, or disqualification for reasons pursuant to the *Education Act*, a trustee no longer holds their office;
- z. “Vice-Chair” means the Vice-Chair of the Board;
- aa. “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.
- 1.5. ~~Electronic Meetings~~ (*Moved to Notice and Holding of Meetings*)

2. Waterloo Region District School Board of Trustees Responsibilities

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

2.1. Trustee Accountability for Student Achievement and Well-Being in the Region

- **Promote student achievement and well being**
- **Promote a positive school climate that is inclusive and accepting of all students, including students of any race, ancestry, place of origin, colour, ethnic origin, citizenship, creed (religion), sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability**
- **Promote the prevention of bullying**
- ~~Nurture a culture that supports student academic success and provides an environment that promotes well-being~~
- ~~Provide a safe environment to promote student learning~~
- ~~Promote programming opportunities for each and every student in the region~~
- ~~Make decisions that reflect the belief that each and every student can learn~~
- ~~Use student achievement and well-being data to make informed decisions~~
- ~~Foster a professional climate that puts educators in the role of champions of their students~~

2.2. Accountability to the Provincial Government

- Act in accordance with the *Education 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

2.3. 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 **for public education** 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

2.4. Policy Development, Implementation and Review

- ~~Develop policies that outline how the Board will successfully function~~
- **Develop and maintain policies and organizational structures that promote the board's goals and, encourage students to pursue their educational goals**
- **Monitor and evaluate the effectiveness of policies developed by the board in achieving the board's goals and the efficiency of the implementation of those policies**
- Ensure the processes for policy development, implementation and review comply with Board Policy G300, Governance Policy – Policy Development and Reviews

2.5. Director/Board Relations

- ~~Select~~ **Hire** the Director of Education
- **Monitor and evaluate the performance of the board's Director of Education, or the supervisory officer acting as the board's Director of Education, in meeting their duties under the *Education Act* or any policy guideline or regulation made under the *Education Act*, including duties under the multi-year plan, and any other duties assigned by the Board**
- ~~Provide the Director with a clear job description and corporate direction~~
- Delegate through policy, administrative authority and responsibility subject to the provisions and restrictions of the ***Education Act*** and Regulations
- Evaluate the Director ~~in the first year of service and annually thereafter~~ **using the process outlined in the *Education Act***. 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
- To establish and review the employment contract of the Director, in consultation with the Director and the **Supervisory Officer with responsibility for Human Resources** ~~Coordinating Superintendent of Human Resources~~

2.6. 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

2.7. 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~~
- **Develop the Multi-Year Strategic Plan aimed at achieving the board's goals**
- **Annually review the Multi-Year Strategic Plan with the board's Director of Education and develop a process for communicating this plan with the system**
- Annually use the **Multi-Year Strategic Plan** to drive the budget process

2.8. Fiscal Responsibility

- **Ensure effective stewardship of the board's resources**
- Ensure a budget review process is in place to help determine annual resource allocations (use the **Multi-Year Strategic Plan** ~~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 **and federal** regulations
- Ratify applicable bargaining unit agreements
- Monitor significant financial expenditures and fiscal variances

2.9. 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

2.10. 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

2.11. Additional responsibilities include but are not limited to:

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

3. Trustee Determination and Distribution

- 3.1. The number of trustees on a district school board is determined under the *Education Act* (Section 58.1).
- 3.2. 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.
- 3.3. 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:
- a. City of Cambridge/Township of North Dumfries - three trustees
 - b. City of Kitchener - four trustees
 - c. City of Waterloo/Township of Wilmot - three trustees
 - d. Township of Wellesley/Township of Woolwich - one trustee
- 3.4. The Board, as mandated by the *Education Act*, has a collective regional responsibility of governance and policy making for public education in accordance with the provisions of the *Education Act*, its regulations and other relevant legislation.
- 3.5. Qualification/Disqualification (*Education Act, Section 219*)
- 3.5.1. 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.
 - 3.5.2. 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.
 - 3.5.3. A member of a district school board or school authority is eligible for re-election if otherwise qualified.
 - 3.5.4. 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 *Education Act* or any other Act.

4. Trustee Vacancies on the Board (*previously a subsection*)

4.1. Resignations

- 4.1.1. Pursuant to the *Education 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 **their** ~~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.
- 4.1.2. 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 **their** ~~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.

4.2. Removal from Office

- 4.2.1. Pursuant to the *Education Act* (section 228), a member of a board vacates **their** ~~his or her~~ seat if **a trustee** ~~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 (1), 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.”
- 4.2.2. 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.

4.3. Filling Vacancies

- 4.3.1. The *Education 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.
- 4.3.2. 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*).

- 4.3.3. The method of appointment is specified in the *Education Act* (Section 221 (1) (a)).
- 4.3.4. By-Election or Appointment. The following steps/decisions need to be considered:
- If **B**y-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.
 - If **A**ppointment, the *Education Act* requires the vacancy to be filled within ninety days after the office becomes vacant and priority will be given to candidates who ran for the position of trustee in the most recent election.
 - 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. Qualifications

- 4.4.1. The *Education Act*, Section 219 (1) specifies the qualifications necessary to be elected as a member of a Board (and, presumably, to be appointed):
- qualified to vote for members of the Board;
 - a resident in the area of jurisdiction of the Board;
 - disqualifications are outlined in the *Education Act*, Section 219 (4) (5) (7).

5. Trustee Responsibility

- 5.1. ~~The Board will operate in accordance with the *Education Act*.~~ **The Board of Trustees is required to carry out its mandate as stipulated in the *Education Act*, and in particular, as set out in Section 169.1(1).**
- 5.2. ~~Principles of Policy Governance~~
- ~~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.~~
 - ~~The Board exists to govern the school system, not manage its operation.~~
 - ~~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

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

5.3. Expectations of Trustees

- 5.3.1. In addition to the responsibilities set down in the *Education Act (s. 218.1)* and incorporated in the bylaws and procedures of the Board, an individual trustee shall be expected to:
- a. **Attend and participate in meetings of the board including meetings of board committees of which they are a member.** 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. **Individual trustees hold no authority;**
 - g. Exercise their power to govern only as a trust of the corporate body, not as an individual;
 - h. **Trustees will act honestly, conscientiously, and in good faith (*Education Act 198(4), 253(6), 213(1,2)*);** ~~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;-
 - j. **Uphold the implementation of any board resolution after it is passed by the board.**
- 5.3.2. 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.
- 5.3.3. 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.

5.4. ~~Trustee Vacancies on the Board~~ (*Moved to a separate section*)

6. Conflict of Interest

- 6.1. 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.
- 6.1.1. 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)
- 6.2. 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.
- 6.3. The registry maintaining the conflict of interest declarations and statements will be available for public inspection when requested.
- 6.4. 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.
- 6.5. 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.
- 6.6. 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.

7. Notice and Holding of Public Meetings

- 7.1. 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.
- 7.2. 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, **including email**, as set out in their nomination papers, shall be deemed to have been received by them.
- 7.2.1. **Trustees and Student Trustees must prioritize the completion of "Onboarding Forms" to ensure WRDSB designated email addresses are set up in a timely manner. In Camera Agenda Packages and confidential communications can only be sent to WRDSB designated email addresses.**
- 7.3. 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.
- 7.4. **Trustees not able to access the notice and agenda at least 48 hours prior to the Board meeting will be responsible for notifying the Corporate Services Department of such.**

- 7.5. 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.
- 7.6. Attendance of staff members at meetings will be determined by the Director.
- 7.7. **Electronic Meetings (O. Reg. 463/97: Electronic Meetings And Meeting Attendance)(moved from 1.5)**
- 7.7.1. At every Board and Committee of the Whole meeting, the following persons shall be physically present in the meeting room of the Board:
- The Chair or their designate, **subject to subsection 5.1 (1) of O. Reg 463/97.**
 - At least ~~five~~ **one** additional Trustees;
 - The Director or their designate;
 - The Manager of Corporate Services or their designate;
 - Information Technology Services staff.**
- 7.7.2. At the request of any Trustee **or Student 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*.
- The Board is permitted to refuse to provide a member with electronic means of participation in a meeting of the Board, a meeting of a Committee of the Whole or a meeting of any other committee of the board, where to do so is necessary to ensure compliance with section 7.7.1.**
- 7.7.3. A Trustee of the Board who participates in a meeting through electronic means shall be deemed to be present at the meeting **and is** ~~but not~~ counted towards quorum.
- 7.7.4. ~~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)).~~ **Subject to 7.7.1, a member of the Board shall be physically present in the meeting room of the board for at least three regular meetings of the Board during each 12-month period beginning November 15, 2022.**
- 7.7.5. ~~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)).~~ **If a member of the Board is elected or appointed to fill a vacancy on or after November 15, 2022, the member shall be physically present in the meeting room of the board for at least one regular meeting of the board for each period of four full calendar months that occurs during the period beginning on the day the member is elected or appointed and ending the following November 14.**
- 7.7.6. **The Chair or designate must be physically present for at least half of the meetings of the board for any 12 month period beginning November 15.**

- 7.7.7. **Section 7.7.1, 7.7.4 and 7.7.5 does not apply if all schools of the board are closed for a total of two or more months during that period pursuant to an order made by,**
- a. **the Minister under section 5 (1) of the *Education Act*;**
 - b. **a medical officer of health or the Chief Medical Officer of Health under section 22 or 77.1 of the *Health Protection and Promotion Act*;**
 - c. **the Lieutenant Governor in Council under paragraph 5 of subsection 7.0.2 (4) of the *Emergency Management and Civil Protection Act*; or**
 - d. **the Lieutenant Governor in Council under clause 4 (1) (a) of the *Reopening Ontario (A Flexible Response to COVID-19) Act, 2020. O. Reg. 232/20, s. 3; O. Reg. 416/21, s. 1 (2).***
- 7.7.8. 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.
- a. **The Trustee who is participating electronically shall be responsible for correcting technical problems including disruptive noise and accidental disconnections that occur as a result of problems with the Trustee's environment or equipment.**
- 7.7.9. **Where a meeting or part of a meeting is to be held in camera, the Trustee participating electronically must not be in a location where an unauthorized individual is able to hear the Trustee or the meeting discussion.**

Special Board and Special Committee of the Whole Meetings

- 7.8. ~~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. **24 hour notice is required.** 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.
- 7.9. 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

- 7.10. All public Board and Committee of the Whole meetings will adjourn at 9:30 pm unless otherwise agreed to by trustees.
- 7.11. An extension of 30 minutes beyond this adjournment time requires the majority vote of trustees present at the meeting.
- 7.12. At 10:00 pm a second extension of an additional 30 minutes requires two-thirds support of all trustees present at the meeting.
- 7.13. At 10:30 pm a third extension of an additional 30 minutes requires unanimous support of all trustees present at the meeting.
- 7.14. **At 11:00 p.m. the meeting will be adjourned.**

8. Inaugural Meeting of the Board

- 8.1. **In accordance with the provisions of the *Education Act***, Following a municipal election, the Board's inaugural meeting shall be held **no later than seven days after November 15th** ~~on the first working Monday in December~~ in the boardroom of the Waterloo Region District School Board Education Centre at 7:00 p.m. at a Special Board meeting.
- 8.2. 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.
- 8.3. 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*.
- 8.4. 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.

9. Organizational ~~Inaugural~~ Meeting of the Chair

- 9.1. On the years that do not follow a municipal election, the ~~Chair's inaugural~~ **organizational** 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. The Chair and Vice-Chair for the ensuing year, shall be elected at the first meeting **on or after November 15** ~~on the first working Monday in December~~.
- 9.2. The newly-elected Chair shall deliver an inaugural address.

10. Election of Chair and Vice-Chair

- 10.1. The Chair and Vice-Chair for the ensuing year, shall be elected at the first meeting **of the Board on or after November 15** ~~in December each year~~ (*Education Act*, section 208).
- 10.2. The Director, **or Director's designate**, shall preside over the election of the Chair **for the ensuing year**.
- 10.3. ~~With the Director presiding, or if absent, the Director's designate, the Board shall proceed to elect a Chair for the ensuing year.~~
- 10.4. The Director, ~~or if absent, the~~ **Director's** designate, shall name two scrutineers appointed for the election of Chair and Vice-Chair.

10.5. Election Process

- 10.5.1. The Director or designate shall call for verbal nominations for the office of Chair. No seconder is required.
- 10.5.2. ~~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.~~ **After all nominees have been identified, in random order they will be asked to declare whether they accept the nomination.**

- 10.5.3. ~~After all nominees have been identified, in random order they will be asked to declare whether they accept the nomination.~~ **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.**
- 10.5.4. 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.
- 10.5.5. The nominees shall be offered the opportunity to speak to their nomination in random order for a maximum of two minutes each.
- 10.5.6. A vote by secret ballot shall then be conducted with each Trustee present able to cast one vote.
- 10.5.7. The Trustee receiving a majority of the votes cast shall be declared elected, but the count shall not be declared.
- 10.5.8. 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.
- 10.5.9. **S**hould 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.
- 10.5.10. A Trustee may voluntarily withdraw their name between votes.
- 10.5.11. By motion, the ballots shall be destroyed.
- 10.6. Following the election, the newly-elected Chair shall at once take the chair and preside over the election of the Vice-Chair.
- 10.7. Trustees shall then elect a Vice-Chair of the Board according to the same procedure followed for the election of the Chair.
- 10.8. 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).
- 10.9. 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.
- 10.10. The following sets out the term and tenure for Board Chair and Vice-Chair as noted:

Office	Length of Term	Maximum Consecutive Allow
Board Chair	1 Year or until their successor is elected	2 Terms
Board Vice-Chair	1 Year or until their successor is elected	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.

- 10.11. 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.

11. Duties of the Chair

- 11.1. The Chair of the Board shall be the Board's official spokesperson unless otherwise determined.
- 11.2. 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.
- 11.3. 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.
- 11.4. 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.
- 11.5. ~~The Chair, when called upon to decide a point of order or practice, shall, before stating a decision, give reasons for such decision.~~ *-(addressed in Rules of Order)*
- 11.6. ~~The ruling of the Chair shall be final, subject only to a Trustee appealing the ruling of the Chair.~~ *-(addressed in Rules of Order)*
- 11.7. ~~When a Trustee appeals the decision of the Chair, the Trustee shall state the reasons for the appeal and the Chair shall have the opportunity to provide the rationale in support of the decision or if the reasons given for the appeal are convincing, the Chair may change their ruling accordingly, in which case the appeal is automatically dropped. Such appeal shall be decided with limited debate.
The Chair shall ask "Shall the decision of the Chair be sustained?" The Chair may 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.~~ *-(addressed in Rules of Order)*
- 11.8. The Chair shall not take part in any debate without leaving the Chair.
- 11.9. 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.

- 11.10. 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.
- 11.11. When two or more Trustees attempt to speak at the same time, the Chair shall name the Trustee who is to speak.
- 11.12. ~~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.~~ *(addressed in Rules of Order)*
- 11.13. The Chair shall also ensure that Trustees direct all comments through the Chair and avoid all personal remarks and discourteous language.
- 11.14. ~~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.~~ *(addressed in Rules of Order)*
- 11.15. ~~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~~ *(addressed in Rules of Order)*
- 11.16. 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. **Applause, booing or other audible or visual demonstrations of support or opposition may be intimidating for those with opposing views. The Chair may expel or exclude from any meeting any person(s) who engage in this or any other form of improper conduct. Courtesy and respect for others must be displayed at all times.** *(similar language as in Delegations)*
- 11.17. **The Chair may expel or exclude from any meeting any person(s) who engage in audio, video, or photographic recordings at any Board or Committee of the Whole meetings of the Waterloo Region District School Board.**
- 11.18. 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.
- 11.19. 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.
- 11.19.1. 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.

12. Duties of the Vice-Chair

- 12.1. 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.~~

- 12.2. 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.

13. Quorum

- 13.1. A quorum of the Board shall consist of a simple majority of Trustees elected or appointed to the Board under the *Education Act*. **Quorum must be present in order that business can be legally transacted.**

- 13.2. 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.

- 13.3. 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. **The Board may:**

- a. **Cancel the meeting;**
- b. **Continue the meeting, recognizing that no formal action may be taken;**
- c. **Wait up to thirty minutes after the appointed time for the meeting for quorum to be present.**

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.

- 13.4. **When a quorum is no longer in attendance, no business may be transacted but reports for information may be heard. It shall be the responsibility of the presiding Chair and the Director of Education to note the lack of a quorum and to have that fact recorded in the minutes.**

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

- 13.6. Trustees who attend through electronic means shall ~~not~~ be included in the quorum count.

- 13.6.1. **A Trustee who is participating electronically shall inform the Chair, in a manner determined by the Chair, of every instance they enter and leave the meeting, whether it is a temporary or permanent absence, to ensure the Chair knows at all times who is "in the room".**

- 13.6.2. **The record of the meeting shall indicate that the Trustee was present and participated by electronic means.**

- 13.7. **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.**
(Moved from Board Meetings)

14. Board Meetings

- 14.1. 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 **all** both, 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, Vice-Chair or Past Chair arrives.**
- 14.2. 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. **Meetings will be rescheduled if they fall on a WRDSB designated Creed Accommodation Day.** 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.~~
- 14.3. Regular meetings in any month may be cancelled or rescheduled by Board resolution at a preceding regular meeting.
- 14.4. 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.
- 14.5. ~~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. *(moved to Notice and Holding of Public Meetings)*
- 14.6. 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.~~
- 14.7. **If new items of business arise at the meeting, they may be considered by decision of two-thirds of the Trustees present.**
- 14.8. ~~A quorum is necessary to hold a Board meeting. A majority of all the Trustees constituting the Board is required to form a quorum.~~
- 14.9. ~~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.~~ *(Addressed in Quorum)*
- 14.10. ~~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.~~ *(Addressed in Quorum)*
- 14.11. All Board meetings will begin with **a territorial acknowledgement, followed by** the singing of the **Canadian** national anthem, ~~○ Canada,~~ followed by a territorial acknowledgement.

- 14.12. An opportunity for the public to present as a delegation to the Board regarding issues of concern/interest will be included on the agenda of the Board and Standing Committee meetings.
- 14.13. Minutes will be taken at all Board meetings and must be submitted for **receipt** approval at the next regularly-scheduled Board meeting. **Minutes are a concise and official record of the proceedings of a meeting, containing what was done in the meeting but not what was said.**
- 14.14. ~~The Manager of Corporate Services shall record the names of the Trustees present and absent. The times of arrival and departure of Trustees not attending the entire meeting shall be recorded in the minutes. Absence during any vote will be recorded. (Addressed in Quorum)~~

Special Board and Special Committee of the Whole Meetings *(moved to Notice and Holding of Public Meetings)*

Adjournment of Meetings *(moved to Notice and Holding of Public Meetings)*

15. Delegation Procedures

- 15.1. ~~The Waterloo Region District School Board recognizes the need to foster effective communication between the educational system and the community.~~
The Waterloo Region District School Board is committed to strengthening connections through family and community engagement. One opportunity for engagement is through delegations.
- 15.2. 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 still **register until noon on Monday and may be added to the agenda** speak at the following Monday meeting only on the approval of a majority vote of the trustees, up to a maximum of **ten (10)** ~~eight (8)~~ delegates.
- 15.3. 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 complete copy of the presentation** ~~a brief summary of the issue being presented,~~ and **which should include suggestion(s)** ~~recommendation(s)~~ for resolving the matter. A Delegation Submission Template can be accessed via the Board's website (<https://www.wrdsb.ca/trustees/become-a-delegate/>) and can be completed online, or a hard copy can be submitted to the Manager of Corporate Services.
- 15.3.1. Delegations must reside within the Board's jurisdiction.**
- 15.3.2. Delegates are permitted to use visual presentations to aid in the delegation. Visual presentations must adhere to relevant legislations including, but not limited to, the Ontario Human Rights Code (OHRC) and the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). This presentation must be provided to the Manager of Corporate Services by noon on the Thursday before the meeting in a format agreed to in advance.**

- 15.4. **Any request to delegate at a Committee of Whole or Board meeting may be approved at the good faith discretion of the Chair who shall, in considering whether to grant approval:**
- a. **Consider if the individual has followed the appropriate steps to resolve the concern through [The Process for Addressing Concerns](#) outlined on the WRDSB Website.**
 - b. **Consider if the matter is within the scope and authority of the Board of Trustees or whether the matter is operational in nature or within the jurisdiction of the Ministry of Education or some other entity;**
 - c. **Consider whether the proposed delegation would be consistent with the Board's commitments and statutory duties and responsibilities under the *Education Act*, the Ontario Human Rights Code and the Board's Human Rights Policy.**
- 15.4.2. **If there is a concern with the manner in which a proposed delegation is designed or framed, the requester is to be given an opportunity to rectify the issues prior to any denial. If the denial is maintained, the proposed delegation shall be circulated to all trustees by email with a summary note as to the nature of the denial.**
- 15.4.3. **A delegation can only speak to the same topic, or one deemed substantially the same, once within a 12-month period.**
- 15.5. 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.
- 15.6. **The Board shall provide members of the public with electronic means for delegating at meetings. The electronic means shall permit members of the public to hear and be heard by all other participants in the meeting.**
- 15.7. Delegations will be permitted to address Trustees for a period of up to **five** ~~ten~~ minutes. Exceptions to this rule will be permitted only by a majority vote of the Trustees present.
- 15.8. Delegations will be scheduled to appear at the beginning of the Board or Committee of the Whole meetings. A maximum of **ten (10)** ~~eight (8)~~ delegates will be scheduled per meeting.
- 15.9. The Committee of the Whole **may** ~~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. **If the issue is not listed on the agenda, then trustees may opt to present a motion to:**
- a. **refer it to staff for follow-up, or request that it be included on a future meeting agenda, or**
 - b. **add the item to the meeting agenda which would require a two-thirds vote of the trustees present to vote in favour of adding it to the agenda**
- 15.9.2. **At the discretion of the Chair, the Director may request an opportunity for staff to provide clarity to a delegation in order to assist trustees in understanding the matter.**
- 15.10. ~~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.~~

- 15.11. 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. Disruptions by the public will not be permitted.
- 15.12. 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).
- 15.13. 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.
- 15.14. **Special Delegation Meetings**
- Special meetings to hear delegations may be scheduled, when warranted (e.g. accommodation reviews, budget). **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. The Chair in consultation with the Director or designate, shall decide the length of meeting and number of delegations to receive.**
- 15.14.1. 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.
- 15.14.2. Delegations are asked to make submissions in writing which contain the speaker's full name, contact information (including telephone number[s] and home address), **and a complete copy of the presentation** a brief summary of the issue being presented. A Delegation Submission Template can be accessed via the Board's website at (<https://www.wrdsb.ca/trustees/become-a-delegate/register-delegation/>) and can be completed online, or a hard copy can be submitted to the Manager of Corporate Services.
- 15.14.3. **Where not specifically outlined in Sections 15.14, Special Delegation meetings will follow regular Delegation Procedures.**
- 15.15. Delegations who have submitted their delegation submission two working days prior to the meeting who wish to speak for the first time on a topic will be given precedence over those who wish to speak a second time on the same topic and have submitted their delegation submission by two working days prior to the meeting. Delegations who wish to speak for a second time on the same topic, or those who have not submitted their delegation submission two working days prior to the meeting, will be placed on a waiting list. The Manager of Corporate Services will review the list of delegations two working days prior to the meeting and will contact the delegations on the waiting list to advise them if they will be scheduled on the agenda.
- 15.16. 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.

- 15.17. ~~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).~~

16. Committees

- 16.1. The Board's committee structure and operation consists of the following:
- 16.1.1. **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.
 - 16.1.2. ~~**Committee of the Whole In-Camera**~~ exists to address ongoing confidential matters per the **Education Act** and includes the full membership of the Board.
 - 16.1.3. **Statutory Committees** are established as directed per the **Education Act** or other legislation/regulation.
 - a. Audit Committee
 - b. Discipline Committee
 - c. Parent Involvement Committee (PIC)
 - d. Special Education Advisory Committee (SEAC)
 - e. Student Program Review/Student Alternative Learning Committee (SAL)
 - 16.1.4. **Board Committees** means an ongoing committee established by the Board:
 - a. Agenda Development Committee
 - b. Director Performance Appraisal Committee
 - ~~c. Long Term Fiscal Sustainability and Stability Task Force (Fiscal Task Force)~~
 - d. Student Trustee and Student ~~Senate~~ Mentors
 - e. School Year Calendar Committee
 - f. Policy Working Group**
 - 16.1.5. **Community Committees** are established **by staff** to address operational/system needs, initiatives and community partnerships:
 - ~~a. Accessibility~~
 - b. Equity and Inclusion Advisory Group
 - c. Mental Health and Addiction Strategy Working Group
 - 16.1.6. **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.
- 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 **the** 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.
- 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. In November 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. **The Board Chair, Vice-Chair and Past Chair will meet with the Manager of Corporate**

Services to develop recommended trustee committee membership for Statutory, Board and Community Committees.

- 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 **November** ~~December~~, trustees will vote on the recommended trustee committee membership for Statutory, Board and Community Committees.

17. Committee of the Whole

- 17.1. The Committee of the Whole is composed of the full membership of the Board.
- 17.2. 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.
- 17.3. 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.
- 17.4. 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~~ **Multi-Year 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.
- 17.5. 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.
- 17.6. **All Committee of the Whole meetings will begin with a territorial acknowledgement, followed by the singing of the Canadian national anthem.**
- 17.7. **Minutes will be taken at all Committee of the Whole meetings and must be submitted for approval at the next regularly-scheduled Board meeting. Minutes are a concise and official record of the proceedings of a meeting, containing what was done in the meeting but not what was said.**
- 17.8. 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.

18. ~~Committee of the Whole~~ In Camera Meetings

- 18.1. 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.
- 18.2. The committee is composed of the full membership of the Board.
- 18.3. **In Camera Board meetings will occur as required before a Board meeting and** ~~The Committee of the Whole~~ **Committee of the Whole** meeting will ~~meet~~ **occur** as required before a Committee of the Whole meeting ~~or a Board meeting~~.
- 18.4. ~~Meetings of the Committee of the Whole~~ **In Camera meetings** 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, **members of the senior team** and the Manager of Corporate Services. Others may be asked to attend as appropriate or to speak to specific agenda items.
- 18.5. ~~The Committee of the Whole~~ **In Camera meetings** will ~~meet~~ **occur** ~~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.
- 18.6. At the discretion of the Chair and in consultation with the Vice-Chair and the Director, ~~an Committee of the Whole~~ **In Camera** meeting may be cancelled or rescheduled.
- 18.7. With at least 48 hours notice, a Special **Board or** 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.
- 18.8. ~~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.
- 18.9. The Chair of the Board or if absent, the Vice-Chair of the Board shall chair all ~~Committee of the Whole~~ **In Camera 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.
- 18.10. ~~The Committee of the Whole~~ **In Camera sessions** 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.
- 18.11. ~~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.~~
All in camera materials are considered strictly confidential and provided for the sole purpose of conducting Board business. This includes, but is not limited to, agendas,

reports, presentations and personal notes. Trustees are responsible for destroying or deleting all in-camera material not collected by staff, (paper and electronic) following the meeting.

- 18.12. 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.
- 18.13. Attendance of staff members at meetings will be determined by the Director.

19. Statutory Committees

- 19.1. **Statutory** committees will operate in accordance with the legislation or regulation by which they **are** ~~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.
- 19.2. **Audit Committee** – The Audit Committee shall function in accordance with the terms of the **Education Act** and the regulations made thereunder. (*Education Act*, Section 253.1; Ontario Regulation 361/10 – Audit Committees)
- 19.3. **Discipline Committee** - In accordance with Section 23 (6) of the **Education 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.
- 19.4. **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*).
- 19.5. **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 **57.1-206**; Ontario Regulation 464/97)
- 19.6. **Student Program Review/Student Alternative Learning Committee (SAL)** – The Student Program Review/Student Alternative Learning Committee shall function in accordance with the **Education Act** and the regulations made thereunder (Ontario Regulation 374/10 – Supervised Alternative Learning and Other Excusals from Attendance at School).

20. Board Committees

- 20.1. **Agenda Development Committee**
- 20.1.1. 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.

- 20.1.2. 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.
- 20.1.3. 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.
- 20.1.4. 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, **two trustees selected to align with the Director's Performance Appraisal timelines**, ~~Coordinating Superintendent~~ **Supervisory Officer with responsibility for** Human Resources, and Senior Manager, Research and Evidence Based-Practice 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 **Ontario Regulation 83/24, Director of Education Performance Appraisal** the Director of Education Performance Appraisal Guidebook.
- 20.2.4. The Committee may be chaired by the Board **Vice-Chair** or the Board ~~Vice-Chair~~, in the absence of the **Vice-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)
- 20.3.1. ~~The committee is chaired by the Coordinating Superintendent, Business Services & Treasurer of the Board.~~
- 20.3.2. ~~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.~~
- 20.3.3. ~~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.~~
- 20.3.4. ~~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**~~ **Trustee Mentors**
- 20.4.1. ~~Student trustees are elected annually by Student Senators.~~ (*Addressed in Student Trustees*)

- 20.4.2. ~~Two~~ **Two** ~~A-S~~ student trustee mentors will be assigned using the committee membership process set out in sections 16.13-16.15 above.
- 20.4.3. ~~Student trustees will provide verbal report to the Board at least twice per year to inform the Board of Student Senate activities.~~ **(Addressed in Student Trustees)**
- 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 **Trustee** ~~Senate~~ Mentors 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 *Education Act*, ~~the~~ Regulations legislation, Ministry of Education policies and timelines and collective bargaining agreements.
- 20.6. **Policy Working Group**
- 20.6.1. This committee is guided by the Policy Working Group Terms of Reference.**

21. Communities Committees

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.

22. Ad Hoc Committees

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

23. Trustee Representation on Staff Committees

- 23.1. Trustee representatives may be **requested** ~~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.

24. Student Trustees

- 24.1. The Board appoints student representatives **annually**, as directed by **the Education Act** ~~legislation~~, in accordance with the Board's policy 3006 – Student Trustees **and Student Representation within the Board** ~~on student representatives~~.
- 24.2. 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))
- 24.3. **Student trustees will have the opportunity to provide verbal reports to the Board**

25. 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.

25.1. Notice of Motion

- 25.1.1. ~~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.~~ **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.**
- 25.1.2. 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.
- 25.1.3. ~~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.~~
- 25.1.4. 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.

25.1.5. 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.

- a. If the motion refers to the formation of an ad hoc committee, the terms of reference for such committee shall be included when the notice of motion is submitted to the Manager of Corporate Services.**

25.1.6. A Notice of Motion may be withdrawn by the server with agreement by the seconder prior to discussion of the motion commencing.

25.2. Motions

~~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.~~

Debate of a motion shall only take place after it has been moved, and where required, seconded and after the Chair states the motion.

25.2.1. The mover of a motion may alter the wording, or withdraw the motion, up until such time as the motion is stated by the Chair. Once stated by the Chair, and thereby recorded in the minutes, the motion is in control of the Board of Trustees and cannot be withdrawn or amended without passing a motion to do so.

25.2.2. 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, **information** or **inquiry** 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 inquiry by majority vote other than motion d which shall require a two-thirds vote of those present to adopt.

25.2.3. Adjourn or take a recess

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

25.2.4. Take a recess

A motion to take a recess 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 take a recess shall be open to amendment but is not debatable.

25.2.5. Raise a question under point of order, privilege, information or inquiry

No Trustee shall be interrupted while speaking except when a point of order, privilege, information or inquiry is raised by a Trustee, in which case the Trustee shall remain silent until the point has been decided by the Chair. A Trustee so interrupting shall speak to the point or in explanation only.
(moved from Duties of the Chair)

A privilege motion, in order of precedence, shall be considered over all other business and may be moved without notice. **A privileged motion is a motion that is granted precedence over ordinary business. Such motions are not debatable, although in case of questions of privilege, the Chair may feel the need to elicit relevant facts from members.**

- a. **A point of order is called for transgression of the rules of the Board.**
- b. **A point of privilege affecting the Board includes matters such as noise, comfort or safety.**
- c. **A point of personal privilege affecting a member includes the reputation or treatment of the member or staff, as well as any member of the public and the member's ability to exercise rights and privileges.**
- d. **A point of information is a request made to the chair for information regarding the pending business.**
- e. **A point of parliamentary inquiry is called to request information on the parliamentary procedure for a meeting.**

25.2.6. Appeal the decision of the Chair *(moved from Duties of the Chair)*

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

- a. **The ruling of the Chair shall be final, subject only to a Trustee appealing the ruling of the Chair.**
- b. **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.**
- c. **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.**

25.2.7. Lay on the Table

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. A motion to lay on the table is properly used only when it is necessary to suspend

consideration of a main motion in order to deal with another matter that has come up unexpectedly and which must be dealt with before the pending motion can be properly addressed. This motion cannot be used to end consideration of the pending main motion without debate.

25.2.8. Call the Question

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 **while speaking** 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.

25.2.9. Postpone to a certain time

A motion to postpone to a certain time is used to delay action on a pending question until a different day, meeting, hour or until after a certain event. Then, when that time comes, the consideration of the question is picked up where it was left off when it was postponed. A motion to postpone to a certain time must be seconded, is debatable and can be amended.

25.2.10. Refer

A motion to refer is used when a number of details need to be worked out and the motion needs to be discussed much more informally or at a greater length than is possible in a regular meeting. The Board can refer the motion to a committee or staff. A motion to refer must be seconded, is debatable and can be amended.

25.2.11. Amendments

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.

- a. 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.
- b. All amendments shall be put in the reverse order to which they are moved.
- c. 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.

- d. 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.
- 25.2.12. **The motion to postpone indefinitely is used to eliminate a main motion without taking a direct vote on it. This motion does not actually "postpone" the main motion.** A question having been postponed indefinitely shall not be taken up again at the same meeting.
- 25.3. **Motions Considered at Board and Committee of the Whole Meetings**
- 25.3.1. Motions shall be related to an agenda item.
 - 25.3.2. 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.
 - a. 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 **and cannot be withdrawn or amended without passing a motion to do so.**
 - 25.3.3. 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.
 - 25.3.4. The mover and seconder shall be recorded in the official minutes of all Board and **Committee of the Whole** ~~Standing Board~~ meetings.
 - 25.3.5. 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.
 - 25.3.6. 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.
- 25.4. **Discussion of Agenda Items** (*Moved from Duties of the Chair*)
- 25.4.1. **The Chair shall ensure every Trustee speaks only to the matter under discussion.**
 - 25.4.2. **A Trustee may speak twice to an agenda item and request one supplementary question each time.**
 - 25.4.3. **No Trustee shall speak longer than five minutes on the same question without leave of the Chair.**
 - 25.4.4. **At the Discretion of the Chair, trustees may be given permission to ask additional questions.**
- 25.5. **Motion to Suspend the Rules**

- 25.5.1. 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.

25.6. Voting

- 25.6.1. No Trustee shall have more than one vote, as Chair or otherwise, either at Board meetings, or on any committee.
- 25.6.2. 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 **two-thirds** $2/3$ 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.
- 25.6.3. 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.~~
- 25.6.4. 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 **any** **comments** on the outcome of the vote that has just occurred as this could be seen as the final word.
- 25.6.5. 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.
- a. 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.
 - b. 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.
- 25.6.6. 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.
- 25.6.7. In accordance with the **Education Act** (Section 55 (3)), the **s**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.

25.7. Reconsideration of a Motion Previously Approved by the Board

- 25.7.1. Once a motion has been decided upon by the Board at a regular or **sSpecial** 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:
- at least 72 hours written notice has been given to all members of the Board; and
 - the motion to reconsider is made by a Trustee who voted with the prevailing side (whether it was for or against);* and
 - 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).

- 25.7.2. 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.

25.8. **Other Business/Requests for Information**

- 25.8.1. A period of time is scheduled just prior to the adjournment of each regular Board and ~~Standing~~ Committee **of the Whole** 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.
- 25.8.2. 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.

25.9. **Reports from Trustees ~~Announcements/Celebrating Board Activities~~**

- 25.9.1. Presentations made under the "**Announcements/Celebrating Board Activities 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 **as an advocate for public education**.

~~25.9.2. 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.~~

DRAFT

March 21, 2024

The Honourable Chrystia Freeland
Deputy Prime Minister and Minister of Finance
House of Commons
Ottawa, Ontario
Canada
K1A 0A6

Dear Deputy Prime Minister Freeland:

Urgent Need for a National School Food Program

I am writing to you on behalf of the Simcoe County District School Board (SCDSB) to express our strong support for the establishment of a comprehensive national school food program. As advocates for student well-being, we believe that access to nutritious meals is essential for academic success and overall health.

The challenge:

Across Canada, many students face food insecurity, which directly impacts their ability to learn and thrive. Hunger and malnutrition hinder concentration, cognitive development, and overall educational outcomes. A 2022 Statistics Canada report shows that 6.9 million people in 10 provinces, including almost 1.8 million children, lived in households struggling to afford the food they need. As a school board, we witness first-hand the effects of food insecurity on our students, and we are committed to addressing this critical issue.

The solution:

A national school food program would provide consistent and equitable access to healthy meals for all students, regardless of their socio-economic background. By implementing such a program, we can:

1. **Enhance learning:** Proper nutrition positively influences cognitive function, memory retention, and concentration. When students have access to nutritious meals, they are better equipped to engage in learning.
2. **Promote health and well-being:** A well-balanced diet contributes to physical health, mental well-being, and overall resilience. By nourishing our students, we invest in their long-term health outcomes.
3. **Reduce stigma:** A universal program eliminates the stigma associated with receiving subsidized meals. All students benefit equally, fostering a sense of inclusivity and community.
4. **Support families:** A national school food program would alleviate financial strain on families, ensuring children receive nourishing meals during the school day.

Our request:

We support the Ontario Public School Boards' Association's (OPSBA) request for an allocation of \$1 billion over the next five years, with a minimum annual commitment of \$200 million, in the 2024 Federal Budget for the establishment and sustainable operation of a national school food program. We urge the federal government to collaborate with provincial and territorial counterparts, educational institutions, and community organizations to develop and fund this comprehensive national school food program. This program should prioritize fresh, locally sourced ingredients, cultural diversity, and sustainability.

Conclusion:

Deputy Prime Minister Freeland, we believe that investing in our students' nutrition is an investment in Canada's future. By working together, we can create a program that ensures no child goes hungry while pursuing their education.

We kindly request your support and advocacy for the swift implementation of a national school food program. Let us join forces to nourish our students and empower them to reach their full potential.

Thank you for your attention to this critical matter. We look forward to positive action that will benefit generations of Canadian students.

Sincerely,



Jodi Lloyd, Chairperson
 Simcoe County District School Board

cc: John Brassard, MP, Barrie – Innisfil
 Adam Chambers, MP, Simcoe North
 Scot Davidson, MP, York-Simcoe
 Terry Dowdall, MP, Simcoe-Grey
 Doug Shipley, MP, Barrie-Springwater-Oro-Medonte
 Hon. Doug Downey, MPP, Barrie-Springwater-Oro-Medonte
 Hon. Jill Dunlop, MPP, Simcoe North
 Hon. Andrea Khanjin, MPP, Barrie-Innisfil
 Hon. Caroline Mulroney, MPP, York-Simcoe
 Brian Saunderson, MPP, Simcoe-Grey
 Ontario Public School Boards' Association
 School Board Chairs
 Board of Trustees, SCDSB
 John Dance, Director of Education, SCDSB
 Dawn Stephens, Associate Director, SCDSB
 Greg Jacobs, Superintendent of Education, SCDSB



Grand Erie District School Board

Education Centre: 349 Erie Avenue, Brantford, Ontario N3T 5V3

519-756-6301 | www.granderie.ca | info@granderie.ca

March 22, 2024

Hon. Stephen Lecce
 Minister of Education
 5th Floor, 438 University Ave.
 Toronto, Ontario M5G 2K8
 Via email: minister.educ@ontario.ca

Dear Minister Lecce,

I am writing on behalf of the members of Grand Erie District School Board's Special Education Advisory Committee (SEAC) to endorse the concerns outlined in the attached Thames Valley District School Board's letter dated November 22, 2023.

The lack of timely community mental health resources for youth is an issue across this province. Waiting for mental health services has a significant impact on a youth's well-being, self-esteem & student success.

We feel that there is a need for expanded partnership among education, community, and health services in Ontario.

In support of the mental health needs outlined in the attached letter, we are also sending these letters to the Minister of Children, Community and Social Services, the Ministry of Education, and the Ministry of Health to help inform all sectors regarding the community needs for youth mental health services beyond the school.

Sincerely,

Lorraine DeJong

Lorraine DeJong
 SEAC Chair
 Grand Erie District School Board

cc: Ministry of Children, Community and Social Services
 Ministry of Education
 Ministry of Health
 Thames Valley District School Board Chair
 Ontario SEAC Chairs

Learn

Lead

Inspire



Chair of the Board:
Lori-Ann Pizzolato

Trustees:

Carol Antone
Dave Cripps
Leeanne Hopkins
Marianne Larsen
Beth Mai
Sherri Moore
Arlene Morell
Leroy Osbourne
Lori-Ann Pizzolato
Sheri Polhill
Meagan Ruddock
Christian Sachs
Bruce Smith

Student Trustees:

Jana Anan
Frederick Nicholas
Savrup Saran

**Director of
Education:**

Mark Fisher

Education Centre
1250 Dundas Street
London, Ontario
N5W 5P2

519-452-2000 Ext:
20219

www.tvdsb.ca

November 22, 2023

Hon. Stephen Lecce
Minister of Education
5th Flr, 438 University Ave.
Toronto, ON M5G 2K8
Via email: minister.edu@ontario.ca

Dear Minister Lecce,

I'm writing today on behalf of my fellow Trustees at Thames Valley District School Board (TVDSB).

As representatives of the community, we wish to express our deep concern regarding the pressure on TVDSB to address student mental health challenges, while resources for community organizations have simultaneously decreased.

We appreciate that the Ministry of Education has identified mental health literacy as a key priority for students.

This priority aligns with what TVDSB heard from students as part of the district-wide School Climate Survey in 2022-23, which reflected over 28,000 student voices. Survey responses highlighted a need to strengthen healthy relationships between and among students, improve students' abilities to identify and manage emotions as well as cope with stress, and address the topics of vaping, alcohol, and drug-use.

Using the survey results, Ministry curriculum and more, TVDSB continues to commit significant resources to supporting mental health among students and families. Over and above implementing the mental health literacy curriculum, we continue to increase supports in elementary and secondary schools, provide learning opportunities for students, staff, and families in a variety of formats, and partner with community organizations such as Western University, local health units, co-terminus boards and numerous service providers to deliver innovative, topical programs.

A theme that continues to arise out of these initiatives and partnerships is the need for more resources spread out across the community.

The Board of Trustees has been informed that school staff are often first-responders or the first points of contact for child and youth mental health concerns. They care deeply about students and work hard to support them. Unfortunately, many students require ongoing support above and beyond what their school can provide. As community resource case loads rise and delays occur, students continue to struggle in school.

TVDSB's Board of Trustees hopes this letter will spark a greater conversation about how all levels of government can work together to better balance and fund community-based mental health support services, so that all the organizations, including school boards, can work together for the benefit of children, youth and families.

Sincerely,

A handwritten signature in black ink that reads "L. Pizzolato". The signature is written in a cursive, flowing style.

Lori-Ann Pizzolato
Chair of the Board
Thames Valley District School Board

cc: Mark Fisher, Director Fisher
Trustees
Student Trustees

**Chair of the Board:**

Beth Mai

Trustees:

Carol Antone
 Dave Cripps
 Leeanne Hopkins
 Marianne Larsen
 Beth Mai
 Sherri Moore
 Arlene Morell
 Leroy Osbourne
 Lori-Ann Pizzolato
 Sheri Polhill
 Meagan Ruddock
 Christian Sachs
 Bruce Smith

Student Trustees:

Jana Anan
 Frederick Nicholas
 Savrup Saran

Director of Education:

Mark Fisher

Education Centre

1250 Dundas Street
 London, Ontario
 N5W 5P2

519-452-2000 Ext:
 20219

www.tvdsb.ca

April 5, 2024

Hon. Stephen Lecce
 Minister of Education
 5th Flr, 438 University Ave.
 Toronto, ON M5G 2K8
 Via email : minister.edu@ontario.ca

Dear Minister Lecce,

We are writing you today regarding the importance of menstrual equity and the urgent need for continued support to provide for menstrual products in schools.

Thames Valley District School Board (TVDSB) students benefit greatly from timely, free access to quality menstrual products in school washrooms. We are grateful to the Government of Ontario for its groundbreaking initiative in partnership with Shoppers Drug Mart, announced in 2021, which promised to provide school boards with six million free menstrual products on an annual basis.

With this initiative scheduled to conclude by the 2024-2025 school year, TVDSB's entire Board of Trustees, including our Student Trustees, are concerned about maintaining menstrual equity in schools. Without a reliable supply of menstrual products, many boards will not be able to sustain the implementation of such products in all school washrooms and students will face significant barriers to accessing the products they need.

The Government of Canada has recognized the importance of menstrual equity by requiring businesses to offer menstrual products in bathrooms for all employees. TVDSB's Board of Trustees believes that the same provision should apply to school boards and their students.

TVDSB urges your immediate attention and action to evaluate the continuation of support for menstrual products in schools. Ensuring ongoing assistance beyond the current timeline is vital to safeguarding the well-being of students in Thames Valley and throughout Ontario.

Beth Mai
 Chair of the Board
 Thames Valley District School Board

Savrup Saran
 Student Trustee for county schools
 Thames Valley District School Board

Sir Frederick Nicholas
 Indigenous Student Trustee
 Thames Valley District School Board

Jana Anan
 Student Trustee for City of London
 Thames Valley District School Board



OTTAWA-CARLETON
DISTRICT SCHOOL BOARD

Office of the Chair of the Board

4 April 2024

The Right Honourable Justin Trudeau
Prime Minister of Canada
80 Wellington Street
Ottawa, ON K1A 0A2
justin.trudeau@parl.gc.ca

Dear Prime Minister Trudeau:

At our Board meeting on 26 March 2024, the Ottawa-Carleton District School Board (OCDSB) directed me to write to you to advocate for a legislative ban on advertisements for gambling in Canada in all media.

Like other school boards across Canada, we place a high priority on protecting and improving the mental health of students. Board members have a number of concerns regarding the impact of gambling advertisements, including:

- The proliferation of gambling advertising, particularly during sports telecasts, has resulted in an alarming number of children and young adults becoming addicted to gambling;
- Gambling can lead to significant harm, including runaway debt, stress to families, low self-esteem, anxiety, depression, and even suicide; and
- Statistics Canada has estimated that 1.6% of adult gamblers, more than 300,000 Canadians, are at moderate to high risk of gambling disorders

The OCDSB's Multi-Year Strategic Plan has a focus on supporting student well-being. As such, the OCDSB supports a legislative ban on advertisements for gambling in Canada in all media, and respectfully requests that the federal government consider this recommendation.

Sincerely,

Lynn Scott
Chair, Ottawa-Carleton District School Board

cc:

Trustees and Student Trustees, Ottawa-Carleton District School Board

Senior Staff, Ottawa-Carleton District School Board

Ontario Public School Boards' Association President and Member Board
Chairs

Local Members of Parliament

Local Members of Provincial Parliament

Corporate Records



OTTAWA-CARLETON
DISTRICT SCHOOL BOARD

Office of the Chair of the Board

4 April 2024

The Honourable Stephen Lecce
Minister of Education
438 University Ave, 5th Floor
Toronto, Ontario
M7A 1N3

Dear Minister Lecce:

At our Board meeting on 26 March 2024, the Ottawa-Carleton District School Board unanimously directed me to write to you to request that the Ministry of Education ensure menstrual products are procured, distributed and accessible for all Ontario schools on an ongoing basis, free of additional costs to individual school boards.

Board members noted that the existing partnership with Shoppers Drug Mart is due to expire this year, and that the Ministry has not yet indicated that this partnership will be renewed, or if a partnership with another provider will be established, or confirmed that supplementary funding will be allocated in the event that boards must procure the necessary menstrual products themselves.

Currently, the partnership with Shoppers Drug Mart has provided six million menstrual products annually to help address period poverty in schools. Students who lack access to menstrual products often skip classes as they are not equipped to engage throughout the day. Access to menstrual products is integral to the emotional and physical well-being of those who menstruate at school.

The Menstrual Equity program initiated by OCDSB student trustees in January 2021 has been well received within the District and there has been immense interest by students to continue this program. It has been noted that the Ministry has defined menstrual products as “a necessity, not a luxury”.

Many students face barriers in accessing menstrual products because of financial limitations and/or harmful social norms and attitudes surrounding menstruation. The lack of access to menstrual products is closely linked to poverty and disproportionately impacts youth, Indigenous peoples, Black and other racialized communities.

Ensuring that menstrual products are procured, distributed and accessible for all Ontario schools on an ongoing basis will support equitable treatment of students and their engagement in learning. Securing a continuing partnership with Shoppers Drug Mart (or another provider) or allocating supplemental funding will also reduce any potential burden on the strained budgets of Ontario school boards. We urge you, therefore, to secure the continued

funding, supply, and distribution of menstrual products for the well-being of Ontario students.

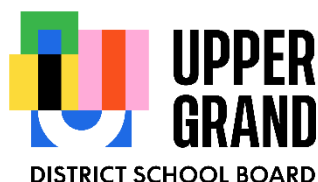
Sincerely,

A handwritten signature in black ink that reads "Lynn Scott". The signature is written in a cursive style with a large initial "L" and "S".

Lynn Scott
Chair, Ottawa-Carleton District School Board

cc:

Trustees and Student Trustees, Ottawa-Carleton District School Board
Senior Staff, Ottawa-Carleton District School Board
Ontario Public School Boards' Association President and Member Board
Chairs
Corporate Records



Ralf Mesenbrink

Chair of the Board

Board Office: 500 Victoria Road N. Guelph, ON N1E 6K2

Email: ralf.mesenbrink@ugdsb.on.ca

Tel: 519-822-4420 ext. 575 or **Toll Free:** 1-800-321-4025

April 9, 2024

The Honourable Chrystia Freeland
Deputy Prime Minister and Minister of Finance
80 Wellington Street
Ottawa, ON K1A 0A2

Dear Minister Freeland,

I'm writing to you today on behalf of the Upper Grand District School Board (UGDSB) to express our strong support of the recent advocacy by the Ontario Public School Boards' Association (OPSBA) for a National School Food Program. Food insecurity has been a long-standing struggle for many Ontario children. Since the pandemic, it has only become increasingly pronounced and widespread.

In response to OPSBA's advocacy, the UGDSB passed a resolution to write a letter of support for a National School Food program. I am pleased that in the meantime, the Prime Minister has indicated that the Budget to be tabled on April 16 will include funds for a National School Food program. On behalf of the trustees of the Upper Grand District School Board, I thank you for that commitment.

As you are likely aware, food insecurity has a direct impact on student achievement and children's mental health and well-being. It affects our students' ability to learn, grow, and thrive, both inside and outside the classroom. Boards across the Province and Country do our very best to address hunger at the local level, but what we can provide is fragmented and insufficient. A National School Food Program will not only address immediate nutritional needs but also contribute significantly to the overall wellbeing and academic achievement of all students.

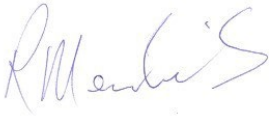
We appreciate the challenges faced by the government in prioritizing funding allocations. However, we firmly believe that by investing in the future of our children, we are making an investment in the future of our country. We thank you for announcing the significant commitment in the 2024 Budget to launch and sustain a National School Food Program.

Upper Grand District School Board

- | | | | | |
|--------------------------------|---------------|-------------------|------------------|-----------------------------|
| • Ralf Mesenbrink; Chair | • Jen Edwards | • Irene Hanenberg | • Martha MacNeil | • Alethia O'Hara-Stephenson |
| • Katherine Hauser; Vice Chair | • Robin Ross | • Luke Weiler | • Laurie Whyte | • Lynn Topping |

Your support and leadership in championing this cause will have a lasting positive impact on the lives of many Canadian students.

Thank you,



Ralf Mesenbrink
Chair of the Board
Upper Grand District School Board

cc: Trustees, Upper Grand District School Board
Chairs of Ontario English Public School Boards
The Honourable Stephen Lecce, Minister of Education
Ontario Student Trustees' Association
Lloyd Longfield, Member of Parliament, Guelph
John Nater, Member of Parliament, Perth-Wellington
Kyle Seeback, Member of Parliament, Dufferin-Caledon
Michael Chong, Member of Parliament, Wellington-Halton Hills
Mike Schreiner, Member of Provincial Parliament, Guelph
Ted Arnott, Member of Provincial Parliament, Wellington-Halton Hills
Sylvia Jones, Member of Provincial Parliament, Dufferin-Caledon
Matt Rae, Member of Provincial Parliament, Perth-Wellington
Cheryl Lampkins, President OSSTF-ESSP/RDECE
William Foster, President CUPE
Krista Pederson, President ETFO-Upper Grand Teacher Local
Andrew Aloe, President ETFO-Upper Grand Occasional Teacher Local
Janice Minor, President OSSTF-OCT
Tracey Mackie-Vlietstra, President OSSTF-PSSP
Paul Rawlinson, President OSSTF-Teachers' Bargaining Unit
Christine Kerr, President OSSTF-Occasional Teachers' Bargaining Unit

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Letter of Support for Thames Valley DSB on Mental Health Supports

1 message

Student Mental Health (EDU) <StudentMentalHealth@ontario.ca>

Fri, Apr 5, 2024 at 1:28 PM

To: "stephanie_reidel@wrdsb.ca" <stephanie_reidel@wrdsb.ca>

Cc: jeewan_chanicka <jeewan_chanicka@wrdsb.ca>, "joanne_weston@wrdsb.ca" <joanne_weston@wrdsb.ca>

Dear Joanne Weston,

Thank you for your letter regarding student mental health challenges in your board. I also acknowledge your expressed support for the Thames Valley District School Board's letter regarding mental health supports in their board.

The mental health and well-being of all Ontario students is a top priority for this government. We know that good mental health is fundamental to a student's ability to learn and reach their full potential.

Ontario is investing more than \$114 million in 2023-24 to support student mental health and well-being, which represents a 555 per cent increase from 2017-18. In 2023-24, through the Grants for Student Needs (GSN) \$50.4 million was allocated to help school boards meet local needs and priorities related to mental health, \$26.5 million was allocated for Mental Health Workers in Secondary Schools, and \$10.8 million was allocated for Mental Health Leaders.

Last July, the Ministry of Education issued [Policy/Program Memorandum 169](#) (PPM) on student mental health, which came into effect on January 1st 2024. PPM 169 sets out 11 requirements related to student mental health in order to provide consistency in the delivery of mental health learning, supports, and services across all school boards in the province. The successful implementation of the PPM relies on continued collaboration with education and health sectors in supporting student mental health. Requirement two of the PPM, *Joint Local Planning with Community-based Child and Youth Mental Health Providers*, expects that school board leadership will actively engage in local planning with their community-based child and youth mental health providers. This local planning also includes collaboration in system planning with other interrelated sectors and service delivery partners such as hospitals, public health units, and local Indigenous partners, as it relates to student mental health and wellness.

The Ministry of Education continues to work closely with the Ministry of Health and their community-based child and youth mental health providers to align, plan, and integrate mental health services so that all children and youth can receive the right mental health care that they need, when they need it. Both ministries are committed to working collaboratively to build a system of care that is coordinated, comprehensive, and responsive to the needs of children and their families.

To this end, the ministries of Education and Health established the Provincial Cross-Sector Coordination Table (The Table) in January 2024. Its mandate is to support cross-sector relationship building and service planning with the aim of creating a more seamless, integrated, and coordinated continuum of care to meet children and youth mental health needs. The Table is comprised of members with expert knowledge of the child and youth mental health and education sectors, including the Knowledge Institute on Child and Youth Mental Health and Addictions, School Mental Health Ontario, and the Child and Youth Mental Health Lead Agency Consortium. The inaugural meeting was held on January 17th, 2024, and it will continue to meet quarterly thereafter.

Through the *Roadmap to Wellness: A Plan to Build Ontario's Mental Health and Addictions System*, the Ministry of Health has flowed \$525 million in new base funding for mental health and addiction services and supports since 2019-20,

including \$130 million dedicated to providing mental health services for children, youth and their families. These investments form part of the \$485 million the government allocates every year towards providing community-based child and youth mental health service across Ontario. Building on these investments, the government recently announced through the 2023 Budget a \$425 million investment over three years to support mental health and addictions services, including a five per cent increase in the base funding of community-based mental health and addictions services providers funded by the Ministry of Health.

I am grateful to you and the Waterloo Region District School Board trustees for your hard work and commitment to student mental health.

Sincerely,

Shirley Carder

Director

Mental Health Branch