

**WATERLOO REGION DISTRICT SCHOOL BOARD
NOTICE AND AGENDA**

A Committee of the Whole meeting of the Waterloo Region District School Board will be held in the Boardroom, Building 2, 51 Ardelt Avenue, Kitchener, Ontario, on **Monday, May 13, 2024, at 7:00 p.m.**

AGENDA

Call to Order

O Canada

Approval of Agenda

Celebrating Board Activities/Announcements

Declarations of Pecuniary Interest

Delegations

Dr. Hillary Pimlott - Bylaw Recommendations
Carolyn Burjoski - Bylaw Recommendations
David Todor - Bylaw Recommendations
Cristina Fernandes - Bylaw Recommendations
Geoff Horsman - Public Input
Cait Glasson - Bylaw Recommendations
Craig Sloss - Bylaw Recommendations

Staff Follow Up

Policy and Governance

01 Board Policy 3007 - Membership in Ontario Public School Boards' Association Policy Working Group

Reports

06 Extended Day Program Fee 2024-2025 N. Landry

Board Reports

13 Ad Hoc Bylaw Review Committee Final Report and Recommendations M. Radlein

Question Period (*10 minutes*)

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

Adjournment

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



Report to Committee of the Whole

May 13, 2024

Subject: Ontario Public School Boards' Association – Approval of Membership Fee

Recommendation

That the Waterloo Region District School Board approve Board Policy 3007 as presented at the May 13, 2024, Committee of the Whole meeting; and

That the Waterloo Region District School Board continue with membership in the Ontario Public School Boards' Association (OPSBA) for 2024-2025.

Status

To present for review, Board Policy 3007 (Appendix A) regarding membership in the Ontario Public School Boards' Association (OPSBA). Information regarding the services provided by OPSBA can be found at www.opsba.org. These services include labour relations, advocacy initiatives, media relations, and professional development. The membership fee is based on a formula connected to a school board's student enrolment. Last year, the fee was \$118,465 (plus HST). The fee model is composed of a base amount and a percentage of each member board's Board Administration and Governance Grant. At the OPSBA board meeting on April 27 2024, the Board of Directors approved an increase of 2.93% in membership fee. The 2024-2025 Membership invoices and letters will be sent in August 2024.

If trustees agree to continue their membership in the Association, then approval of a motion to retain Board Policy 3007 will be required as outlined in the recommendation.

The Policy Working Group has ensured that the following steps have occurred:

- Public Consultation
- Consultation with WRDSB Committees including but not limited to, Parent Involvement Committee, Special Education Advisory Committee and Equity and Inclusion Advisory Group
- Reviewed using the Human Rights and Equity Review Guide
- Reviewed by Leadership Council
- Reviewed for legislative updates and consistent language

Background

Annual review is required of Board Policy 3007 as indicated in the policy.

On March 22, 2021 the Board of Trustees approved striking a Policy Working Group.

The Policy Working Group Terms of Reference include the following mandate:

2.2 Powers and responsibilities

The committee shall review and examine policies for formatting and to review content and to develop draft policies where required and to ensure that consultation has taken place. This committee has no decision-making powers. All policies will be presented to the Board of Trustees for approval.

Financial implications

There is an amount incorporated into the budget annually to cover the cost of the OPSBA membership fee.

Communications

Approved policies will be updated on the internal and external websites after ratification at the end of the month.

Prepared by: Stephanie Reidel, Manager of Corporate Services, on behalf of Trustee Scott Piatkowski and the Policy Working Group in consultation with Leadership Council.



Board Policy 3007

MEMBERSHIP IN ONTARIO PUBLIC SCHOOL BOARDS' ASSOCIATION

Responsibility:	<i>Board of Trustees</i>
Legal References:	<i>Education Act 191.2(3) – Other Expenses (Board Members)</i>
Related References:	<i>Board Policy 3003 – Trustee Professional Development Expenses</i> <i>OPSBA Constitution and Bylaws</i>
Effective Date:	<i>June 2000</i>
Revisions:	<i>March 2007, June 21, 2021, May 13, 2024</i>
Reviewed:	<i>June 8, 2020, May 9, 2022, June 12, 2023</i>

1. **Preamble Purpose**

- 1.1 The Waterloo Region District School Board (WRDSB) recognizes the inherent values in maintaining a positive relationship with other public district school boards throughout the Province of Ontario through membership in the Ontario Public School Boards' Association (**OPSBA**).
- 1.2 **OPSBA represents English public district school boards and public school authorities across Ontario, which together serve more than 1.3 million public elementary and secondary students. OPSBA advocates on behalf of the best interests and needs of the public school system in Ontario. OPSBA is seen as the expert voice of public education in Ontario and is routinely called on by the provincial government for input and advice on legislation and the impact of government policy directions.**
- 1.3 **OPSBA serves its Member Boards through its expertise and provincial work in the following areas:**
 - **Education Program Policy**
 - **Policy Development**
 - **Legislation and Regulation Monitoring and Analysis**
 - **Government Relations**
 - **Communications and Media Relations**
 - **Equity, Diversity, and Inclusion**
 - **Labour Relations and Human Resources**
 - **Education Finance**
 - **Networking and Facilitation**
 - **Conference, Meeting and Event Coordination**
 - **Professional Development and Issues Awareness**

2. **Membership Renewal**

- 2.1 Membership in the ~~Ontario Public School Boards' Association (OPSBA)~~ will be renewed annually in conjunction with the development of the WRDSB operating budget. At that time, **this policy (Board Policy 3007 - (Membership in OPSBA))** will also be reviewed.

3. **Annual Appointments/Nominations**

- 3.1 In accordance with OPSBA's bylaws, appointments to the following positions must be approved by the Board of Trustees annually prior to OPSBA's Annual General Meeting:
 - Voting Delegate and Alternate for the OPSBA Annual General Meeting;
 - Director and Alternate Director on the OPSBA Board of Directors.

3.2 ~~In conjunction with the above appointments,~~ The Board of Trustees may also nominate one of their members for the following positions **during the OPSBA Annual General Meeting or at OPSBA's request for nominations:**

- Executive Officers - President, First Vice-President, Second Vice-President (any trustee from a member board is eligible for nomination);
- Regional Chair - Central West Region (any trustee from a member board in the Central West Region is eligible for nomination);
- Regional Vice-Chair - Central West Region (any trustee who is appointed by a district school board to the OPSBA Board of Directors is eligible for nomination);
- Regional Appointment to Core Issue Work Groups.

4. OPSBA Expenses

4.1 Expenses related to attendance at OPSBA events are governed by Board Policy 3003 – Trustee Professional Development Expenses.



Board Policy 3007

MEMBERSHIP IN ONTARIO PUBLIC SCHOOL BOARDS' ASSOCIATION

Legal References: *Education Act 191.2(3) – Other Expenses (Board Members)*

Related References: [Board Policy 3003 – Trustee Professional Development Expenses](#)
[OPSBA Constitution and Bylaws](#)

Effective Date: *June 2000*

Revisions: *March 2007, June 21, 2021*

Reviewed: *June 8, 2020, May 9, 2022, June 12, 2023*

1. Preamble

1.1 The Waterloo Region District School Board (WRDSB) recognizes the inherent values in maintaining a positive relationship with other public district school boards throughout the Province of Ontario through membership in the Ontario Public School Boards' Association.

2. Membership Renewal

2.1 Membership in the Ontario Public School Boards' Association (OPSBA) will be renewed annually in conjunction with the development of the WRDSB operating budget. At that time, Policy 3007 (Membership in OPSBA) will also be reviewed.

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- Regional Chair - Central West Region (any trustee from a member board in the Central West Region is eligible for nomination);
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- Regional Appointment to Core Issue Work Groups.

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Report to Committee of the Whole

May 13, 2024

Subject: 2024-25 Extended Day Program Fee

Recommendation

That the Waterloo Region District School Board approve the Extended Day Program fee of \$31.50 per day, per child, for the 2024-25 school year.

Status

The Extended Day Program (EDP) fee is established annually in accordance with the guidelines set out by the Ministry of Education (Ministry) in [Ontario Regulation 221/11](#). The underlying objective in establishing the fee is to ensure it bears a reasonable relationship to incremental operating costs incurred by the Waterloo Region District School Board (WRDSB), and that the program operates on a cost-recovery basis.

While there are many components that contribute to the overall rate (see Appendix A), the following represent key factors impacting the proposed rate for 2024-25.

- Wages and Benefits
 - Change: Average salary costs are forecast to increase by \$4.34 per hour for the 2024-25 school year; with a minor increase to associated benefit costs (0.02%) on average.
 - Rationale: These changes are the result of retroactive adjustments related to Bill 124 (4.3%), as well as an increase of \$1 per hour for Educational Assistants (EAs) and Designated Early Childhood Educators (DECEs) (reflective of the 2022-2026 collective agreements). Furthermore, staff continue to progress through the salary grid as they gain more experience. Information used to calculate these figures is based on 2024-25 salary and benefit forecasts, which will be used to develop the WRDSB's 2024-25 budget.
 - Impact: Direct staffing costs account for approximately 78.5% of total expenditures on the program; as such, any changes to salaries and benefits will have a proportionate impact on the EDP fee.
- Administrative Support
 - Change: Expenditures on administrative support are forecast to decrease by 6.92% on a per student basis.
 - Rationale: Although additional administrative requirements need to be met to maintain our licensing under the [Child Care and Early Years Act 2014](#), our administrative costs as a proportion of total expenses are declining as we expand our programs.

- Impact: In total, administrative costs represent 2.39% of total expenditures on the program. These expenditures are necessary to provide the appropriate level of oversight and support to our schools, ensuring that the EDP achieves its mission of providing high-quality, affordable, care to students in our communities. Administrative support staff (e.g., manager, supervisors, clerical) also provide oversight and support for programs operated by our community partners, ensuring they are meeting the requirements of our contracts with them.
- Special Education Support
 - Change: The per pupil amount to support additional resources for students with special needs is decreasing by \$0.05 per pupil, per day.
 - Rationale: A core commitment of the EDP is that all students should have equity of access to the program and should have access to the supports they need. Each year, the proportion of students participating in our program that require additional staffing, relative to the overall number of students, changes slightly. The decrease noted above is based on actual costs incurred during the past five years to support students with special needs.
 - Impact: The decrease noted above will not impact our ability to provide the resources necessary (primarily staff) to support students with special needs in our before and after school programs.
- Transaction Costs and Vacancy Rate (Bad Debt)
 - Change: Expenditures incurred to manage the collection of fees for the program are forecast to increase by 0.22% on a per student basis; our forecast for bad debt expense (uncollectable revenues) is expected to decrease slightly (0.03%) for 2024-25 on a per student basis.
 - Rationale: The Board incurs fixed (staffing) and variable (merchant fees) costs in order to invoice and collect fees from families. In order to operate on a cost recovery basis, these costs need to be included in the overall fee charged for the EDP. We also include a small amount to reflect fees that cannot be collected from families (i.e., bad debt); there are a number of procedures in place to ensure we minimize this cost to the Board.
 - Impact: To the extent that further improvements to our processes can be made to reduce costs or enhance service for families, we will pursue those as appropriate.

Non-Instructional Days

The Extended Day Program will continue to be offered on designated non-instructional days (e.g. PD Days, Winter Break, March Break) in 2024-25.

- Professional Development (P.D.) Days- The program will not operate on five (5) professional development days in 2024-25. This will allow Designated Early Childhood Educators to complete mandatory training and to be released for professional development. Based on the school year calendar that was presented to the Board on February 26, 2024, the EDP will operate (or close) on the following dates:
 - September 3, 2024- Closed (P.D. day occurs prior to school starting. Provincial priorities, mandatory health and safety training)
 - October 11, 2024- Closed (P.D. day provided for Provincial priorities non-violence crisis intervention / BMS training for Designated Early Childhood Educators)
 - November 1, 2024- Closed (P.D. day provided for Provincial Priorities non-violence crisis intervention / BMS training for Educational Assistants)
 - January 17, 2025- Open
 - March 31, 2025- Closed (Board designated P.D. Day for Provincial priorities; full-day professional learning for Designated Early Childhood Educators jointly planned by Waterloo Region District School Board and ETFO-DECE)
 - May 30, 2025- Open
 - June 27, 2025- Closed (P.D. day Board Priorities)

This information will be communicated to internal and external stakeholders in order to facilitate planning.

- Winter Break- The program will continue to operate during the non-statutory week of winter break. Our plan for winter break 2024-25 is to offer care on the following days:
 - December 23rd to January 1st (Closed)
 - Thursday January 2nd – Friday January 3rd (Open)
- March Break- The program will continue to operate during March Break for 2024-25.
 - March 10th – March 14th (Open)
- The schedule noted above will ensure that our community has access to the program during the non-statutory week of the winter break, and is consistent with the language included in our childcare contracts with Community Providers. We have also confirmed that these dates align with the terms included in the agreement with our Custodial & Maintenance staff, who are needed in the school while programs are in operation.

Fee Options

Families may choose to purchase service in one of three ways: before school only, after school only, or both. They can also choose the number of days per week they wish to enroll their child, (i.e., Mondays only, or Wednesday and Friday). The recommended fee of \$31.50 per pupil per day means families and caregivers will experience an increase of \$3.00 over the fee charged in 2023-24.

The changes in the fee over the last 5 years are provided below for reference:

School Year	Before School Fee*	After School Fee*	Daily Fee*
2021-22	\$12.00	\$15.50	\$27.50
2022-23	\$13.00	\$16.00	\$29.00
2023-24	\$14.00	\$14.50	\$28.50
2024-25	\$14.50	\$17.00	\$31.50

*This fee applies to students who are not eligible for a reduced fee under the Canada-Wide Early Learning and Child Care Program, which only provides funding for children under age 6.

- Since September 1, 2022, all WRDSB extended day programs have been licensed under the [Child Care and Early Years Act](#) (CCEYA). As a result, all 4- and 5-year-olds participating in our EDP are eligible for reduced rates under the [Canada-wide Early Learning and Child Care](#) (CWELCC) program. The CWELCC program outlines that Ontario families with children five years old and younger, participating in licensed childcare programs, will see their childcare fees reduced to \$10 per day by September 2025.
 - 2022-23
 - EDP Rate- \$29.00 per day; reduced rate for eligible 4-and 5-year-old students participating in WRDSB EDP \$19.98
 - 2023-24
 - EDP Rate- \$28.50 per day; reduced rate for eligible 4-and 5-year-old students participating in WRDSB EDP \$12.59
 - 2024-25
 - EDP Rate- \$31.50 per day; reduced rate for eligible 4-and 5-year-old students participating in WRDSB EDP \$12.59

Background

The Full-Day Early Learning Statute Law Amendment Act was passed into legislation on April 27, 2010, and mandates that EDP be offered by district school boards to all JK/SK children attending a school with Full Day Kindergarten. Each year, a costing template issued by the Ministry of Education is used to calculate fees for a standard class of EDP

students. The EDP fee regulations ([O. Reg. 221/11](#)) continue to require boards to establish fees that bear a reasonable relationship to operating costs. When functioning as the operator of the program, the WRDSB makes every effort to operate on a cost-recovery basis in delivering the EDP. Trustees are required to approve the fee at an open meeting of the WRDSB each year, and boards are required to disclose fees to coterminous boards and the Ministry of Education.

In September 2010, the Waterloo Region District School Board (WRDSB) began directly operating before and after school programs in 4 schools, offering care to 64 children. Since then, our program has expanded to 75 schools and now offers care to over 4,687 children; this is in addition to the 23 programs offered by our community partners in schools with purpose-built childcare centres.

Financial Implications

Consistent with the direction provided by the Ministry of Education, the EDP fee has been developed to ensure it bears a reasonable relationship to operating costs and will allow the WRDSB to operate the EDP on a cost recovery basis.

Communications

The approved rate will be posted on our corporate website and will be reflected in communication material provided to families.

Prepared by: Melissa Hilton, Manager, Extended Day Program
 Nick Landry, Superintendent of Business & Treasurer of the Board,
 in consultation with Leadership Council

APPENDIX A

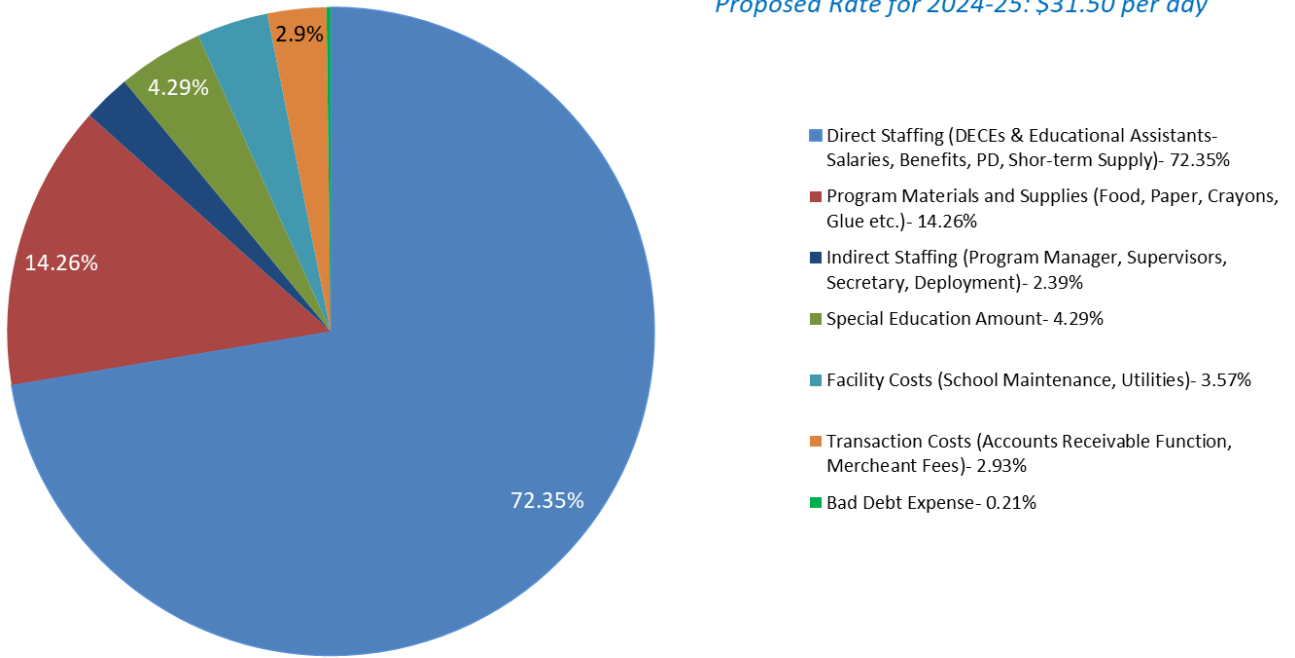
Components of the Extended Day Program Fee

ESTIMATING DAILY BASE FEE						
		Average Board Enrolment				
		Number of students in Extended day		24.15		
		# of ECEs / staff		2.00		
2024-25 Extended Day Program Fee					2023-24 Amount	Change
Benchmark	Benchmark Unit	# Hours / day	5			
ECE/STAFF COSTS						
\$32.00	Hourly	(a) Wage compensation	\$59,844.20	\$27.67	\$4.34	
31.88%	as % of hourly wage	(b) Benefits (including Pension contributions)	\$19,078.33	31.86%	0.02%	
13.40%	as % of hourly wage + benefits	(c) Vacation + Statutory Holidays	\$10,577.25	13.40%	0.00%	
2.00%	as % of hourly wage + benefits	(d) Professional Development	\$1,578.45	2.00%	0.00%	
5.65%	as % of hourly wage + benefits + Vacation + Statutory holidays	(e) Supply ECEs for Extended day	\$5,145.92	5.65%	0.00%	
Total ECE/Staff Costs			\$96,224.15			
3.31%	per staffing unit costs	Administrative costs	\$3,182.35	10.23%	(6.92%)	
PER PUPIL COSTS						
\$0.21	per-pupil per hour	School Operations (up to \$0.40 per pupil)	\$4,741.85	\$0.23	(\$0.02)	
\$0.65	per-pupil per day	Materials for Extended day	\$2,935.43	\$0.65	\$0.00	
\$3.55	per-pupil per day	Food / Snacks	\$16,031.98	\$2.95	\$0.60	
\$1.26	per pupil per day	Special Education	\$5,703.76	\$1.21	\$0.05	
Total Costs (excluding vacancy)			\$128,819.52			
0.22%	as a % of Total Cost (before vacancy)	Vacancy Allowance (up to 5%)	\$278.07	0.25%	(0.03%)	
3.02%	as a % of Total Cost (after vacancy)	Transaction Costs	\$3,901.78	2.80%	0.22%	
Total Costs			\$132,999.37			
Extended Day Program Fee						
(includes non-instructional days during the school year (e.g., P.D. days (2), Winter Break (2) and March Break (5)))			\$ 31.50	\$28.50	\$3.00	

Waterloo Region DSB- Extended Day Program Fee Breakdown

Current Rate: \$28.50 per day

Proposed Rate for 2024-25: \$31.50 per day



-Designated Early Childhood Educators (DECE) and Educational Assistants (EA) staff the program.

May 2024



Report to Committee of the Whole

May 13, 2024

Subject: Ad Hoc Bylaw Review Committee Recommendations and Final Report

Recommendation

That the Waterloo Region District School Board approve the Draft WRDSB Bylaws (Appendix A) as presented at the May 13, 2024, Committee of the Whole, effective July 1, 2024; and

That the Ad Hoc Bylaw Review Committee be disbanded upon the adoption of the updated bylaws.

Status

The Ad Hoc Bylaw Review Committee was tasked with reviewing the WRDSB Bylaws 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

The committee has prepared recommended changes to the WRDSB Bylaws (Appendix A). A legal review of the recommended bylaws resulted in 11 suggestions from legal counsel which can be found in **purple** in the draft bylaws. Legal Counsel did not express any concerns beyond the 11 suggestions.

Decisions of the ad hoc committee were made by consensus and were collaborative in nature. When consensus was not reached, a vote was required, the vote was restricted to ad hoc committee members only. Only Trustee members of the Committee participated in voting. The committee recognizes that not every recommendation provided in this report occurred with unanimous support.

The Ad Hoc Committee referenced the following resources in the development of the bylaw recommendations:

- Robert's Rules of Order
- [Ontario Public School Boards' Association \(OPSBA\) 2022-2026 Good Governance Guide](#)
- Delegations
- Legal Review

- Bylaws of Comparator School Boards
- Applicable Legislation

Meeting Dates & Attendance

Date	C. Johnson	J. Meissner	M. Radlein	C. Watson	K. Woodcock
Wednesday, October 11 4:00 - 6:00	✓	✓	✓	arrived at 4:37	4:15 - 5:21
Thursday, November 2 6:00 - 7:30	✓	✓	✓	✓	✓
Wednesday, December 6 4:30 - 6:00	arrived at 4:45	arrived at 4:45	✓	left at 5:40	✓
Wednesday, December 13 4:30 - 6:00	arrived at 4:42	✓	✓	✓	✓
Wednesday, January 10 4:30 - 6:00	✓	arrived at 4:38	✓	left at 5:45	✓
Wednesday, January 17 4:00 - 5:30	✓	arrived at 4:25	✓	arrived at 4:38	✓
Thursday, February 8 5:00 - 6:30	arrived at 5:20	arrived at 5:41	✓	✓	✓
Thursday, February 15 6:00 - 7:30	✓	✓	✓	✗	left at 6:30
Tuesday, March 26 4:30 - 6:00	✗	✓	✓	left at 5:30	✓
Tuesday, April 9 5:00 - 6:30	✓	✓	✓	✗	✓
Thursday, April 18 4:30 - 6:00	arrived at 4:47	✓	✓	✓	✓
Tuesday, April 23 4:00 - 5:30	✓	✓	✓	arrived at 4:30	✓
Thursday, May 2 3:00 - 3:45	✗	✓	✓	✗	✓

Meeting Procedures

In order to create a transparent and accountable process amongst all trustees on the committee and to ensure that all members were able to provide feedback in an ongoing manner over the past 6 months, the structure and workings of the committee included the following:

- By-laws were in a Google Doc which was available 24/7 between October & April for committee members.
- Committee members were tasked with reading the by-laws scheduled in the agenda & putting suggested changes/things to be considered in the comments of the Google Docs.
- Agendas were posted with all calendar invites - all agendas had links to current version of by-law, so comments and changes were visible & available for further comment.
- Comments could be added anytime before, during or after the meeting. Comments added after the meeting were reviewed at the next meeting. Attendance at meetings was not necessary for members to provide input.

Summary of Changes

Changes to full bylaws:

- Bylaws were re-ordered to provide better flow
- Universal changes were made to language for clarity, e.g., “Act” changed to “Education Act”

Board Meetings

As indicated in the motion, the committee reviewed Bylaw 13, Board Meetings. The proposed updates are as follows:

- Added clarification regarding the Chair’s absence
- Rescheduled meetings for Creed Accommodation Days
- Moved some items to Notice and Holding of Public Meetings and Quorum
- Reversed the order of Territorial Acknowledgement and National Anthem to match process
- Clarified the content and purpose of minutes

Delegation Procedures

As indicated in the motion, the committee reviewed Bylaw 14, Delegation Procedures. The proposed updates are as follows:

- Increased to 10 delegations allowed per meeting
- Increased clarity for the submission and approval of delegations
- Added electronic participation for delegations to align with O. Reg. 463/97: Electronic Meetings And Meeting Attendance
- Allowed delegations 5 minutes to speak
- Increased clarity regarding actions available to the Board following a delegation
- Updated Special Delegation Meetings were made to align with regular delegation procedures

Rules of Order

As indicated in the motion, the committee reviewed Bylaw 24, Rules of Order. The proposed updated areas include:

- Notice of Motion
 - Removed duplicate statements
 - Ensured Terms of Reference are provided for Ad Hoc Committees
 - Clarified the withdrawal of a Notice of Motion
- Motions
 - Included information from Duties of the Chair
 - Added further information from Robert's Rules of Order regarding types of motions

Other Bylaw Areas

The sections ***changed*** are listed below:

1. Overview (Section 1)
 - Added and updated definitions — updated
 - Moved Electronic Meetings to Section 11
2. Waterloo Region District School Board of Trustees Responsibilities (Section 2)
 - Updated to align with Ontario Public School Boards' Association (OPSBA) 2022-2026 Good Governance Guide
3. Trustee Responsibility (Section 5)
 - Updated to align with OPSBA 2022-2026 Good Governance Guide
4. Notice and Holding of Public Meetings (Section 7)
 - Encouraged completion of "Onboarding Forms"
 - Electronic Meetings - updated to adhere to post pandemic changes to O. Reg. 463/97: Electronic Meetings And Meeting Attendance
 - Included adjournment of meetings at 11:00 p.m.

5. Inaugural Meeting of the Board (Section 8)
 - Updated for new legislative trustee term timelines
6. Organizational Meeting (Section 9)
 - Changed “Inaugural Meeting of the Chair” to “Organizational Meeting” to be consistent with OPSBA and other Boards
 - Updated for new legislative trustee term timelines
7. Election of Chair and Vice-Chair (Section 10)
 - Updated for new legislative trustee term timelines
 - Discussed term and tenure but no changes were made
 - Corrected the Election process to align with actual process for accepting nominations
8. Duties of the Chair (Section 11)
 - Moved a number of articles to Rules of Order
 - Added language regarding disruptions to meetings
9. Duties of the Vice-Chair (Section 12)
 - Removed a line not related to the vice-chair regarding the Agenda Development Committee.
10. Quorum (Section 13)
 - Included additional clarifications regarding quorum and options where quorum is not present
 - Included post-pandemic legislation regarding electronic attendance
 - Provided guidelines for electronic attendance and notice if leaving the room
 - Moved absent information from Board Meetings
11. Committees (Section 16)
 - Removed disbanded committees
 - Added the Policy Working Group
 - Provided clarification to the annual committee membership selection process
12. Committee of the Whole (Section 17)
 - Changed to once per month
 - Updated to include a territorial acknowledgement
 - Clarified The content and purpose of minutes
13. In Camera Meetings (Section 18)
 - Corrected to reference both In Camera Board and In Camera Committee of the Whole Meetings
 - Updated language regarding confidential materials
14. Board Committees (Section 20)
 - Director’s Performance Appraisal

- Updated to align with O. Reg. 83/24: Director Of Education Performance Appraisal
 - Changed to Vice-Chair chairing the Committee as per current practice
 - Removed Fiscal Task Force
 - Student Trustee Mentors
 - Moved some articles to Student Trustees Section - focussing this Section on mentor roles
 - Referenced two mentors to align with practices
 - Added Policy Working Group
15. Community Committees (Section 21)
- Renamed “Communities Committees” to “Community Committees”
 - Removed Accessibility Committee
16. Student Trustees (Section 24)
- Updated language

Background

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, 2024 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 has met 13 times between October 2023 and May 2024.

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 1.3.2.

Financial implications

There are no known financial implications of approving the recommended draft bylaws.

Communications

Upon implementation on July 1, 2024, a final copy of the bylaws will be sent to Trustees, Senior Team and posted on the WRDSB website. The WRDSB website will also be updated as needed.

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

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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 **related to the Board of Trustees** 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 is accountable to the public for the collective decisions of the district school board and for the delivery and quality of educational services 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~~ **Board** 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**
- **deliver effective and appropriate education programs to its students**
- ~~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
- **Balance their governance role with their representative role, participating in decision-making that benefits the whole district**

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,
- an employee of a district school board or school authority;
 - 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;
 - a member of the Assembly or of the Senate or House of Commons of Canada; or
 - 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~~,
- is convicted of an indictable offence;
 - is absent without being authorized by resolution entered in the minutes, from three consecutive regular meetings of the Board;
 - ceases to hold the qualifications required to act as a member of the Board;
 - becomes disqualified under subsection 219 (4); or
 - fails to be physically present as required by the regulations made under clause 208.1 (1) (b) 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 (**if a majority of the elected members do not remain in office**), or
 - b. appoint a qualified person to fill the vacancy (**if a majority of the elected members remain in office**).
- 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:
- a. 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.
 - b. 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.
 - c. A member appointed or elected to fill a vacancy shall hold office for the remainder of the term of the member who vacated the office.

4.4. 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):
- a. qualified to vote for members of the Board;
 - b. a resident in the area of jurisdiction of the Board;
 - c. disqualifications are outlined in the *Education Act*, 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~~
- a. ~~The Board has the responsibility to serve the interests and needs of the general public rather than groups of the population or professionals whom the Board employs.~~
 - b. ~~The Board exists to govern the school system, not manage its operation.~~
 - c. ~~The Board has multiple and varied responsibilities, but involvement in the details of these concerns should never displace the fact that students are the central focus of the system.~~

Areas of Responsibility

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

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

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, ~~O 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** ~~speaking 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)):
- the security of the property of the board;
 - 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;
 - the acquisition or disposal of a school site;
 - decisions in respect of negotiations with employees of the Board; or
 - litigation affecting the Board.
 - 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~~ **In Camera 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** 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 from 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 **s**Special Board meeting, and confirmed by a resolution of the Board recorded in its minutes, it shall not be reconsidered during the ensuing twelve-month period unless:
- 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~~ **of the Whole** Committee meeting for other business from Trustees. Trustees are advised to contact the appropriate administrative official(s) regarding the item on which they intend to speak so that staff are prepared to respond appropriately, if possible.
- 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.~~

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