

SEPTEMBER 16, 2024

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, September 16, 2024, at 7:00 p.m.**

AGENDA

Call to Order

O Canada

Approval of Agenda

Celebrating Board Activities/Announcements

Declarations of Pecuniary Interest

Delegations

Staff Follow Up

Policy and Governance

01	Board Policy 2002 - Partnerships and Sponsorships	Policy Working Group / N. Landry / L. Agar
06	Board Policy 4001 - Opening of New Schools & Additions	Policy Working Group / H. Hughes
10	Board Policy G201 - Trustee Code of Conduct	Policy Working Group

Reports

39	Bank Borrowing Resolution	N. Landry
44	Capital Priorities 2024-2025 Report	S. Miller / N. Landry / L. Agar

Board Reports

54	Trustee Self-Evaluation	Self-Evaluation Committee
60	Motion: Enrolment	Trustee C. Watson

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

September 16, 2024

Subject: Board Policy 2002 - Partnerships and Sponsorships

Recommendation

That the Waterloo Region District School Board approve Board Policy 2002 - Partnerships and Sponsorships as presented at the September 16, 2024, Committee of the Whole meeting.

Status

The Policy Working Group is recommending approval of Board Policy 2002 - Partnerships and Sponsorships. A copy of the draft recommendations and the current policy are included with this report.

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

- Reviewed using the Human Rights and Equity Review Guide
- Reviewed by Leadership Council
- Reviewed for legislative updates and consistent language

Background

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:

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 are no known financial implications resulting from the policy revisions presented in this report.

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
for the Policy Working Group in consultation with Leadership Council



PARTNERSHIPS AND SPONSORSHIPS

Legal References:

Related References: [*Conference Board of Canada – Ethical Guidelines for Business-Education Partnerships*](#)
[*Board Policy 4005 – Procurement*](#)
[*Administrative Procedure 1570 – School Councils*](#)
[*Administrative Procedure 4360 – Principles of Business Conduct for Board Employees*](#)
[*Administrative Procedure 4490 – Waterloo Education Foundation Inc.*](#)
[*Administrative Procedure 4570 – Procurement*](#)
[*Administrative Procedure 4650 – Donations: Computers, Equipment or Other Items*](#)
[*Administrative Procedure 4989 – Partnerships and Sponsorships*](#)
[*School Council Handbook by WRAPSC/PIC \(2015\)*](#)

Effective Date: February 23, 1998

Revisions: June 13, 2016, December 11, 2017, **September 16, 2024**

Reviewed: November 11, 2013, November 18, 2019

1. ~~Preamble~~ **Purpose**

1.1 It is the policy of the Waterloo Region District School Board (**WRDSB**) to permit, promote and encourage mutually beneficial educational partnerships and sponsorship agreements between schools or the **Board** and the larger community, following the approval of the Director of Education, or designate, and in adherence with the Ethical Guidelines for Business-Education Partnerships developed by the Conference Board of Canada.

1.2 The Board shall only support initiatives appropriate and compatible with the policies and values of the Board.

2. ~~Roles and Responsibilities~~

2.1 ~~The Director of Education, in collaboration with the Coordinating Superintendent, Business Services & Treasurer of the Board, is authorized to provide the administrative procedures necessary to implement this policy.~~

3. Definitions

3.1 Partnership – A partnership is an agreement based on mutual benefit where an ongoing relationship is sought to develop gains for both partners. The primary basis of an educational partnership is the formally acknowledged exchange of human, intellectual, or material resources to expand opportunities for **student** ~~pupil~~ learning.

3.2 Sponsorship – A sponsorship is an agreement between the Board, school, or a School Council and a company or community based organization or foundation through which the sponsor provides money, goods or services in exchange for advertising within a school or the Board. Funds provided through sponsorships are not eligible for charitable income tax receipts in accordance with Canada Revenue Agency Regulations and Guidelines. A sponsorship is not a donation.

- 3.3 Donation – A donation is defined by Canada Revenue Agency as a voluntary transfer of cash or property to the Board that is made without expectation of any benefit of any kind accruing to the donor or any individual or organization designated by the donor. Donations may include: cash, assets and tangible property, real estate, artworks, jewellery, bequests and grants. Donations fall into the following categories: cash donations, gifts of tangible property (free from all liens), gifts of certified cultural property and gifts-in-kind. A donation is eligible for an official charitable donation receipt issued from the Waterloo Education Foundation Inc.

Draft



PARTNERSHIPS AND SPONSORSHIPS

Legal References:

Related References: *Conference Board of Canada – Ethical Guidelines for Business-Education Partnerships*
Board Policy 4005 – Procurement
Administrative Procedure 1570 – School Councils
Administrative Procedure 4360 – Principles of Business Conduct for Board Employees
Administrative Procedure 4490 – Waterloo Education Foundation Inc.
Administrative Procedure 4570 – Procurement
Administrative Procedure 4650 – Donations: Computers, Equipment or Other Items
Administrative Procedure 4989 – Partnerships and Sponsorships
School Council Handbook by WRAPSC/PIC (2015)

Effective Date: *February 23, 1998*

Revisions: *June 13, 2016, December 11, 2017*

Reviewed: *November 11, 2013, November 18, 2019*

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- 3.1 Partnership – A partnership is an agreement based on mutual benefit where an ongoing relationship is sought to develop gains for both partners. The primary basis of an educational partnership is the formally acknowledged exchange of human, intellectual, or material resources to expand opportunities for pupil learning.
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Report to Committee of the Whole

September 16, 2024

Subject: Board Policy 4001 - Opening of New Schools and Additions

Recommendation

That the Waterloo Region District School Board approve Board Policy 4001 - Opening of New Schools and Additions as presented at the September 16, 2024, Committee of the Whole meeting.

Status

The Policy Working Group is recommending approval of Board Policy 4001 - Opening of New Schools and Additions. A copy of the draft recommendations and the current policy are included with this report.

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, consistent language and AODA considerations

Background

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 are no known financial implications resulting from the policy revisions presented in this report.

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
for the Policy Working Group in consultation with Leadership Council



OPENING OF NEW SCHOOLS AND ADDITIONS

Legal References:

Related References: [Board Policy 4000 - Pupil Accommodation Review](#)

Effective Date: *February 23, 1998*

Revisions: *September 16, 2024*

Reviewed: *May 30, 2011, April 18, 2016, April 15, 2019*

1. Purpose

It is the policy of the Waterloo Region District School Board (WRDSB) to hold an official opening for each new school or major addition constructed under its supervision, **in accordance with direction from the Ministry of Education.** ~~and to make provisions for the neighbourhood community and the total community to be suitably involved in that program, recognizing that schools play an important role in the life of the community and that the total community is involved both directly and indirectly with school building projects.~~

1.1 Recognizing that schools play an important role in the life of the community and that the total community is involved both directly and indirectly with school building projects, the WRDSB will also make provisions for the neighbourhood community and the total community to be suitably involved in that program of a new school opening.



OPENING OF NEW SCHOOLS AND ADDITIONS

Legal References:

Related References:

Effective Date: *February 23, 1998*

Revisions:

Reviewed: *May 30, 2011, April 18, 2016, April 15, 2019*

1. It is the policy of the Waterloo Region District School Board to hold an official opening for each new school or major addition constructed under its supervision and to make provisions for the neighbourhood community and the total community to be suitably involved in that program, recognizing that schools play an important role in the life of the community and that the total community is involved both directly and indirectly with school building projects.



Report to Committee of the Whole

September 16, 2024

Subject: Board Policy G201 - Trustee Code of Conduct

Recommendation

That the Waterloo Region District School Board approve Board Policy G201 - Trustee Code of Conduct as presented at the September 16, 2024, Committee of the Whole meeting.

Status

The Policy Working Group is recommending approval of Board Policy G201 - Trustee Code of Conduct. A copy of the draft recommendations and the current policy are included with this report.

On July 30, 2024, the Ministry of Education sent a memo regarding *Strengthening School Board Governance and Accountability - Regulatory Reforms to Support the Better Schools and Student Outcomes Act, 2023*. This memo outlined a mandatory code of conduct which will provide a consistent standard for trustee conduct in all boards across the province.

Following this memo, the Ontario Public School Boards' Association (OPSBA) provided school boards with a revised template *School Board Member (Trustee) Code of Conduct*. The revised template includes changes required by Ontario Regulation 312/24 Member of School Boards – Code of Conduct and has been reviewed by legal counsel.

The Policy Working Group made changes to Board Policy G201 - Trustee Code of Conduct based on the template provided by OPSBA. Other changes were housekeeping and grammatical changes. No substantial changes were made to the process section.

Further Policy Review to Occur:

The current procedure for investigating breaches remains in place until the new Integrity Commissioner-led process becomes effective January 1, 2025. OPSBA will provide an updated template enforcement process that will comply with new s.218.3 and regulation 306/24 *Integrity Commissioners and Process for Alleged Breaches of the Code of Conduct* and paragraphs 4.1 and 4.2 of Section 2 of *Regulation 312/24 Member of School Boards – Code of Conduct*.

When updates to the investigation procedure template are available, the Policy Working Group will make the necessary updates to Board Policy G201- Trustee Code of Conduct for Board consideration.

Background

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

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Financial implications

There are no known financial implications resulting from the policy revisions presented in this report.

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
for the Policy Working Group in consultation with Leadership Council



Waterloo Region
District School Board

Board Policy G201

TRUSTEE CODE OF CONDUCT

Legal References:	<i>Education Act: 2009, Sections 209(1); 218.1-218.3; Municipal Freedom of Information and Protection of Privacy Act. Municipal Conflict of Interest Act Statutory Powers Procedure Act Bill 177 Bill 98, Better Schools and Student Outcomes Act, 2023</i>
Related References:	Trustee Professional Development Program
Effective Date:	October 29, 2012
Revisions:	November 20, 2017, May 17, 2021, September 16, 2024
Reviewed:	February 12, 2018, May 13, 2019, April 19, 2023

Purpose

A trustee holds an elected position which carries with it the understanding that the electorate will decide at election time its support for the effectiveness of a trustee. At the same time, it is important to recognize the public trust and responsibility the collective body carries and that this trust and responsibility is honoured through determining and enforcing norms of acceptable behaviour.

A Code of Conduct contributes to confidence in public education and respect for the integrity of trustees in the community. It deals with acceptable and respectful behaviours.

Trustees are responsible for upholding our Commitments and the Strategic Priorities and Outcomes of the Waterloo Region District School Board.

Application

This Code of Conduct and the enforcement procedures apply to all trustees of the Board, including the Chairperson of the Board ~~of the Board~~.

The *Statutory Powers Procedure Act* does not apply to anything done regarding the enforcement of this Code of Conduct. No formal trial-type hearing will be conducted.

Definitions

In this policy,

Board means the Board of Trustees of the Waterloo Region District School Board.

Decorum means conducting oneself in a dignified manner and observing the requirements of polite society.

Detriment pertains to loss, damage or financial disadvantage to the assets of the Waterloo Region District School Board

Dignity means bearing, conduct or speech that demonstrates respect for self and others as well as an appreciation of the formality or gravity of an occasion or situation.

Fiduciary Duty means legal responsibility for what belongs to another, that is, trusteeship.

Formal Review Inquiry means the process whereby a written, signed complaint of an alleged breach is formally investigated and a written report ~~has been~~ provided to the Board.

In Camera Meeting under the *Education Act* provides that a meeting of the board may be closed to the public and the media when matters for discussion involve: the security of the property of the board; the disclosure of intimate, personal or financial information in respect of a board member or committee, an employee, or prospective employee of the board, or a pupil or their parent or guardian; the acquisition or disposal of a school site; decision in respect of negotiations with employees of the board; or litigation affecting the board.

Informal Review Process means the process whereby the Chairperson of the Board ~~of the Board~~ (or designate) meets with a trustee informally, and in private, to discuss an alleged breach and any remedial measures to correct the offending behaviour.

Integrity Commissioner means a neutral, independent officer who is contracted to conduct formal investigations of allegations of a breach of the Code of Conduct.

Procedural Fairness means a dispute resolution concept which provides a fair process in resolving disputes. The concept requires transparency, equal communication and fairness in allocation of resources used to resolve the dispute. Also called procedural justice.

Respect means honouring oneself and others through words and actions, supporting diversity of beliefs, and treating the world and everything in it with dignity.

Stakeholders includes students/parents/guardians/caregivers/staff or community members.

Trustee means a member of the Board elected or appointed in accordance with the *Municipal Elections Act* and the *Education Act*.

CODE OF CONDUCT

Integrity and Dignity of Office

1. Trustees of the Board shall discharge their duties loyally, faithfully, impartially and in a manner that will inspire public confidence in the abilities and integrity of the Board.
2. **When acting or holding themselves out as Trustees of the Board, a Trustee shall conduct themselves in a manner that would not discredit or compromise the integrity of the Board.**
3. **When acting or holding themselves out as a Trustee, the Trustee shall treat persons equally without discrimination based on a person's race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability.**
4. Trustees of the Board shall recognize that the expenditure of school board funds is a public trust and endeavour to see that the funds are expended efficiently, in the best interests of the students.

5. Trustees shall be aware that as leaders of the Board, they must uphold the dignity of the office and conduct themselves in a professional manner when acting in the capacity of trustee.
6. Trustees shall ensure that their public comments are issue-based and not personal, demeaning or disparaging with regard to fellow trustees, stakeholders or the Board as a whole.
7. Trustees shall endeavour to participate in ongoing trustee professional development opportunities to enhance their ability to fulfill their obligations.

Avoidance of personal advantage and conflict of interest

8. No trustee shall accept a gift from any person or entity that has dealings with the Board if a reasonable person might conclude that the gift could influence the trustee when performing their duties to the Board unless permitted by the following exceptions:
 - i. the gift is of nominal value,
 - ii. the gift is given as an expression of courtesy or hospitality, and
 - iii. accepting the gift is reasonable in the circumstances.
- ~~iv. The gift is received as an incident of protocol, custom or social obligation that normally accompany the responsibility of the office of trustee; and~~
- ~~v. The gift is received as a suitable memento of a function honoring the trustee.~~
9. A trustee shall not use their office to advance the trustee's interests or the interests of any family member or person or organization with whom or with which the trustee is related or associated.
10. No trustee shall use their office to obtain employment with the WRDSB for the trustee or a family member.
- 11. No Trustee shall use or permit the use of board resources for any purposes other than the business of the Board.**

Compliance with Legislation

12. A trustee shall discharge their duties in accordance with the *Education Act* and any regulations, directives or guidelines thereunder and comply with the *Municipal Freedom of Information and Protection of Privacy Act*, and any other relevant legislation.
13. Every trustee shall **comply with this Code of Conduct** and uphold the ~~letter and spirit of this Code of Conduct.~~
14. Each trustee shall abide by Section 209(1), Declaration in the *Education Act* made upon **attaining** the office of a trustee.
15. Declaration 209(1)

Except as provided in subsection (2), every person elected or appointed to a board, on or before the day fixed for the first meeting of the new board, or on or before the day of the first meeting that the person attends, shall make and subscribe the following declaration in English or French before the secretary of the board or before any person authorized to administer an oath or affirmation and in default the person shall be deemed to have

resigned:

- a. I solemnly declare that I am not disqualified under any *Act* from being a member of The Waterloo Region District School Board.
 - b. I solemnly declare that I will truly, faithfully, impartially and to the best of my ability execute the office of board member, and that I have not received and will not receive any payment or reward or promise thereof for the exercise of any partiality or malversation or other undue execution of the said office and that I will disclose any pecuniary interest, direct or indirect, as required by and in accordance with the *Municipal Conflict of Interest Act*, *Education Act* R.S.O. 1990, c.E.2, s.209(1); 1997, c.31, s.108(1); 2009, c.25, s.23(1).
16. Trustees shall understand and comply with the roles and duties of individual trustees, the Board of Trustees, senior staff, the Director of Education and the Chairperson of the Board of the Board as outlined in the *Education Act*, the Waterloo Region District School Board policies, procedures, Communications Protocol and Board Bylaws.

Civil Behaviour

17. No trustee shall engage in conduct during meetings of the Board or committees of the Board, and at all other times that would discredit or compromise the integrity of the Board.
18. A trustee of the Board shall not advance allegations of misconduct and/or a breach of this code of conduct that are trivial, frivolous, vexatious, made in bad faith or vindictive in nature against another trustee, a staff member, or the Board as a whole.
19. When expressing individual views, trustees shall respect the differing points of view of other trustees on the Board, staff, students and stakeholders.
20. Trustees shall at all times act with dignity and decorum and shall be respectful of other trustees of the Board, staff, students and stakeholders.
21. All trustees of the Board shall endeavour to work with other trustees of the Board and staff of the Board in a spirit of respect, openness, courtesy, and co-operation.

Respect for Confidentiality

22. **No Trustee shall disclose confidential information obtained or made available to them in their role as a Trustee except as authorized by law or the Board. Confidential information includes personal information about an identifiable individual or information subject to solicitor-client privilege.**
23. Every trustee shall keep confidential any information disclosed or discussed at any In Camera meeting of the Board, in accordance with Section 207(2), of the *Education Act*, Closing of Certain Committee Meetings, and keep confidential the substance of deliberations of an **in camera** private meeting, unless required to divulge such information by law or authorized by the Board to do so.
24. **No Trustee shall use confidential information, including confidential information obtained by them or made available to them in their role as a Trustee for the purpose of personal gain or for the gain of the Trustee's parent, spouse or child and shall not use such confidential information in a manner that would be detrimental to the interests of the Board.**

25. No trustee shall use confidential information for personal gain, to the detriment of the Board, or in a manner that undermines confidence in public education.
26. ~~Trustees shall not divulge confidential information, including personal information about an identifiable individual or information subject to solicitor-client privilege that a trustee becomes aware of because of their position, except when required by law or authorized by the Board to do so.~~
27. A trustee shall ensure that personal information of an individual is not collected, used or disclosed by them except in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*.

This includes ensuring that mobile devices are password protected and encrypted, information is protected on shared computers, physical documents are kept in locked cabinets and are shredded when no longer required.

Upholding decisions

22. All trustees shall accept that; they have no individual authority as a trustee other than that delegated by the Board.
23. Each trustee shall uphold the implementation of any Board resolution after it is passed by the Board, in accordance with Section 218(1), of the *Education Act*, Duties of Board Members. A proper motion for reconsideration, if permitted by the Board's Operational By-Laws, may be requested by a trustee.
24. A trustee must be able to explain the rationale for a resolution passed by the Board. A trustee may respectfully state his or her position on a resolution provided it does not in any way undermine the implementation of the resolution.
25. Each trustee **shall** ~~must be familiar with and~~ comply with all Board policies, procedures, Board Bylaws, and *Roberts Rules of Order* (as amended/revised from time to time).
26. The Chairperson of the Board ~~of the Board~~ is the spokesperson to the public on behalf of the Board, unless otherwise determined by the Board. No other trustee shall **act as spokesperson to the public** ~~– speak on behalf of the Board unless expressly authorized by the Chairperson of the Board or Board of Trustees to do so.~~ When individual trustees express their opinions in public, they must make it clear that they are not speaking on behalf of the Board.

Enforcement of the Code

Identifying a Breach of the Code

27. A trustee who has reasonable grounds to believe that another trustee has breached the Board's Code of Conduct may bring the alleged breach to the attention of the Board. This is done through the Chairperson of the Board. If the breach pertains directly to the Chairperson of the Board, the allegation should be brought forward through the Vice-Chairperson of the Board.
28. Any allegation of a breach of the Code of Conduct must be brought to the attention of the Chairperson of the Board no later than six (6) weeks after the breach comes to the knowledge of the trustee reporting the breach. Notwithstanding the foregoing, in no circumstance shall an inquiry into a breach of the Code of Conduct be undertaken after the expiration of six (6) months from the time the contravention is alleged to have occurred.

29. Any allegation of a breach of the Code of Conduct shall be investigated following the *Informal or Formal Complaint Process* (outlined below), as the case may be.
30. It is expected that whenever possible, allegations of a breach of the Code of Conduct by a trustee shall be investigated following the informal complaint process. It is recognized that from time to time a contravention of the Code of Conduct may occur that is trivial, or committed through inadvertence, or an error of judgment made in good faith. In the spirit of collegiality and the best interests of the Board, the first purpose of alerting a trustee to a breach of the Code of Conduct is to assist the trustee in understanding his or her obligations under the Code, and the *Education Act*, and other relevant legislation. Only serious and/or reoccurring breaches of the Code of Conduct by a trustee should be investigated following the *Formal Complaint Process*.

Chairperson of the Board or Presiding Officer

31. The Code of Conduct applies equally to the Chairperson of the Board. In the case of an allegation of a breach of the Code by the Chairperson of the Board, wherever a process requires action by the Chairperson of the Board, it shall be modified to read the Vice-Chairperson of the Board.
32. The Chairperson of the Board or the Presiding Officer must have the ability to control any meeting of the Board or its committees. Any trustee who does not abide by a reasonable expulsion or exclusion from a meeting is deemed to have breached this Code of Conduct. Nothing in this Code of Conduct prevents the Chairperson of the Board or the Presiding Officer of any meeting of the Board or committee of the Board from exercising their power pursuant to Section 207(3) of the *Education Act*, Exclusions of Persons, “to *expel or exclude from any meeting any person who has been guilty of improper conduct at the meeting*”. For greater certainty, this may be done at the sole discretion of the Chairperson of the Board or Presiding Officer, as the case may be, and without the necessity of a complaint or conducting an inquiry before an expulsion or exclusion from a meeting.
33. The Chairperson of the Board or the Presiding Officer of any meeting of the Board or committee of the Board shall exercise their powers in a fair and impartial manner having due regard for every trustee's opinion or views.
34. The Chairperson of the Board or the Presiding Officer shall follow the **Rules of Order** ~~rules of order~~ of the Board and/or the adopted Rules of Order and meeting procedures contained in any Policy or Bylaw of the Board. A breach of a rule of order should be dealt with at the meeting in question by a trustee rising to a point of order or appealing a ruling of the Chairperson of the Board in accordance with any applicable rule of order. Once such a motion is dealt with by the Board of Trustees, all trustees shall abide by that decision and no further action shall be undertaken pursuant to the Enforcement of the Code of Conduct, except for persistent improper use of the applicable rules of order by the Chairperson of the Board or the Presiding Officer.

Informal Complaint Procedure

35. The Chairperson of the Board, on their own initiative, or at the request of a trustee (without the necessity of providing a formal written complaint) who alleges a breach of the Code of Conduct has occurred, may meet informally with a trustee who is alleged to have breached the Code of Conduct, to discuss the breach.
36. The purpose of the meeting is to bring the allegation of the breach to the attention of the trustee and to discuss remedial measures to correct the offending behaviour. The informal complaint process is conducted in private.
37. The remedial measures may include, for example, a warning, an apology, an agreed-upon consequence, and/or the requirement of the trustee to engage in the successful completion of

professional development training such as that offered by the Ontario Education Services Corporation ~~Trustee Professional Development Program for School Board Trustees~~. If the Chairperson of the Board and the trustee alleged to have breached this Code cannot agree on a remedy **within 20 business days (defined as a day between Monday and Friday, excluding holidays) of the trustee accused of a breach of the code receiving notification of a breach of the code**, then a formal complaint may be brought against the trustee alleged to have breached this code and that complaint will be dealt with in accordance with the formal complaint process.

Formal Complaint Procedure

38. A trustee who has reasonable grounds to believe that another trustee has breached the Board's Code of Conduct may bring the breach to the attention of the Board by first providing to the Chairperson of the Board, a written, signed complaint setting out the following:
 - (i) the name of the trustee who is alleged to have breached the Code of Conduct;
 - (ii) the alleged breach or breaches of the Code of Conduct,
 - (iii) information as to when the breach came to the trustee's attention;
 - (iv) the grounds for the belief of the trustee that a breach of the Code of Conduct has occurred; and
 - (v) the names and contact information of any witnesses to the breach or any other persons who have relevant information regarding the alleged breach.

If a written complaint is filed with the Chairperson of the Board, then a formal inquiry shall be undertaken unless the complainant subsequently withdraws the complaint or agrees that the complaint may be dealt with in accordance with the informal complaint process.

39. In an election year for trustees, a Code of Conduct complaint regarding a trustee who is seeking re-election shall not be processed during the period commencing two months prior to Election Day and ending after the first Board Meeting after the new term of office of the Board commences. If the trustee accused of a breach of the Code of Conduct is not re-elected, no inquiry into the alleged breach by that trustee shall be undertaken. The limitation period for bringing a complaint shall be extended as necessary.
40. Within three (3) working days after receiving the written complaint, the Chairperson of the Board shall notify the trustee and the Integrity Commissioner of the complaint.
41. The Integrity Commissioner shall provide, to all trustees, a confidential copy of the complaint within ten (10) days of receiving it. All materials regarding the complaint shall be confidential until it is before the Board of Trustees for a decision as to whether or not the trustee has breached this Code.
42. The trustee who is alleged to have breached the code of conduct shall provide a written response to the allegations within ten (10) days of receiving the written allegation, or such extended period of the time as the Integrity Commissioner deems appropriate in the circumstance.

Refusal to Conduct Formal Inquiry

43. If the Integrity Commissioner is of the opinion that the formal complaint is out of time, or that there are no grounds or insufficient grounds for a formal inquiry, a formal inquiry shall not be conducted and a confidential report stating the reasons for not doing so shall be provided to all trustees.
44. If an allegation of a breach of the Code of Conduct appears directly related to non-compliance with a more specific Board policy with a separate complaint procedure, the allegation shall be

processed under that policy or procedure.

Steps of Formal Review Inquiry

45. If a formal review inquiry of an allegation of a breach of the Code of Conduct is undertaken, it shall be done by the Integrity Commissioner.
46. The following steps shall be followed:
 47. Procedural fairness shall govern the formal review inquiry. The formal inquiry will be conducted in private.
 48. The formal review inquiry may involve both written and oral statements by any witnesses, the trustee bringing the complaint and the trustee who is alleged to have breached the code of conduct. Witnesses will review and verify their statements prior to inclusion in the final report.
 49. The trustee who is alleged to have breached the code of conduct shall have an opportunity to respond to the allegations both in a private meeting with the Integrity Commissioner and in writing.
 50. It is expected that the formal review inquiry will be conducted within a reasonable period of time, which will depend on the circumstances of the case.
 51. If the trustee who is alleged to have breached the Code of Conduct refuses to participate in the formal review inquiry, the process will continue in his or her absence.
 52. Once the formal review inquiry is complete, the Integrity Commissioner shall provide a confidential draft copy of their report containing the findings of the facts to the trustee who is alleged to have breached the Code of Conduct and the trustee who brought the complaint for their written comment to the Integrity Commissioner.
 53. The purpose of providing the draft report to the parties is to ensure no errors of fact are contained in it. The two trustees shall have ten (10) days, or such reasonable period of time as deemed appropriate by the Integrity Commissioner, from the receipt of the draft report to provide a written response.
 54. The final report shall outline the finding of facts, but not contain a recommendation or opinion as to whether the Code of Conduct has been breached. This will be determined by the Board of Trustees as a whole.

Suspension of Formal Review Inquiry

55. If the Integrity Commissioner, when conducting the formal review inquiry, discovers that the subject matter of the formal review inquiry is being investigated by police, that a charge has been laid, or is being dealt with in accordance with a procedure established under another Act, the formal review inquiry shall be suspended until the police investigation, charge or matter under another Act has been finally disposed of. This shall be reported to the Board of Trustees.
56. If the complainant and respondent wish to further explore the option of resolving the matter through alternative means, the formal review inquiry shall be suspended. The Chairperson of the Board will be advised of this by the Integrity Commissioner. Possible resolution methods with the complainant and/or respondent will be explored to determine the course of action. If the parties were not successful in reaching a satisfactory resolution, the formal investigation will resume at the point where the investigation was suspended.

Decision

57. The final report shall be delivered to the Board of Trustees for a decision as to whether or not the Code of Conduct has been breached. A sanction, if any, for the breach shall be made as soon as practical after receipt of the final report by the Board.
58. Trustees shall consider only the findings in the final report when voting on the decision and sanction. If a trustee chooses to undertake their own investigation it would be considered a breach of the Code of Conduct by the trustee who undertakes their own investigation.
59. If the Board of Trustees determines that there has been no breach of the Code of Conduct or that a contravention occurred although the trustee took all reasonable measures to prevent it, or that a contravention occurred that was trivial or committed through inadvertence or an error of judgment made in good faith, no sanction shall be imposed.
60. The determination of both a breach of the Code of Conduct and also the imposition of a sanction with respect to a complaint investigated in accordance with the formal complaint process must be done by formal resolution(s) of the Board at a meeting of the Board, and the vote on the resolution(s) shall be open to the public. The resolution(s) shall be recorded in the minutes of the meeting. Both resolutions pertaining to a breach of the Code and any related decision regarding a specific sanction shall be decided by a vote of at least two-thirds of the trustees of the Board present and voting.
61. Despite Section 207 (1) of the *Education Act*, Open Meetings of the Board, the part of the meeting of the Board during which a breach or alleged breach of the Board's Code of Conduct is considered may be closed to the public when the breach or alleged breach involves any of the matters described in clauses 207(2) (a) to (e), Closing of Certain Committee Meetings, specifically:
 - (a) the security of the property of the board;
 - (b) the disclosure of intimate, personal or financial information in respect of a member of the board or committee, an employee or prospective employee of the board or a pupil or his or her parent or guardian;
 - (c) the acquisition or disposal of a school site;
 - (d) decisions in respect of negotiations with employees of the board; or
 - (e) litigation affecting the board.
62. The trustee who is alleged to have breached the Code of Conduct:
 - (a) may be present during the deliberations;
 - (b) shall not participate in the deliberations;
 - (c) shall not be required to answer any questions at that meeting; and
 - (d) shall not vote on a resolution to determine whether or not there is a breach or the imposition of a sanction.
 - (e) shall not after the final report is completed, influence the vote on the decision of the breach or sanction.

63. The trustee who filed the complaint may **not** vote on the resolution to determine whether or not there is a breach and/or the imposition of a sanction.

Sanctions

64. If the Board determines that the trustee has breached the Board's Code of Conduct, one or more of the following sanctions may be imposed:
- (a) censure of the trustee;
 - (b) barring the trustee from attending all or part of a meeting of the Board or committee meeting;
 - (c) barring the trustee from sitting on one or more committees of the Board, for the period of time specified by the Board, not to exceed six months; and/or
 - (d) restrictions on the rights of the trustee to attend in camera meetings or receive in camera materials.
65. The Board shall not impose a sanction which is more onerous than the above but may impose one that is less onerous such as a warning or a requirement that the trustee successfully complete specified professional development at the expense of the Board.
66. The Board has no power to declare the trustee's seat vacant.
67. A trustee who is barred from attending all or part of a meeting of the Board or committee meeting is not entitled to receive any materials that relate to that meeting or that part of the meeting and that are not available to members of the public.
68. The imposition of a sanction barring a trustee from attending all or part of a meeting of the Board shall be deemed to be authorization for the trustee to be absent from the meeting and therefore, not in violation of the *Education Act* regarding absences from meetings, Section 228 (1) (b).

Reconsideration

69. If the Board determines that a trustee has breached the Board's Code of Conduct the Board shall,
- (a) give the trustee written notice of the determination, the reasons for the decision and any sanction imposed by the Board; and
 - (b) the notice shall inform the trustee that he or she may make written submissions to the Board in respect of the determination or sanction by the date specified in the notice that is at least fourteen (14) days after the notice has been received by the trustee; and
 - (c) consider any submissions made by the trustee and shall confirm or revoke the determination or sanction within fourteen (14) days after the submissions are received.
70. If the Board revokes a determination, any sanction imposed by the Board is revoked.
71. If the Board confirms a determination, the Board shall, within the fourteen (14) days above, confirm, vary or revoke the sanction.
72. If a sanction is varied or revoked, the variation or revocation shall be deemed to be effective as of the date the original determination was made.

73. The Board's decision to confirm or revoke a determination or confirm, vary or revoke a sanction shall be done by resolution at a meeting of the Board and the vote on the resolution shall be open to the public. Both resolutions shall be decided by a vote of at least two-thirds of the trustees present and voting. The resolutions shall be recorded in the minutes of the meeting together with the reasons for confirming or revoking a determination. The Board shall provide to the trustee alleged to have breached the Code of Conduct written notice of the decision to confirm or revoke the determination together with reasons for the decision and written notice of any decision to confirm, vary, or revoke a sanction. The respondent and complainant shall not vote on those resolutions.
74. The trustee who is alleged to have breached the Code of Conduct may be present during the deliberations regarding the above but may not participate in the deliberations and shall not be required to answer any questions at that meeting.
75. If appropriate, the original sanction may be stayed pending reconsideration by the Board of the determination or sanction.

Administrative Matters

76. Nothing in this Code of Conduct prevents a trustee's breach of the *Municipal Conflict of Interest Act* from being dealt with in accordance with that *Act*.

WATERLOO REGION DISTRICT SCHOOL BOARD**Trustee Code of Conduct****ACKNOWLEDGEMENT AND UNDERTAKING**

I confirm that I have read, understand and agree to abide by the Waterloo Region District School Board Trustee Code of Conduct and the enforcement processes.

DATE: _____

Please Print Name: _____

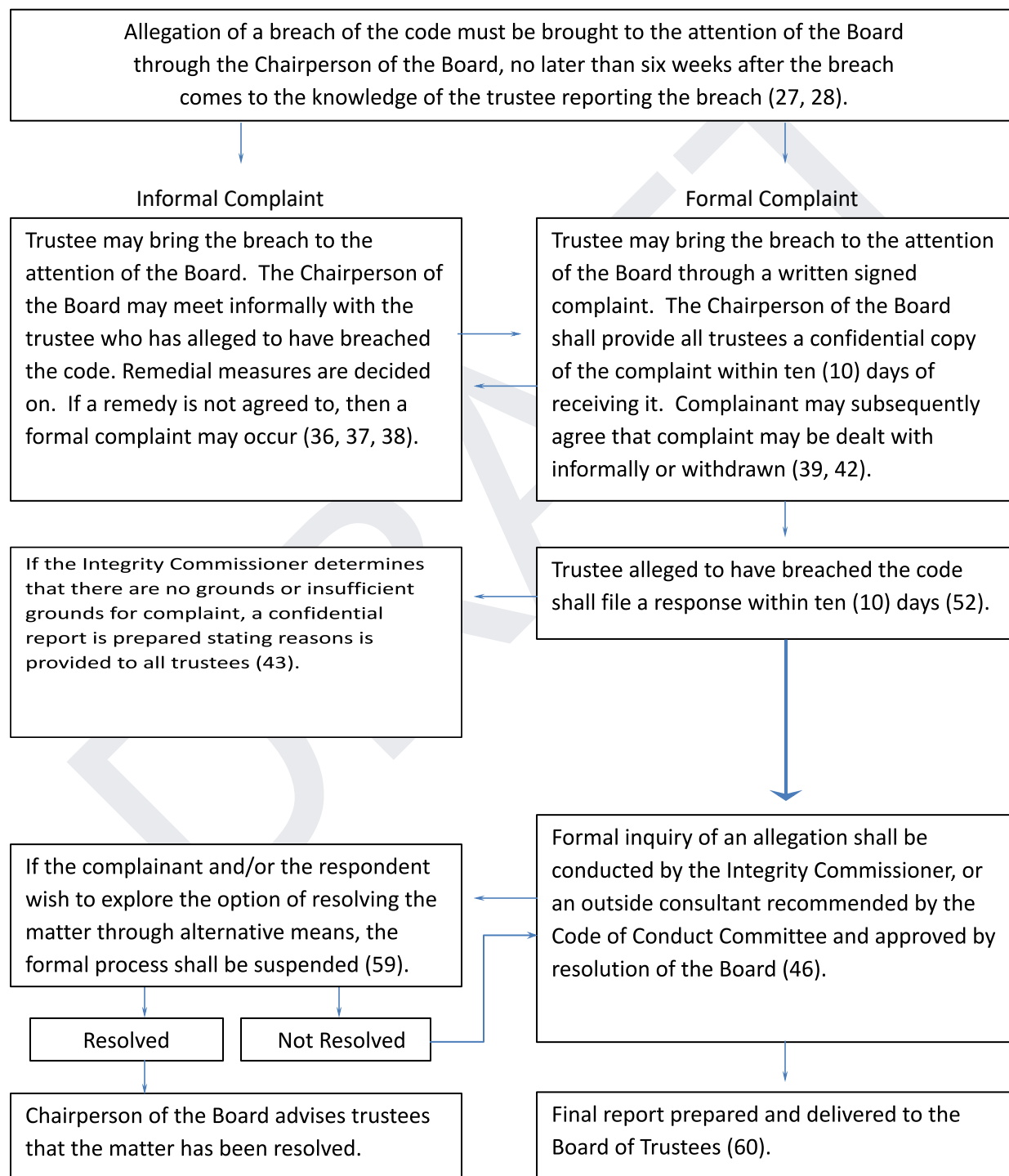
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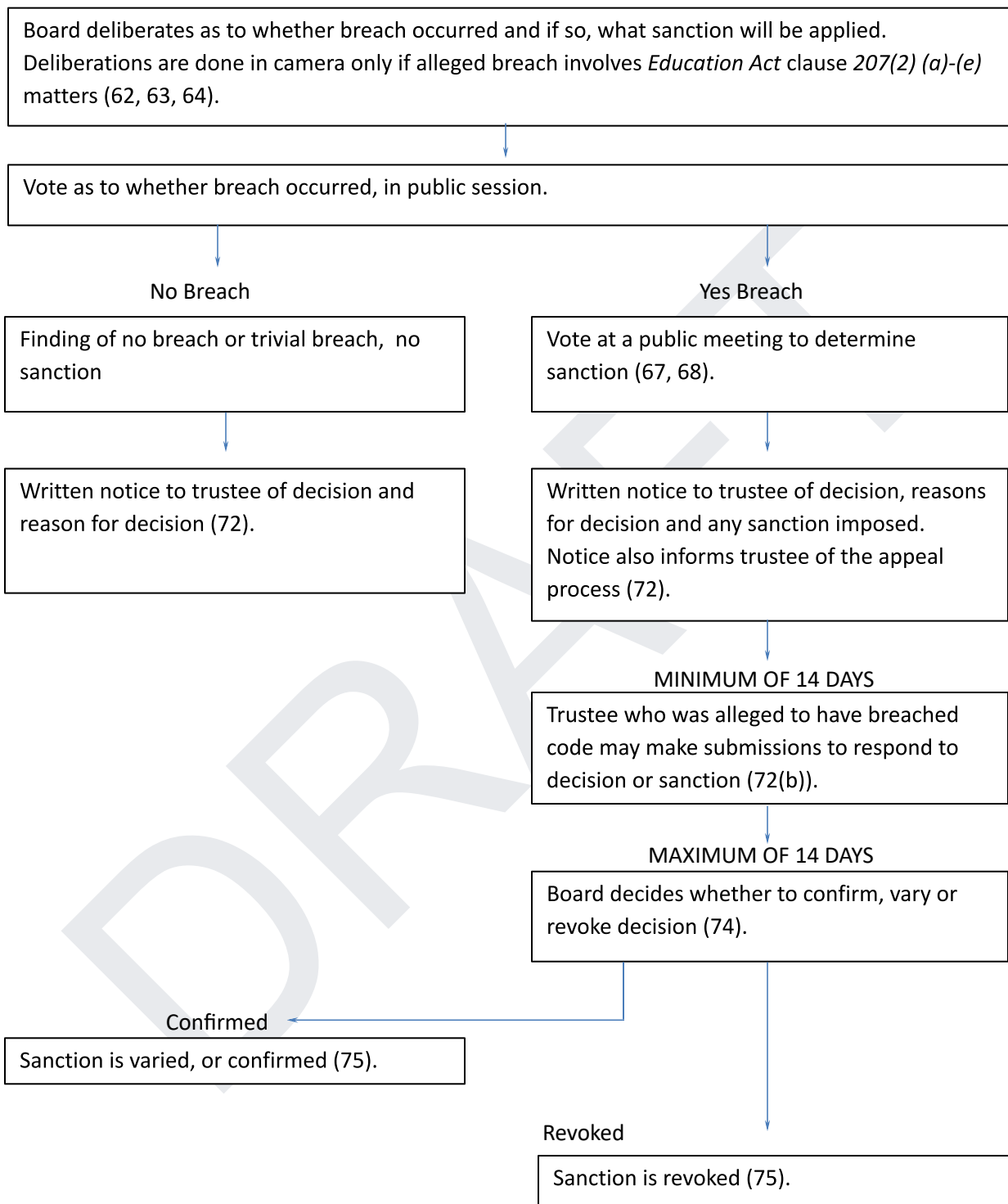
WITNESS: _____

Appendix A

This flow chart is intended only as a general overview of the provisions of the attached policy. If there is any conflict between this flowchart and the policy, the wording in the policy prevails.

Trustee Code of Conduct Process







Waterloo Region
District School Board

Board Policy G201

TRUSTEE CODE OF CONDUCT

Legal References:	<i>Education Act: 2009, Sections 209(1); 218.1-218.3; Municipal Freedom of Information and Protection of Privacy Act. Municipal Conflict of Interest Act Statutory Powers Procedure Act</i>
Related References:	Bill 177
Effective Date:	October 29, 2012
Revisions:	November 20, 2017, May 17, 2021
Reviewed:	February 12, 2018, May 13, 2019, April 19, 2023

Purpose

A trustee holds an elected position which carries with it the understanding that the electorate will decide at election time its support for the effectiveness of a trustee. At the same time, it is important to recognize the public trust and responsibility the collective body carries and that this trust and responsibility is honoured through determining and enforcing norms of acceptable behaviour.

A Code of Conduct contributes to confidence in public education and respect for the integrity of trustees in the community. It deals with acceptable and respectful behaviours.

Trustees are responsible for upholding our Commitments and the Strategic Priorities and Outcomes of the Waterloo Region District School Board.

Application

This Code of Conduct and the enforcement procedures apply to all trustees of the Board, including the Chairperson of the Board of the Board.

The *Statutory Powers Procedure Act* does not apply to anything done regarding the enforcement of this Code of Conduct. No formal trial-type hearing will be conducted.

Definitions

In this policy,

Board means the Board of Trustees of the Waterloo Region District School Board.

Decorum means conducting oneself in a dignified manner and observing the requirements of polite society.

Detriment pertains to loss, damage or financial disadvantage to the assets of the Waterloo Region District School Board

Dignity means bearing, conduct or speech that demonstrates respect for self and others as well as

an appreciation of the formality or gravity of an occasion or situation.

Fiduciary duty means legal responsibility for what belongs to another, that is, trusteeship.

Formal Review Inquiry means the process whereby a written, signed complaint of an alleged breach is formally investigated and a written report has been provided to the Board.

In Camera Meeting under the *Education Act* provides that a meeting of the board may be closed to the public and the media when matters for discussion involve: the security of the property of the board; the disclosure of intimate, personal or financial information in respect of a board member or committee, an employee, or prospective employee of the board, or a pupil or their parent or guardian; the acquisition or disposal of a school site; decision in respect of negotiations with employees of the board; or litigation affecting the board.

Informal Review Process means the process whereby the Chairperson of the Board of the Board (or designate) meets with a trustee informally, and in private, to discuss an alleged breach and any remedial measures to correct the offending behaviour.

Integrity Commissioner means a neutral, independent officer who is contracted to conduct formal investigations of allegations of a breach of the Code of Conduct.

Procedural Fairness means a dispute resolution concept which provides a fair process in resolving disputes. The concept requires transparency, equal communication and fairness in allocation of resources used to resolve the dispute. Also called procedural justice.

Respect means honouring oneself and others through words and actions, supporting diversity of beliefs, and treating the world and everything in it with dignity.

Stakeholders includes students/parents/guardians/caregivers/staff or community members.

Trustee means a member of the Board elected or appointed in accordance with the *Municipal Elections Act* and the *Education Act*,

CODE OF CONDUCT

Integrity and Dignity of Office

1. Trustees of the Board shall discharge their duties loyally, faithfully, impartially and in a manner that will inspire public confidence in the abilities and integrity of the Board.
2. Trustees of the Board shall recognize that the expenditure of school board funds is a public trust and endeavour to see that the funds are expended efficiently, in the best interests of the students.
3. Trustees shall be aware that as leaders of the Board, they must uphold the dignity of the office and conduct themselves in a professional manner when acting in the capacity of trustee.
4. Trustees shall ensure that their public comments are issue-based and not personal, demeaning or disparaging with regard to fellow trustees, stakeholders or the Board as a whole.
5. Trustees shall endeavour to participate in ongoing trustee professional development opportunities to enhance their ability to fulfill their obligations.

Avoidance of personal advantage and conflict of interest

6. No trustee shall accept a gift from any person or entity that has dealings with the Board if a reasonable person might conclude that the gift could influence the trustee when performing their duties to the Board unless permitted by the following exceptions:
 - i. The gift is received as an incident of protocol, custom or social obligation that normally accompany the responsibility of the office of trustee; and
 - ii. The gift is received as a suitable memento of a function honoring the trustee.
7. A trustee shall not use their office to advance the trustee's interests or the interests of any family member or person or organization with whom or with which the trustee is related or associated.
8. No trustee shall use their office to obtain employment with the WRDSB for the trustee or a family member.

Compliance with Legislation

9. A trustee shall discharge their duties in accordance with the *Education Act* and any regulations, directives or guidelines thereunder and comply with the *Municipal Freedom of Information and Protection of Privacy Act*, and any other relevant legislation.
10. Every trustee shall uphold the letter and spirit of this Code of Conduct.
11. Each trustee shall abide by Section 209(1), Declaration in the *Education Act* made upon the office of a trustee.
 - 11.1 Declaration 209(1)
Except as provided in subsection (2), every person elected or appointed to a board, on or before the day fixed for the first meeting of the new board, or on or before the day of the first meeting that the person attends, shall make and subscribe the following declaration in English or French before the secretary of the board or before any person authorized to administer an oath or affirmation and in default the person shall be deemed to have resigned:
 - 11.2 I solemnly declare that I am not disqualified under any Act from being a member of The Waterloo Region District School Board.
 - 11.3 I solemnly declare that I will truly, faithfully, impartially and to the best of my ability execute the office of board member, and that I have not received and will not receive any payment or reward or promise thereof for the exercise of any partiality or malversation or other undue execution of the said office and that I will disclose any pecuniary interest, direct or indirect, as required by and in accordance with the *Municipal Conflict of Interest Act*, *Education Act* R.S.O. 1990, c.E.2, s.209(1); 1997, c.31, s.108(1); 2009, c.25, s.23(1).
12. Trustees shall understand and comply with the roles and duties of individual trustees, the Board of Trustees, senior staff, the Director of Education and the Chairperson of the Board of the Board as outlined in the *Education Act*, the Waterloo Region District School Board policies, procedures, Communications Protocol and Board Bylaws.

Civil Behaviour

13. No trustee shall engage in conduct during meetings of the Board or committees of the Board, and at all other times that would discredit or compromise the integrity of the Board.
14. A trustee of the Board shall not advance allegations of misconduct and/or a breach of this code of conduct that are trivial, frivolous, vexatious, made in bad faith or vindictive in nature against another trustee, a staff member, or the Board as a whole.
15. When expressing individual views, trustees shall respect the differing points of view of other trustees on the Board, staff, students and stakeholders.
16. Trustees shall at all times act with dignity and decorum and shall be respectful of other trustees of the Board, staff, students and stakeholders.
17. All trustees of the Board shall endeavour to work with other trustees of the Board and staff of the Board in a spirit of respect, openness, courtesy, and co-operation.

Respect for Confidentiality

18. Every trustee shall keep confidential any information disclosed or discussed at any In Camera meeting of the Board, in accordance with Section 207(2), of the *Education Act*, Closing of Certain Committee Meetings, and keep confidential the substance of deliberations of a private meeting, unless required to divulge such information by law or authorized by the Board to do so.
19. No trustee shall use confidential information for personal gain, to the detriment of the Board, or in a manner that undermines confidence in public education.
20. Trustees shall not divulge confidential information, including personal information about an identifiable individual or information subject to solicitor-client privilege that a trustee becomes aware of because of their position, except when required by law or authorized by the Board to do so.
21. A trustee shall ensure that personal information of an individual is not collected, used or disclosed by them except in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*.

This includes ensuring that mobile devices are password protected and encrypted, information is protected on shared computers, physical documents are kept in locked cabinets and are shredded when no longer required.

Upholding decisions

22. All trustees shall accept that, they have no individual authority as a trustee other than that delegated by the Board.
23. Each trustee shall uphold the implementation of any Board resolution after it is passed by the Board, in accordance with Section 218(1), of the *Education Act*, Duties of Board Members. A proper motion for reconsideration, if permitted by the Board's Operational By-Law, may be requested by a trustee.
24. A trustee must be able to explain the rationale for a resolution passed by the Board. A trustee may respectfully state his or her position on a resolution provided it does not in any way undermine the implementation of the resolution.

25. Each trustee must be familiar with and comply with all Board policies, procedures, Board Bylaws, and *Roberts Rules of Order* (as amended/revised from time to time).
26. The Chairperson of the Board of the Board is the spokesperson to the public on behalf of the Board, unless otherwise determined by the Board. No other trustee shall speak on behalf of the Board unless expressly authorized by the Chairperson of the Board or Board of Trustees to do so. When individual trustees express their opinions in public, they must make it clear that they are not speaking on behalf of the Board.

Enforcement of the Code

Identifying a Breach of the Code

27. A trustee who has reasonable grounds to believe that another trustee has breached the Board's Code of Conduct may bring the alleged breach to the attention of the Board. This is done through the Chairperson of the Board. If the breach pertains directly to the Chairperson of the Board, the allegation should be brought forward through the Vice-Chairperson of the Board.
28. Any allegation of a breach of the Code of Conduct must be brought to the attention of the Chairperson of the Board no later than six (6) weeks after the breach comes to the knowledge of the trustee reporting the breach. Notwithstanding the foregoing, in no circumstance shall an inquiry into a breach of the Code of Conduct be undertaken after the expiration of six (6) months from the time the contravention is alleged to have occurred.
29. Any allegation of a breach of the Code of Conduct shall be investigated following the *Informal or Formal Complaint Process* (outlined below), as the case may be.
30. It is expected that whenever possible, allegations of a breach of the Code of Conduct by a trustee shall be investigated following the informal complaint process. It is recognized that from time to time a contravention of the Code of Conduct may occur that is trivial, or committed through inadvertence, or an error of judgment made in good faith. In the spirit of collegiality and the best interests of the Board, the first purpose of alerting a trustee to a breach of the Code of Conduct is to assist the trustee in understanding his or her obligations under the Code, and the *Education Act*, and other relevant legislation. Only serious and/or reoccurring breaches of the Code of Conduct by a trustee should be investigated following the *Formal Complaint Process*.

Chairperson of the Board or Presiding Officer

31. The Code of Conduct applies equally to the Chairperson of the Board. In the case of an allegation of a breach of the Code by the Chairperson of the Board, wherever a process requires action by the Chairperson of the Board, it shall be modified to read the Vice-Chairperson of the Board.
32. The Chairperson of the Board or the Presiding Officer must have the ability to control any meeting of the Board or its committees. Any trustee who does not abide by a reasonable expulsion or exclusion from a meeting is deemed to have breached this Code of Conduct. Nothing in this Code of Conduct prevents the Chairperson of the Board or the Presiding Officer of any meeting of the Board or committee of the Board from exercising their power pursuant to Section 207(3) of the *Education Act*, Exclusions of Persons, "to *expel or exclude from any meeting any person who has been guilty of improper conduct at the meeting*". For greater certainty, this may be done at the sole discretion of the Chairperson of the Board or Presiding Officer, as the case may be, and without the necessity of a complaint or conducting an inquiry before an expulsion or exclusion from a meeting.
33. The Chairperson of the Board or the Presiding Officer of any meeting of the Board or committee

of the Board shall exercise their powers in a fair and impartial manner having due regard for every trustee's opinion or views.

34. The Chairperson of the Board or the Presiding Officer shall follow the rules of order of the Board and/or the adopted Rules of Order and meeting procedures contained in any Policy or Bylaw of the Board. A breach of a rule of order should be dealt with at the meeting in question by a trustee rising to a point of order or appealing a ruling of the Chairperson of the Board in accordance with any applicable rule of order. Once such a motion is dealt with by the Board of Trustees, all trustees shall abide by that decision and no further action shall be undertaken pursuant to the Enforcement of the Code of Conduct, except for persistent improper use of the applicable rules of order by the Chairperson of the Board or the Presiding Officer.

Informal Complaint Procedure

35. The Chairperson of the Board, on their own initiative, or at the request of a trustee (without the necessity of providing a formal written complaint) who alleges a breach of the Code of Conduct has occurred, may meet informally with a trustee who is alleged to have breached the Code of Conduct, to discuss the breach.
36. The purpose of the meeting is to bring the allegation of the breach to the attention of the trustee and to discuss remedial measures to correct the offending behaviour. The informal complaint process is conducted in private.
37. The remedial measures may include, for example, a warning, an apology, an agreed-upon consequence, and/or the requirement of the trustee to engage in the successful completion of professional development training such as that offered by the Ontario Education Services Corporation *Professional Development Program for School Board Trustees*. If the Chairperson of the Board and the trustee alleged to have breached this Code cannot agree on a remedy, then a formal complaint may be brought against the trustee alleged to have breached this code and that complaint will be dealt with in accordance with the formal complaint process.

Formal Complaint Procedure

38. A trustee who has reasonable grounds to believe that another trustee has breached the Board's Code of Conduct may bring the breach to the attention of the Board by first providing to the Chairperson of the Board, a written, signed complaint setting out the following:
 - (i) the name of the trustee who is alleged to have breached the Code of Conduct;
 - (ii) the alleged breach or breaches of the Code of Conduct,
 - (iii) information as to when the breach came to the trustee's attention;
 - (iv) the grounds for the belief of the trustee that a breach of the Code of Conduct has occurred; and
 - (v) the names and contact information of any witnesses to the breach or any other persons who have relevant information regarding the alleged breach.

If a written complaint is filed with the Chairperson of the Board, then a formal inquiry shall be undertaken unless the complainant subsequently withdraws the complaint or agrees that the complaint may be dealt with in accordance with the informal complaint process.

39. In an election year for trustees, a Code of Conduct complaint regarding a trustee who is seeking re-election shall not be processed during the period commencing two months prior to Election Day and ending after the first Board Meeting after the new term of office of the Board commences. If the trustee accused of a breach of the Code of Conduct is not re-elected, no inquiry into the alleged breach by that trustee shall be undertaken. The limitation period for bringing a complaint shall be extended as necessary.

40. Within three (3) working days after receiving the written complaint, the Chairperson of the Board shall notify the trustee and the Integrity Commissioner of the complaint.
41. The Integrity Commissioner shall provide, to all trustees, a confidential copy of the complaint within ten (10) days of receiving it. All materials regarding the complaint shall be confidential until it is before the Board of Trustees for a decision as to whether or not the trustee has breached this Code.
42. The trustee who is alleged to have breached the code of conduct shall provide a written response to the allegations within ten (10) days of receiving the written allegation, or such extended period of the time as the Integrity Commissioner deems appropriate in the circumstance.

Refusal to Conduct Formal Inquiry

43. If the Integrity Commissioner is of the opinion that the formal complaint is out of time, or that there are no grounds or insufficient grounds for a formal inquiry, a formal inquiry shall not be conducted and a confidential report stating the reasons for not doing so shall be provided to all trustees.
44. If an allegation of a breach of the Code of Conduct appears directly related to non-compliance with a more specific Board policy with a separate complaint procedure, the allegation shall be processed under that policy or procedure.

Steps of Formal Review Inquiry

45. If a formal review inquiry of an allegation of a breach of the Code of Conduct is undertaken, it shall be done by the Integrity Commissioner.
46. The following steps shall be followed:
47. Procedural fairness shall govern the formal review inquiry. The formal inquiry will be conducted in private.
48. The formal review inquiry may involve both written and oral statements by any witnesses, the trustee bringing the complaint and the trustee who is alleged to have breached the code of conduct. Witnesses will review and verify their statements prior to inclusion in the final report.
49. The trustee who is alleged to have breached the code of conduct shall have an opportunity to respond to the allegations both in a private meeting with the Integrity Commissioner and in writing.
50. It is expected that the formal review inquiry will be conducted within a reasonable period of time, which will depend on the circumstances of the case.
51. If the trustee who is alleged to have breached the Code of Conduct refuses to participate in the formal review inquiry, the process will continue in his or her absence.
52. Once the formal review inquiry is complete, the Integrity Commissioner shall provide a confidential draft copy of their report containing the findings of the facts to the trustee who is alleged to have breached the Code of Conduct and the trustee who brought the complaint for their written comment to the Integrity Commissioner.
53. The purpose of providing the draft report to the parties is to ensure no errors of fact are contained in it. The two trustees shall have ten (10) days, or such reasonable period of time as

deemed appropriate by the Integrity Commissioner, from the receipt of the draft report to provide a written response.

54. The final report shall outline the finding of facts, but not contain a recommendation or opinion as to whether the Code of Conduct has been breached. This will be determined by the Board of Trustees as a whole.

Suspension of Formal Review Inquiry

55. If the Integrity Commissioner, when conducting the formal review inquiry, discover that the subject matter of the formal review inquiry is being investigated by police, that a charge has been laid, or is being dealt with in accordance with a procedure established under another Act, the formal review inquiry shall be suspended until the police investigation, charge or matter under another Act has been finally disposed of. This shall be reported to the Board of Trustees.
56. If the complainant and respondent wish to further explore the option of resolving the matter through alternative means, the formal review inquiry shall be suspended. The Chairperson of the Board will be advised of this by the Integrity Commissioner. Possible resolution methods with the complainant and/or respondent will be explored to determine the course of action. If the parties were not successful in reaching a satisfactory resolution, the formal investigation will resume at the point where the investigation was suspended.

Decision

57. The final report shall be delivered to the Board of Trustees for a decision as to whether or not the Code of Conduct has been breached. A sanction, if any, for the breach shall be made as soon as practical after receipt of the final report by the Board.
58. Trustees shall consider only the findings in the final report when voting on the decision and sanction. If a trustee chooses to undertake their own investigation it would be considered a breach of the Code of Conduct by the trustee who undertakes their own investigation.
59. If the Board of Trustees determines that there has been no breach of the Code of Conduct or that a contravention occurred although the trustee took all reasonable measures to prevent it, or that a contravention occurred that was trivial or committed through inadvertence or an error of judgment made in good faith, no sanction shall be imposed.
60. The determination of both a breach of the Code of Conduct and also the imposition of a sanction with respect to a complaint investigated in accordance with the formal complaint process must be done by formal resolution(s) of the Board at a meeting of the Board, and the vote on the resolution(s) shall be open to the public. The resolution(s) shall be recorded in the minutes of the meeting. Both resolutions pertaining to a breach of the Code and any related decision regarding a specific sanction shall be decided by a vote of at least two-thirds of the trustees of the Board present and voting-
61. Despite Section 207 (1) of the *Education Act*, Open Meetings of the Board, the part of the meeting of the Board during which a breach or alleged breach of the Board's Code of Conduct is considered may be closed to the public when the breach or alleged breach involves any of the matters described in clauses 207(2) (a) to (e), Closing of Certain Committee Meetings, specifically:
 - (a) the security of the property of the board;
 - (b) the disclosure of intimate, personal or financial information in respect of a member of the

board or committee, an employee or prospective employee of the board or a pupil or his or her parent or guardian;

- (c) the acquisition or disposal of a school site;
- (d) decisions in respect of negotiations with employees of the board; or
- (e) litigation affecting the board.

62. The trustee who is alleged to have breached the Code of Conduct:

- (a) may be present during the deliberations;
- (b) shall not participate in the deliberations;
- (c) shall not be required to answer any questions at that meeting; and
- (d) shall not vote on a resolution to determine whether or not there is a breach or the imposition of a sanction.
- (e) shall not after the final report is completed, influence the vote on the decision of the breach or sanction.

63. The trustee who filed the complaint may **not** vote on the resolution to determine whether or not there is a breach and/or the imposition of a sanction.

Sanctions

64. If the Board determines that the trustee has breached the Board's Code of Conduct, one or more of the following sanctions may be imposed:

- (a) censure of the trustee;
- (b) barring the trustee from attending all or part of a meeting of the Board or committee meeting;
- (c) barring the trustee from sitting on one or more committees of the Board, for the period of time specified by the Board, not to exceed six months; and/or
- (d) restrictions on the rights of the trustee to attend in camera meetings or receive in camera materials.

65. The Board shall not impose a sanction which is more onerous than the above but may impose one that is less onerous such as a warning or a requirement that the trustee successfully complete specified professional development at the expense of the Board.

66. The Board has no power to declare the trustee's seat vacant.

67. A trustee who is barred from attending all or part of a meeting of the Board or committee meeting is not entitled to receive any materials that relate to that meeting or that part of the meeting and that are not available to members of the public.

68. The imposition of a sanction barring a trustee from attending all or part of a meeting of the Board shall be deemed to be authorization for the trustee to be absent from the meeting and therefore, not in violation of the *Education Act* regarding absences from meetings, Section 228 (1) (b).

Reconsideration

69. If the Board determines that a trustee has breached the Board's Code of Conduct the Board shall,
 - (a) give the trustee written notice of the determination, the reasons for the decision and any sanction imposed by the Board; and
 - (b) the notice shall inform the trustee that he or she may make written submissions to the Board in respect of the determination or sanction by the date specified in the notice that is at least fourteen (14) days after the notice has been received by the trustee; and
 - (c) consider any submissions made by the trustee and shall confirm or revoke the determination or sanction within fourteen (14) days after the submissions are received.
70. If the Board revokes a determination, any sanction imposed by the Board is revoked.
71. If the Board confirms a determination, the Board shall, within the fourteen (14) days above, confirm, vary or revoke the sanction.
72. If a sanction is varied or revoked, the variation or revocation shall be deemed to be effective as of the date the original determination was made.
73. The Board's decision to confirm or revoke a determination or confirm, vary or revoke a sanction shall be done by resolution at a meeting of the Board and the vote on the resolution shall be open to the public. Both resolutions shall be decided by a vote of at least two-thirds of the trustees present and voting. The resolutions shall be recorded in the minutes of the meeting together with the reasons for confirming or revoking a determination. The Board shall provide to the trustee alleged to have breached the Code of Conduct written notice of the decision to confirm or revoke the determination together with reasons for the decision and written notice of any decision to confirm, vary, or revoke a sanction. The respondent and complainant shall not vote on those resolutions.
74. The trustee who is alleged to have breached the Code of Conduct may be present during the deliberations regarding the above but may not participate in the deliberations and shall not be required to answer any questions at that meeting.
75. If appropriate, the original sanction may be stayed pending reconsideration by the Board of the determination or sanction.

Administrative Matters

76. Nothing in this Code of Conduct prevents a trustee's breach of the *Municipal Conflict of Interest Act* from being dealt with in accordance with that Act.

WATERLOO REGION DISTRICT SCHOOL BOARD**Trustee Code of Conduct****ACKNOWLEDGEMENT AND UNDERTAKING**

I confirm that I have read, understand and agree to abide by the Waterloo Region District School Board Trustee Code of Conduct and the enforcement processes.

DATE: _____

Please Print Name: _____

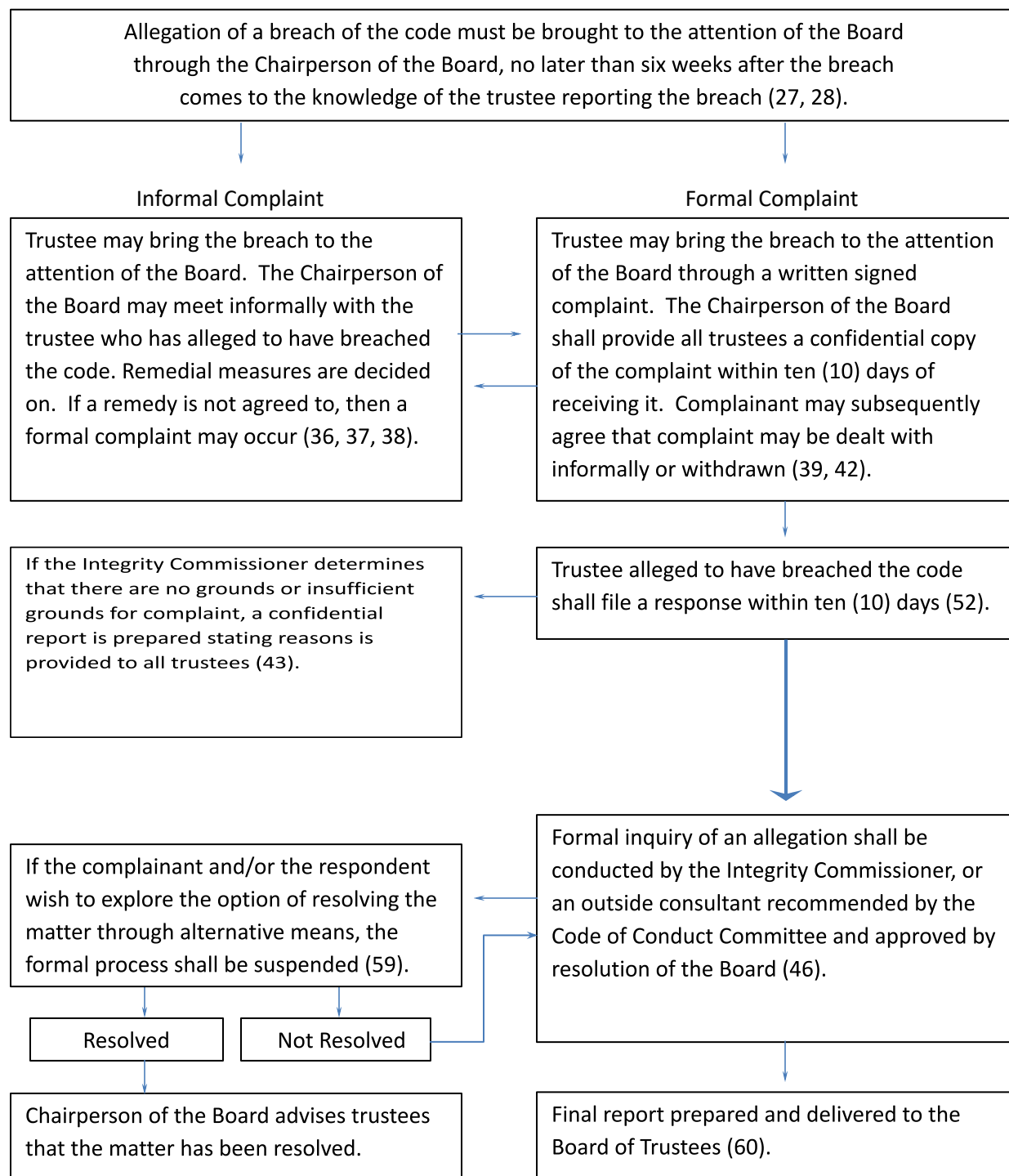
SIGNATURE: _____

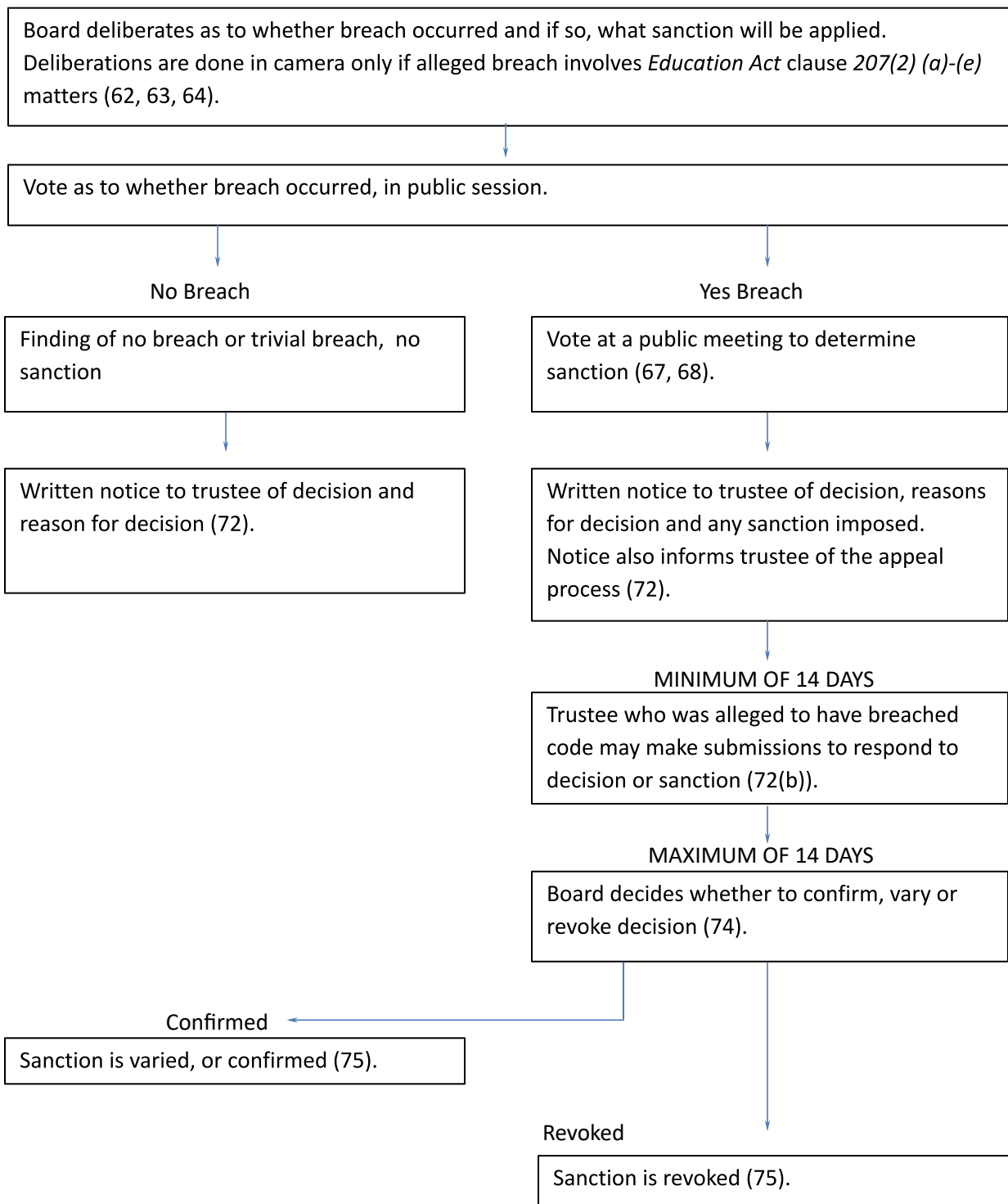
WITNESS: _____

Appendix A

This flow chart is intended only as a general overview of the provisions of the attached policy. If there is any conflict between this flowchart and the policy, the wording in the policy prevails.

Trustee Code of Conduct Process







Report to Committee of the Whole

September 16, 2024

Subject: Bank Borrowing Resolution

Recommendation

That the Waterloo Region District School Board adopt the Resolution, as outlined in Appendix A, authorizing the borrowing of money to meet current expenditures of the Waterloo Region District School Board for fiscal year 2024.

Status

The growth in the overall budget over the last number of years, combined with the extensive capital and maintenance program being undertaken by the WRDSB, has increased the short-term cash flow needs of the board. As such, staff are recommending that the borrowing limit be maintained at \$65M to ensure we have sufficient liquidity to meet our short-term needs; this request is supported by the cash flow summary provided in Appendix B.

Background

In the normal course of business, the Waterloo Region District School Board (WRDSB) borrows money to meet its short-term cashflow needs. This is necessary because of timing differences between our collection of revenues from municipalities and the province, and our payment schedules for the expenditures of the WRDSB.

The Education Act (subsection 243) allows borrowing up to the uncollected amount of revenues of the Board. The borrowing limit for the 2022-23 school year was increased to \$65M; previously it was set at \$50M.

Financial implications

In the past, the annual budget included an amount to provide for interest costs incurred because of short-term borrowing. Over the past number of years, the Board has not needed to borrow any money to meet its short-term cash flow needs. As such, for the 2024-25 school year, we have not budgeted an expense for this purpose.

Communications

A certified copy of the Board Resolution will be forwarded to CIBC.

Prepared by: Miruna Armellini, Controller, Financial Services

Nick Landry, Superintendent, Business Services & Treasurer of the
Board

in consultation with Leadership Council

Resolution

A RESOLUTION AUTHORIZING THE BORROWING OF MONEY TO MEET CURRENT EXPENDITURES OF THE WATERLOO REGION DISTRICT SCHOOL BOARD (the “Board”)

A. In accordance with subsection 243(1) of the Education Quality Improvement Act (the “Act”), the Board considers it necessary to borrow the amount of up to \$65,000,000.00 to meet, until current revenue has been received, the current expenditures of the Board for their fiscal year 2025.

B. Pursuant to subsection 243(3) of the Act, the total amount borrowed pursuant to this resolution together with the total of any similar borrowings and any accrued interest on those borrowings is not to exceed the unreceived balance of the estimated revenues of the Board for the fiscal year.

C. The total amount previously borrowed by the Board pursuant to Section 243 that has not been repaid is \$0.

D. The amount borrowed for current expenditures is within the Board’s Debt to Financial Obligation Limit as established by the Ministry of Education.

BE IT RESOLVED THAT:

1. The Chairperson or Vice-Chairperson and the Treasurer are authorized on behalf of the Board to borrow from time to time from Canadian Imperial Bank of Commerce (“CIBC”) a sum or sums not exceeding in the aggregate of \$65,000,000.00 to meet, until current revenue is collected, the current expenditures of the Board for the year (including the amounts required for the purposes mentioned in subsection 243 (1) and 243 (2) of the Act) plus interest at a rate to be agreed upon from time to time with CIBC.
2. The Treasurer is authorized and directed to apply in payment of all sums borrowed plus interest, all of the monies collected or received in respect of the current revenues of the Board.
3. The Treasurer is authorized and directed to deliver to CIBC from time to time upon request a statement showing (a) the total amount of unpaid previous borrowings of the Board for current expenditures together with debt charges, if any, and (b) the

uncollected balance of the estimated revenues for the current year or, where the estimates have not been adopted, the estimated revenues of the previous year, less any current revenue already collected.

We hereby certify that the foregoing is a true and complete copy of a Resolution of the Board in the Province of Ontario, duly passed at a meeting of the Board and that this Resolution is in full force and effect.

Dated this 16th day of September, 2024.

Waterloo Region District School Board

Per: _____
Chairperson or Vice-Chairperson

Treasurer

Daily Net Cash Position

September 1, 2023, to August 31, 2024





Report to Committee of the Whole

September 16, 2024

Subject: 2024-25 Capital Priorities Grant Program Submission

Recommendation

This report is for the information of the Board.

Status

The [2020-2030 Long-Term Accommodation Plan \(LTAP\)](#) identifies the Waterloo Region District School Board's (WRDSB) accommodation needs up to 2030. Recognizing the priorities and criteria of the Ministry of Education (Ministry)'s 2024-25 Capital Priorities Program, the WRDSB will submit business cases for three projects:

- An Addition to Huron Heights Secondary School;
- New elementary school, North Cambridge (Equestrian Way at Dressage Trail); and
- New elementary school and child care, Rosenberg II (Rosenberg Way at Gehl PI), Kitchener.

Further details about the projects are provided in [Appendix A](#).

For each project, business cases describing the current situation, the project rationale, scope, funding, and estimated cost will be submitted to the Ministry of Education.

The Capital Priorities list was completed by the Capital Plan Working Group, examining planning, facilities, finance, program, and accessibility issues. Business cases will be submitted to the Ministry on or before September 16, 2024, the deadline for submissions.

Background

On July 8, 2024, the Ministry issued Memorandum [2024:B11 - Launch of 2024-25 Capital Priorities Program](#).

The Capital Priorities Grant Program (CP) provides school boards with an opportunity to identify and address current accommodation needs, including:

- Accommodation pressures
- School Consolidation
- Facility Condition, and
- Access to French language schools.

The Ministry will assess all projects using project-specific qualitative and quantitative measures. For accommodation pressures, priority consideration will be given to projects with utilization equal to or greater than 100% (including capacity available in nearby

schools) in the 5th year after opening. For projects addressing facility conditions, priority will be given to projects with the highest expected Internal Rate of Return.

The CP also provides an opportunity to request childcare capital funding if the Consolidated Municipal Service Manager (CMSM) supports the need. The Region of Waterloo, the CMSM for this area, is supporting a childcare submission for the New Rosenberg II elementary school project (further details are found in [Appendix A](#)).

The 2024-25 CP projects are expected to include a completion date with a clear and detailed schedule for milestones and deliverables. Key components of the CP submission this year include:

- Project readiness assessment – priority will be given to projects that are best positioned to be completed in a timely manner.
- Design standardization – school boards must submit a design from the Ministry's Design Catalogue or another repeat design. In some cases, the school board may be permitted to submit a new design.
- Board performance assessment - school boards will be assessed on their performance history delivering capital projects.
- Long-term growth needs - Boards are asked to provide details for addressing current and projected pupil accommodation linked to the Ontario Housing Action Plan and related municipal growth plans.

The WRDSB's [2020-2030 Long-Term Accommodation Plan](#) summarizes the WRDSB's accommodation needs (see [Appendix B](#) for LTAP identified project summary table and [Appendix C](#) for a map of project locations). [Appendix B](#) identifies all projects listed in the LTAP and provides the rationale for exclusion in 2024.

Financial implications

The CP Program is the primary funding source for new capital projects that address school boards' pupil accommodation needs, including enrolment pressures, replacing facilities in poor condition, supporting the consolidation of underutilized facilities, and creating new licensed childcare spaces in schools.

The CP business cases submitted to the Ministry identify student enrolment needs and estimate construction costs according to Ministry funding benchmarks.

Communications

All public announcements regarding capital investments in the publicly funded education system, including those previously funded, are joint communication opportunities for the provincial government, the school board, the CMSM, and/or community partners. Communication protocols are outlined in Memorandum 2024:B11.

All coterminous school boards are provided with the LTAP to identify opportunities to work on current and future joint-use school project submissions. Further, staff consulted with the Region of Waterloo as the CMSM regarding the projects listed and the joint submission of childcare projects.

Prepared by: Lauren Agar, Senior Manager of Planning
Ron Dallan, Manager of Capital Projects
Chris Sagar, Superintendent, Facility Services
Nick Landry, Superintendent, Business Services & Treasurer of the Board
in consultation with Leadership Council.

Appendix A

2024-2025 Capital Priorities Program Projects for Submission

Priority #1

PROJECT NAME	Huron Heights Secondary School – Addition
PROJECT CATEGORY	Accommodation Pressure
LOCATION	1825 Strasburg Rd, Kitchener N2R 1S3
SITE SIZE (ACRES)	18.77
PANEL	Secondary
PROJECTED ON-THE-GROUND CAPACITY	Approx. 460 pupil places (resulting in OTG of 1796 pupil places)
PROJECT SCOPE	20 Classroom Addition
SITE REQUIREMENTS	WRDSB Owned Site
CHILD CARE	N/A

Priority #2

PROJECT NAME	North Cambridge (Equestrian Way) CAM-E02-06
PROJECT CATEGORY	Accommodation Pressure
LOCATION	348-363 Equestrian Way, Cambridge N2E 0C1
SITE SIZE (ACRES)	7.02
PANEL	Elementary
PROJECTED ON-THE-GROUND CAPACITY	Approx. 620 pupil places
PROJECT SCOPE	New JK-8 Elementary School
SITE REQUIREMENTS	WRDSB Owned Site
CHILD CARE	N/A

Project #3

PROJECT NAME	Rosenberg II (Rosenberg Way at Gehl Pl) KIT-E07-04
PROJECT CATEGORY	Accommodation Pressure
LOCATION	Rosenberg Way at 186 Gehl Pl, Kitchener N2E 3Y2
SITE SIZE (ACRES)	6.99
PANEL	Elementary
PROJECTED ON-THE-GROUND CAPACITY	Approx. 600 pupil places
PROJECT SCOPE	New JK-8 Elementary School and 5-room Child Care
SITE REQUIREMENTS	Property in Draft Plan of Subdivision (identified)
CHILD CARE	88 spaces (1x10 infants, 2x15 toddlers, 2x24 preschool)

Appendix B

Projects for Future Capital Priorities Program Submissions

Several recommended capital projects and investment opportunities did not meet the submission criteria for the 2024-25 Capital Priorities Grant Program due to category or timing limitations.

2024-25 Capital Priorities Grant Program – Project Eligibility Categories

The 2024-25 Capital Priorities projects are expected to be shovel-ready. They should include a completion date with clear and detailed milestones and deliverables and must fall under one or more of the following category descriptions:

- Accommodation pressures,
- Replacing schools due to their condition,
- Supporting past consolidation decisions,
- Providing facilities for French-language rights holders in under-served areas, and
- Creating new licensed childcare spaces in schools as part of larger capital requests.

2024-25 Capital Priorities Grant Program - Ineligible Projects

The following projects may be ineligible for Capital Priorities funding purposes:

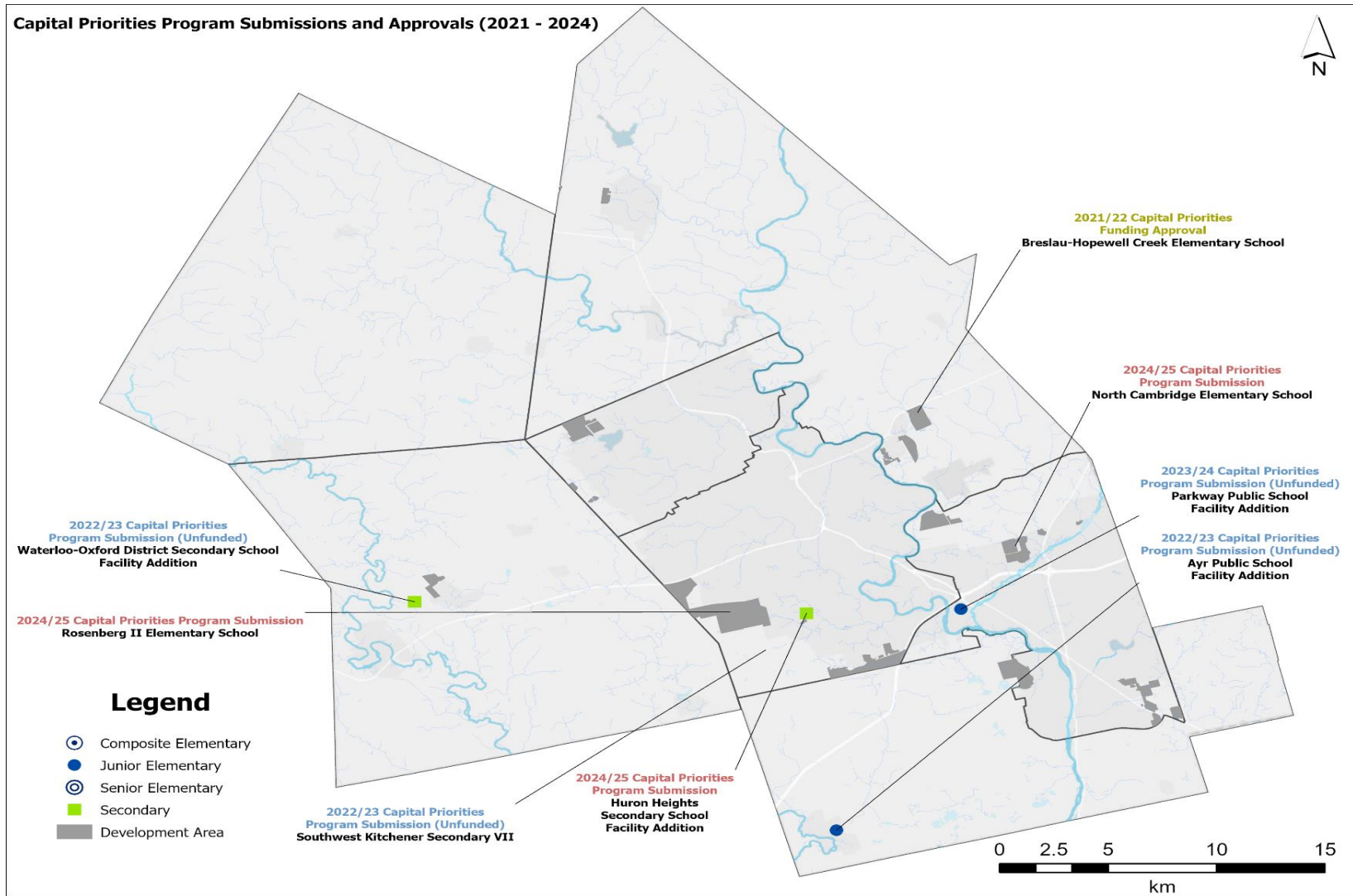
- Projects addressing accommodation pressure because of a specialized or alternative program, such as French immersion,
- Projects for additional childcare space that is not associated with a capital priorities school project (i.e., childcare only project requests),
- Projects associated with consolidations and/or closures where Pupil Accommodation Review has not been completed,
- Projects addressing the renewal needs of a facility, and
- Projects addressing school board administrative space.

Potential Future Capital Priorities Program Submissions (from the 2020-2030 Long-Term Accommodation Plan)

LTAP REVIEW AREA	FUNDING REQUEST	2024-25 CONSIDERATIONS
E01	New Cambridge West (Bismark Dr) Elementary School	Premature due to timing; comprehensive review of facilities/boundaries and schematic design required before submission
E03	Facility addition to Parkway PS	Does not meet criteria due to available capacity in the review area
E04	Facility addition or facility rebuild at Clemens Mill PS	Does not meet criteria; ineligible project for 2024-25
E07	New Rosenberg I Elementary School (Rosenberg Way at Muirfield Cres)	Premature due to lack of site servicing and timing requirements
E09	Facility rebuild at Sunnyside PS	Does not meet criteria; ineligible project for 2024-25
E12	New Trussler North (Benninger Dr) Elementary School	Premature due to lack of site acquisition and timing requirements; boundary study recommended before submission
E16	Facility addition at Lackner Woods PS	Premature due to timing; boundary review recommended before submission
E17	Facility addition at Forest Glen PS or Grandview PS (NH)	Premature due timing; boundary review recommended before submission

LTAP REVIEW AREA	FUNDING REQUEST	2024-25 CONSIDERATIONS
E19	Facility addition at John Mahood PS	Premature due to timing
E21	Facility addition at Ayr PS	Premature due to timing
E22	New Northwest Waterloo (Beaver Creek Meadows) Elementary School	Premature due to lack of site servicing and timing requirements
E23	Facility addition or rebuild at select Review Area E23 school	Premature due timing; boundary review recommended before submission
E25	Facility rebuild at Lexington PS	Does not meet criteria; ineligible project for 2024-25
S02	New Kitchener Secondary VII School	Not shovel ready – zoning restrictions impeding the site currently owned and schematic design required
S04	Facility addition Waterloo-Oxford DSS	Premature due to timing
S05	Facility rebuild at Waterloo CI and partnership with WLU & City of Waterloo.	Does not meet criteria; ineligible project for 2024-235

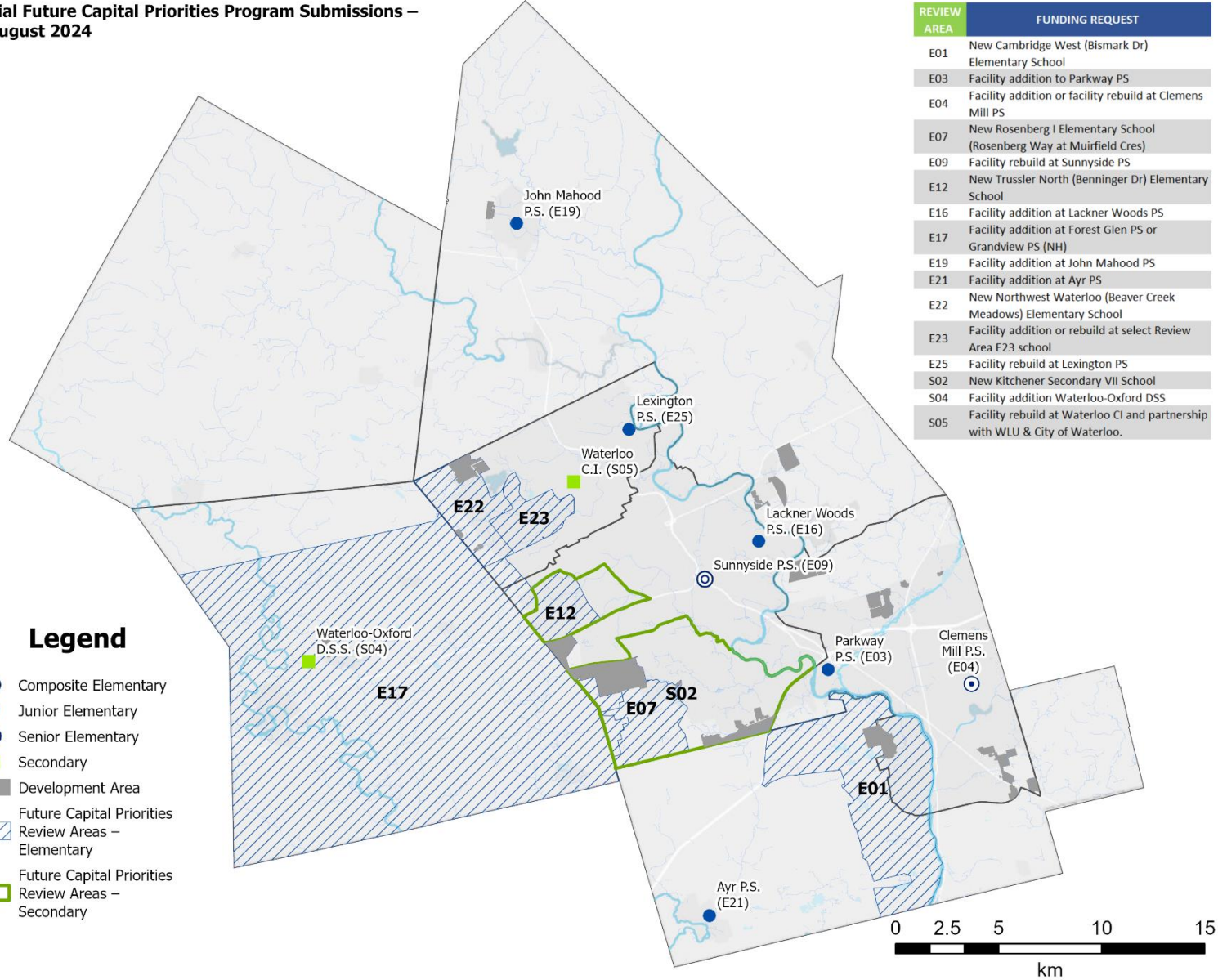
Appendix C



**Potential Future Capital Priorities Program Submissions –
as of August 2024**



- Legend**
- ⊙ Composite Elementary
 - Junior Elementary
 - ⊙ Senior Elementary
 - Secondary
 - Development Area
 - ▨ Future Capital Priorities Review Areas – Elementary
 - ▨ Future Capital Priorities Review Areas – Secondary



REVIEW AREA	FUNDING REQUEST
E01	New Cambridge West (Bismark Dr) Elementary School
E03	Facility addition to Parkway PS
E04	Facility addition or facility rebuild at Clemens Mill PS
E07	New Rosenberg I Elementary School (Rosenberg Way at Muirfield Cres)
E09	Facility rebuild at Sunnyside PS
E12	New Trussler North (Benninger Dr) Elementary School
E16	Facility addition at Lackner Woods PS
E17	Facility addition at Forest Glen PS or Grandview PS (NH)
E19	Facility addition at John Mahood PS
E21	Facility addition at Ayr PS
E22	New Northwest Waterloo (Beaver Creek Meadows) Elementary School
E23	Facility addition or rebuild at select Review Area E23 school
E25	Facility rebuild at Lexington PS
S02	New Kitchener Secondary VII School
S04	Facility addition Waterloo-Oxford DSS
S05	Facility rebuild at Waterloo CI and partnership with WLU & City of Waterloo.



Report to Board

September 16, 2024

Subject: Trustee Self-Evaluation 2024

Recommendation

This report is provided for information.

Status

Between May 28 and June 16, 2024, Trustees were invited to complete a self-evaluation survey as an opportunity to share their experiences and communicate their needs to each other. This survey was voluntary and respondents could skip any question they did not want to answer.

10 out of 11 WRDSB Trustees participated in the self-evaluation. The responses can be found in Appendix A.

Background

The Waterloo Region District School Board Policy G400 (Board of Trustees Planning Cycle and Evaluations) provides for the following:

3.1.4 An annual performance self-assessment of the Board of Trustees, augmented by broader input at the discretion of the Board of Trustees.

Trustees currently have an Ad Hoc Committee designated to review this process. The Committee consisted of Trustees S. Estoesta, S. Piatkowski and M. Waseem. The survey was designed in consultation with the WRDSB's Research and Organizational Transformation Department.

Financial implications

There are no known financial implications at this time.

Communications

No further communication is required at this time.

Prepared by: Stephanie Reidel, Manager of Corporate Services, on behalf of the Ad Hoc Trustee Self-Evaluation Committee.

Trustee Self-Evaluation - Spring 2024 Report

Between May 28 and June 16, 2024 Trustees were invited to complete a self-evaluation survey as an opportunity to share their experiences and communicate their needs to each other. This survey was voluntary and respondents could skip any question they did not want to answer.

10 out of 11 WRDSB Trustees participated in the Self-evaluation. Below are the responses they provided.

Relationships Among Trustees

1 - Please rate your level of agreement for the following statements about the Board of Trustees as a whole group. The Board of Trustees....

Question	Strongly agree		Somewhat agree		Neither agree nor disagree		Somewhat disagree		Strongly disagree		Total
Practices active listening (Active listening is a way of listening and responding to another person that improves mutual understanding)	20%	2	60%	6	0%	0	10%	1	10%	1	10
Respects the opinions of others while working to reach a consensus	20%	2	50%	5	0%	0	20%	2	10%	1	10
Makes room at the board table so that divergent views can be heard	30%	3	60%	6	0%	0	0%	0	10%	1	10
Supports an open and encouraging approach to sharing their views	20%	2	40%	4	10%	1	20%	2	10%	1	10
Works together to promote positive interactions amongst themselves	10%	1	50%	5	0%	0	20%	2	20%	2	10
Works together to address negative interactions amongst themselves	10%	1	40%	4	10%	1	20%	2	20%	2	10
Has an understanding of acceptable and unacceptable behaviour	20%	2	50%	5	0%	0	20%	2	10%	1	10

Additional Comments about “Relationships between Trustees” (themes):

- Difficult to assess relationships as they differ significantly between different trustees
- Relationships are strained due to polarization (both personal and political)
- Trustees have differing understandings of their roles and responsibilities
- Disagreements between trustees lead to misunderstandings and a lack of collaboration

Relationships With Other Stakeholders

2 - Please rate your level of agreement for the following statements about the Board of Trustees as a whole group. The Board of Trustees....

The community

Question	Strongly agree		Somewhat agree		Neither agree nor disagree		Somewhat disagree		Strongly disagree		Total
Understands the importance of gathering feedback from the community	80%	8	10%	1	0%	0	0%	0	10%	1	10
Establishes appropriate processes for gathering community input	40%	4	40%	4	10%	1	0%	0	10%	1	10
Engages communities in ongoing conversations	50%	5	30%	3	10%	1	0%	0	10%	1	10

The student voice from system

Question	Strongly agree		Somewhat agree		Neither agree nor disagree		Somewhat disagree		Strongly disagree		Total
Makes deliberate efforts to actively seek out student voice from throughout the system (e.g., attending a student performance, engaging with student groups, touring a school, walking with students to school)	50%	5	40%	4	0%	0	10%	1	0%	0	10
Makes deliberate efforts to incorporate student voice from throughout the system	60%	6	30%	3	0%	0	10%	1	0%	0	10

Staff

Question	Strongly agree		Somewhat agree		Neither agree nor disagree		Somewhat disagree		Strongly disagree		Total
Ensuring the Director of Education is meeting their duties (e.g., effectively implementing the policies of the board)	30%	3	40%	4	10%	1	10%	1	10%	1	10
Engages in respectful, cooperative and collaborative interactions with staff	20%	2	40%	4	10%	1	30%	3	0%	0	10

Ensures there are mechanisms in place to recognize and celebrate students, staff, community members and volunteers	60%	6	10%	1	20%	2	10%	1	0%	0	10
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Other

Question	Strongly agree		Somewhat agree		Neither agree nor disagree		Somewhat disagree		Strongly disagree		Total
Protects and promotes Human Rights and ensures Equity while focused on student achievement and well-being	40%	4	30%	3	20%	2	0%	0	10%	1	10
Are accountable to all members of the community, not just those in the area in which they were elected	50%	5	20%	2	10%	1	10%	1	10%	1	10
Ensures there are mechanisms in place to recognize and celebrate students, staff, community members and volunteers	40%	4	30%	3	20%	2	0%	0	10%	1	10

Question	Strongly agree		Somewhat agree		Neither agree nor disagree		Somewhat disagree		Strongly disagree		Total
Ensures that local municipal, provincial and federal politicians understand local issues and needs, and encourages them to make education a high priority	40%	4	30%	3	20%	2	0%	0	10%	1	10

Additional Comments about “Relationships with other stakeholders” (themes):

- There is a lack of trust between some stakeholders
- Stakeholders and trustees have become separated by differing perspectives and opinions
- Discourteous and harmful language is being used by trustees and other stakeholders
- It is important to build positive relationships with all stakeholders through various communication channels (phone, email, meetings, school visits, etc.)

The Board Function

3 - Please rate your level of agreement for the following statements about the Board of Trustees as a whole group. The Board of Trustees....

Question	Strongly agree		Somewhat agree		Neither agree nor disagree		Somewhat disagree		Strongly disagree		Total
Has an understanding of the budget process and is an effective steward of the board's resources	60%	6	30%	3	0%	0	0%	0	10%	1	
Oversees the establishment of a balanced budget that reflects the board's vision, the needs of the community, and supports the board's strategic plan	70%	7	10%	1	0%	0	10%	1	10%	1	
Complies with all applicable laws, regulations and policies governing the board or enacted by the government	90%	9	0%	0	10%	1	0%	0	0%	0	
Follows/has an understanding of board policies including conflict of interest policies and communication protocols	60%	6	20%	2	10%	1	10%	1	0%	0	
Reviews and provides feedback on policies in achieving the board's goals	70%	7	20%	2	0%	0	0%	0	10%	1	
Uses data and/or evidence to make informed decisions	40%	4	30%	3	10%	1	10%	1	10%	1	
Utilizes a human rights and equity lens in decision-making	30%	3	50%	5	0%	0	10%	1	10%	1	
Consistently uses the meeting time well (i.e., issues get the time and attention proportionate to their importance)	20%	2	20%	2	20%	2	20%	2	20%	2	
Comes to meetings prepared and ready to contribute	40%	4	30%	3	10%	1	20%	2	0%	0	

Additional Comments about "Board Functions" (themes):

- Trustees have different levels of understanding of board policies and protocols
- Political and media attention on board actions and meetings influences how the board functions
- Differing perspectives and values related to understanding of human rights and equity create divisions
- Trustees have different perspectives and priorities about their roles and responsibilities

General Feedback

4 - Would you be interested in engaging in a process to reflect on your practice as a Trustee?

Answer	Count
Yes	5
No	5
Total	10

5 - In what areas do you feel the Board of Trustees would benefit from more professional development (themes):

- Meeting rules of order/conduct (i.e., Robert's rules, points of order/privilege)
- Communication and consultation strategies (e.g., conflict resolution and engagement with staff and community)
- Human rights awareness as a legal framework and as a lens for informing policy and practice
- Assessment of trustee workload and compensation

6 - What opportunities exist in our work? (themes):

- Support and celebrate staff efforts to support student achievement and wellbeing in the face of difficult financial circumstances
- Build awareness and affirm diversity and human rights, while navigating the complexity of different identities and worldviews
- Support and lead WRDSB efforts to apply policies and work toward transformational goals
- Reflect on and learn from the board of trustees self-evaluation survey

7 - What challenges exist in our work? (themes):

- Financial constraints and provincial funding gap
- Negative and harmful language emerging from relationships between trustees, delegations, and staff
- Polarized opinions and beliefs related to concepts of equity and inclusion
- Staff turnover and expectations for staff to accomplish more with less

8 - What feedback do you have about this year's survey? (themes):

- Gratitude expressed for the efforts of staff and committee members for conducting this reflection survey
- Difficult to represent disparate voices in the survey results (e.g., critical reflections may not be well captured)



Report to Committee of the Whole

September 16, 2024

Subject: Motion: Enrolment

Recommendation

That the Waterloo Region District School Board direct staff to prepare a report with the historical data and trends for the last ten years concerning WRDSB enrolment data for JK and SK, birth rates, immigration rates and regional growth, and that the data collection and analysis be presented to the board of trustees at a committee of the whole in the fall 2024; and

That Waterloo Region District School Board amends policy 4012 School Attendance Area to include an exit interview or survey for all parents who leave the WRDSB to help determine why parents are leaving the WRDSB and that this information be presented to trustees as part of budget deliberations.

Status

This Notice of Motion was served at the June 10, 2024, Committee of the Whole meeting by Trustee C. Watson with support from Trustee B. Cody.

Background

The following recitals were included by Trustee C. Watson as background:

Whereas the WRDSB projections for 2023/24 were short by 300 students and funding from the Ministry of Education is based on student enrollment;

Whereas some parents are choosing to enroll their non-Catholic JK, SK children in the Catholic Educational system;

Whereas the WRDSB does not record statistical data as to why parents withdraw their children from the WRDSB school board;

Whereas many parents have shared their concerns and believe that identity politics and ideologies are taught in the classroom and have threatened to pull their children out of the WRDSB school board;

Financial implication

The financial implications are not known at this time.

Communications

There is no communication plan at this time.

Prepared by: Stephanie Reidel, Manager of Corporate Services for Trustee C. Watson