

Governance and Policy Committee Agenda

Date: June 3, 2025
Location: Lindsay Education Centre
Time: 11:30 a.m.

1. Call to order

2. Roll call

3. Declaration of possible conflict of interest

4. Approval of agenda

5. Committee action items

5.3 Approval of the minutes of the April 16, 2025 Governance and Policy Committee Meeting (pgs.2-4)

6. Administrative reports

6.1 For Action – Written

- a. BD-2001 Reimbursement of Trustee Expenses Policy (SO Ellis/ pgs.5-6)
- b. BD-3500 Reimbursement of Expenses Policy (SO Ellis/ pgs.7-8)
- c. ES-5000 Volunteers in Schools Policy (SO MacJanet/ pgs.9-10)
- d. BD-2045 Trustee Code of Conduct Policy (Director Hahn/ pgs. 11-32)
- e. TLDSB By-Laws (Director Hahn/ pgs. 33-88)

6.2 For Information- Verbal

- a. Update on the Trustees Attendance at Public Meetings of the Board, Standing Committee Meetings, and Committee of the Whole Meetings Policy

7. Other business

- a. Proposed Governance and Policy Committee Meeting - Tuesday, August 19, 2025

8. Next meeting

TBD

9. Adjournment



Governance and Policy Committee Meeting Minutes

Date: April 16, 2025
Location: Muskoka Education Centre
Time: 1:00pm

1. Call to order

Committee Chair Trustee Judy Saunders called the meeting to order at 1:00 p.m.

2. Roll call

Committee Chair Trustee Judy Saunders advised that Trustees Bradley and Reain were present in person.

Trustee Clodd shared regrets.

Trustee McInerney attended the meeting via electronic means.

Chair Wilcox and Vice Chair Childs also attended the meeting as ex-officio members.

Trustee McAlpine attended as an observer.

Director Hahn and Executive Assistant J. Andreasen were in attendance as staff support.

3. Declaration of possible conflict of interest

There were no declarations of possible conflict of interest.

4. Approval of agenda

Moved by Trustee Reain, Seconded by Trustee Wilcox,
That the agenda be approved.
Carried.

5. Committee action items

5.1 Approval of the minutes of the February 5, 2025 Governance and Policy Committee Meeting

Moved by Trustee Bradley, seconded by Trustee Childs,
That the minutes dated February 5, 2025 be approved.
Carried.

6. Administrative Reports

6.1 For Action- Written

a. OP-6025 Video Surveillance Policy

Superintendent of Learning Tanya Fraser reviewed the recommended changes to the OP-6025 Video Surveillance Policy.

Moved by Trustee Wilcox, Seconded by Trustee Reain,
That the Governance and Policy Committee approve the recommended changes to the OP-6025 Video Surveillance Policy and that the policy be forwarded to the next public meeting of the Board of Trustees for ratification.
Carried.

b. ES-5570 Promotion, Retention and Acceleration of Students Policy

Superintendent of Learning Jay MacJanet reviewed the recommended changes to the ES-5570 Promotion, Retention and Acceleration of Students Policy.

Moved by Trustee Bradley, Seconded by Trustee Reain,
That the Governance and Policy Committee approve the revised ES-5570 Promotion, Retention and Acceleration of Students Policy be approved and that the policy be forwarded to the next public meeting of the Board of Trustees for ratification.
Carried.

c. ES-5008 Subject Exemption Substitution Policy

Superintendent of Learning Jay MacJanet reviewed the recommended changes to the ES-5008 Subject Exemption or Substitution Policy

Moved by Trustee McInerney, Seconded by Trustee Bradley,
That the Governance and Policy Committee approve the revised ES-5008 Subject Exemption Substitution Policy and that the policy be forwarded to the next public meeting of the Board for ratification.
Carried.

d. ES-5000 Volunteers in Trillium Lakelands District School Board Policy

Superintendent of Learning Jay MacJanet reviewed the recommended changes to the ES-5000 Volunteers in Trillium Lakelands District School Board Policy. Superintendent MacJanet received feedback from Trustees for further revisions to be made to the policy.

e. HR-4040 Performance Appraisal- Staff Policy

Superintendent Traci Hubbert reviewed the recommended changes to the HR-4040 Performance Appraisal- Staff Policy.

Moved by Trustee Wilcox, Seconded by Trustee Bradley,
That the Governance and Policy Committee approve the recommended changes to the HR-4040 Performance Appraisal- Staff Policy and that the policy be forwarded to the next public meeting of the Board for ratification.
Carried.

6.2 For Discussion- Written**a. Update: BD-2050 Trustee Attendance at Public Meetings of the Board, Standing Committee Meetings, and Committee of the Whole Meetings Policy**

Director Hahn shared an update on the status of the BD-2050 Trustee Attendance at Public Meetings of the Board, Standing Committee Meetings, and Committee of the Whole Meetings Policy with Trustees. The final draft of the policy will be shared at the June 2025 meeting.

b. Update: BD-2045 Trustee Code of Conduct Policy

Director Hahn shared an update on the status of the Update: BD-2045 Trustee Code of Conduct Policy with Trustees. The final draft of the policy will be shared at the June 2025 meeting.

7. Other business**a. OPSBA release of information related to the OESC Essential Governance Training for Trustees and Directors**

There will be self-directed modules for reviews and modules via webinar/ video. All Trustees and the Director are required to complete these modules by August 31, 2025.

b. Board Self-Assessment results- Framework for Discussion at Learning Session

Trustees will review as a full team at the April 2025 Learning Session.

c. Additional Governance and Policy Committee Date Proposal- June 3, 2025 at 11:30am at LEC**8. Next meeting**

June 3, 2025 at 11:30am at LEC

9. Adjournment

Moved by Trustee Reain, seconded by Trustee Childs,
That the Committee do now adjourn at 2:16 p.m.
Carried.

Trillium Lakelands District School Board Administrative Report

Date: June 3, 2025
To: Governance and Policy Committee
Origin: Tim Ellis, Superintendent of Business
Subject: BD-2001 – Reimbursement of Trustee Expenses Policy
Reference: Governance and Policy Committee Meeting – June 3, 2025

Purpose

To present Trustees with the revised BD-2001 Reimbursement of Trustee Expenses Policy

Context

The Reimbursement of Trustee Expenses policy was due for review as part of the regular review cycle. A survey was conducted with other boards across the province to gain information on the current standards in regard to expense reimbursement. The policy and practices have been aligned with other boards.

The policy was sent to Board Chair Wilcox on March 20 for review.

Content

Revisions to the policy include:

- Updating the approval and review dates
- Updating wording to ensure public awareness of creating equitable, fair and reasonable practices for expense reimbursements and providing a framework of accountability and transparency to guide the oversight of public resources

There are three key revisions to the corresponding Reimbursement of Trustee Expenses operational procedure that will impact Trustees that include:

- To reflect what other boards are doing, all reimbursement dollar amounts (e.g. meals) for Trustees have been set match what employees are reimbursed. Any expense over the dollar amount set out, is at the trustee's expense.
- If a detailed receipt has alcohol on it, there will be no reimbursement for anything on the receipt. There cannot be blacked out line items on receipts.
- Ride share and home share options for travel and accommodations have been included should people want to use companies like Uber/Lyft rather than a taxi, or AirBNB/VRBO rather than a hotel.

Action

Recommendation that the changes to BD-2001 - Reimbursement of Trustee Expenses Policy be approved and that the policy be advanced to the next public meeting of the Board of Trustees for ratification.



BD-2001 Reimbursement of Trustee Expenses Policy

Approval Date: 201825

Review Date: 202330

Purpose

Trillium Lakelands DSB recognizes the need to promote public confidence in the position of **school board** trustee and to establish processes that will ensure that financial integrity, accountability and transparency regarding trustee expenses are maintained.

The Education Act provides that boards are permitted to provide honoraria to trustees for their service. The Act further provides that boards may establish a policy to reimburse trustees for expenses incurred while carrying out their role.

Trillium Lakelands DSB recognizes there are expenses incurred to carry out the duties and responsibilities as a school board trustee and is aware of the geographic size of the board, which contributes to those expenses. The same recognition is given to employees as they carry out their roles and responsibilities to the Board.

The establishment of a distinct expense policy sets out the rules and principles for the reimbursement and payment of expenses to ensure equitable, balanced, fair and reasonable practices are in place for all school board staff including the trustees. It provides a framework of accountability and transparency to guide the effective oversight of public resources.

If you require this information in an accessible format, please contact Communications Services at info@tldsbc.on.ca.

Trillium Lakelands District School Board Administrative Report

Date: June 3, 2025
To: Governance and Policy Committee
Origin: Tim Ellis, Superintendent of Business
Subject: BU-3500 – Reimbursement of Employee Expenses Policy
Reference: Governance and Policy Committee Meeting – June 3, 2025

Purpose

To present Trustees with the revised BU-3500 Reimbursement of Employee Expenses Policy

Context

The Reimbursement of Employee Expenses policy was due for review as part of the regular review cycle. A survey was conducted with other boards across the province to gain information on the current standards in regard to expense reimbursements. The updates to policy and practices have been aligned with other boards.

The policy was reviewed by Trustee Clodd and was sent to Union/Federation Presidents on March 20, 2025 with a deadline for feedback of April 21, 2025.

Content

Revisions to the policy include:

- Updating the approval and review dates
- Updating wording to ensure public awareness of creating equitable, fair and reasonable practices for expense reimbursements and providing a framework of accountability and transparency to guide the oversight of public resources

Action

Recommendation that the changes to BU-3500 - Reimbursement of Employee Expenses Policy be approved and that the policy be advanced to the next public meeting of the Board of Trustees for ratification.



BU-3500 Reimbursement of **Employee** Expenses Policy

Approval Date: 20**18**25

Review Date: 20**23**30

Purpose

~~The Board~~ **Trillium Lakelands DSB** recognizes that the large geographical area of the Board makes it necessary for ~~trustees~~, employees and others to travel between locations within the Board, to carry out their responsibilities. The location of the Board requires travel to centres outside of the area for training purposes and to participate in conferences, meetings and professional development relevant to the operations of the Board.

~~The Board recognizes that the reimbursement of approved expenses incurred by eligible employees in connection with carrying out the responsibilities associated with the employee's duties must ensure transparency, accountability, value for money, and fairness.~~

The establishment of a distinct expense policy sets out the rules and principles for the reimbursement and payment of employee expenses to ensure equitable, fair and reasonable practices are in place for all school board staff. It provides a framework of accountability and transparency to guide the effective oversight of public resources.

If you require this information in an accessible format, please contact Communications Services at info@tldsbo.on.ca.

Trillium Lakelands District School Board Administrative Report

Date: May 22, 2025
To: Governance and Policy Committee
Origin: Jay MacJanet, Superintendent of Learning
Subject: ES-5000 Volunteers in Trillium Lakelands District School Board Policy
Reference: Governance and Policy Committee - June 3, 2025

Purpose

To present to Trustees the amended ES-5000 Volunteers in Trillium Lakelands District School Board Policy.

Context

As part of the policy and procedure review cycle a revised ES-5000 Volunteers in Trillium Lakelands District School Board Policy was presented at the April 16, 2025 Governance and Policy Committee meeting.

Additional feedback was received at the meeting with a recommendation to amend the revised policy to include a more specific outline of expectations that potential volunteers must meet prior to commencing a volunteer position.

Content

The ES-500 Volunteers in Trillium Lakelands District School Board Policy has been amended to include an expanded statement regarding TLDSB'S policy for expectations for all volunteers, including the requirement to complete a vulnerable sector check prior to working with students.

The amendments were presented by Trustee Childs, with input from Trustee McInerney.

Action

Recommendation that the amended ES-5000 Volunteers in Trillium Lakelands District School Board Policy be approved and that the policy be advanced to the next public meeting of the Board of Trustees for ratification.



ES-5000 Volunteers in Trillium Lakelands District School Board Policy

Approval Date: ~~2020~~2025

Review Date: ~~2025~~2030

Purpose

Trillium Lakelands District School Board (TLDSB) ~~believes and~~ recognizes that volunteers enhance the learning experiences of our students. The Board appreciates that by engaging **volunteers, student learning is enhanced and strong school-community connections are fostered.** As members of our communities, volunteers can model positive relationships and good citizenship.

TLDSB is responsible for providing a safe and secure working and learning environment for students and employees. As such, it is the policy of TLDSB that all volunteers comply with Ministry of Education regulations, TLDSB procedures and the Strategic Plan when working with school communities.

All volunteers who have direct and /or regular contact with students must have a vulnerable sector completed prior to volunteering.

If you require this information in an accessible format, please contact Communications Services at info@tldsbc.on.ca.

Trillium Lakelands District School Board Administrative Report

Date: May 16, 2025
To: Governance and Policy Committee
Origin: Director of Education Wes Hahn
Subject: BD-2045 Trustee Code of Conduct Policy
Reference: Governance and Policy Committee Meeting- June 3, 2025

Purpose

To present to the Governance and Policy Committee the revised BD-2045 Trustee Code of Conduct Policy for approval.

Context

The *Better Schools and Student Outcomes Act, 2023* instituted regulatory reforms to strengthen school board governance and accountability. The reforms include establishing consistent provincial standards for Trustee conduct, and the establishment of a process for resolving code of conduct related complaints.

Changes to the Trustee Code of Conduct was to be completed in two phases:

1. Conduct expectations (under *Ontario Regulation 312/24" Members of School Boards- Code of Conduct*) were required to be updated by September 1, 2024. At the August 27, 2024 Board Meeting, Trustees ratified the updated TLDSB BD-2045 Code of Conduct Policy.
2. Changes to the process related to resolving Code of Conduct related complaints became effective January 1, 2025 after which time Boards were required to use the services of an Integrity Commissioner to address formal complaints brought forward under the Trustee Code of Conduct. The current updates proposed to the Code of Conduct reflect these required changes.

Content

The TLDSB BD-2045 Trustee Code of Conduct Policy was updated to align with the template for Trustee Codes of Conduct provided by OPSBA, *Ontario Regulation 312/24: Members of School Boards- Code of Conduct*, *Ontario Regulation 306/24: Integrity Commissioners and Process for Alleged Breaches of the Code of Conduct*, *Ontario Regulation 327/06: Honoraria for Board Members section 13* (Reduction for breach of code of conduct), and the *Education Act section 218.3* (Breach of Code of Conduct).

The following changes were made to the policy that was ratified in August 2024:

- Updates to references and related documents
- Addition of terms and definitions
- A reference to the updated *BD-2051 Roles and Responsibilities of Trustees Policy* in Section 4.4 Expectations of Trustees as part of a Board

- Updates to the Informal and Formal Complaint Procedures to reflect the recommendations and language provided in the *OPSBA School Board Member (Trustee) Code of Conduct Enforcement Procedure*. Note that the section in the provided draft related to complaints processes nearly verbatim matches the OPSBA template.

Action

Recommendation that the revised BD-2045 Trustee Code of Conduct Policy be approved and that the policy be advanced to the next public meeting of the Board of Trustees for ratification.



BD-2045 Trustee Code of Conduct Policy

Approval Date: 2024 2025

Review Date: 2028 2026

1. Purpose

Trillium Lakelands District School Board Trustees occupy positions of public trust and confidence. They are expected to discharge their duties and responsibilities in a professional and impartial manner.

It is essential that Trustees be, and be seen to be, acting in the best interests of the public they serve within the entire jurisdiction of the Board.

Without limiting the generality of the foregoing, a Trustee would compromise themselves in the discharge of their duties by failing to declare a conflict of interest as required pursuant to the *Municipal Conflict of Interest Act*, by contravening any other law, by disclosing confidential business, personnel, or student information, and by misappropriating Board resources.

This Code of Conduct is applicable to all Trustees and student trustees of Trillium Lakelands District School Board, and will be updated every four years.

2. References and Related Documents

TLDSB Procedures and Reference Documents

- [TLDSB Organizational By-laws](#)
- [OP-6021 Code of Conduct Procedure](#)
- [BD-2051 Roles and Responsibilities of the Board of Trustees Policy](#)

External Reference Documents

- ~~Education Act s. 169.1, s. 218.1~~ [Education Act s. 169.1, s. 218](#)
- [Ontario Reg 312/24 Members of School Boards- Code of Conduct](#)
- [Ontario Reg, 306/24 Integrity Commissioners and Process for Alleged Breaches of the Code of Conduct](#)
- [Ontario Reg. 357/06 Honoraria for Board Members s. 13](#)
- [Municipal Conflict of Interest Act](#)
- [Ontario Public School Boards Association \(OPSBA\): Code of Conduct for School Boards Template](#)
- [OPSBA's Guide to Good Governance](#)

3. Terms and Definitions

Board: Trillium Lakelands District School Board (TLDSB)

Business Day: Means a day from Monday to Friday, excluding Holidays

Trustee: A duly elected or appointed member of a district school board

Director: Director of Education

Censure: An expression of strong disapproval or harsh criticism

4. Administrative Procedure

Every Trustee of the Board shall comply with this Code of Conduct and uphold the spirit of the Code.

4.1. Integrity and Dignity of the Office of the Trustee

A school board receives its legislative authority as a corporate entity under the Education Act and is responsible for operating a publicly funded school system on behalf of the community it serves.

Trustees shall discharge their duties loyally, faithfully, impartially and in a manner that will inspire public confidence in the abilities and integrity of the Board. In upholding the integrity and dignity of the office of Trustee, there are a number of requirements. When sworn into the Board as a Trustee the following responsibilities of office ensue:

a) Integrity and Dignity of Office

- 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.
- 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.

b) Public Use of Funds

- A Trustee 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 students.

c) Civil Conduct

- A Trustee must conduct themselves in a professional manner, especially when attending Board events, or while on Board property.
- A Trustee will ensure that their comments are issue-based and not personal, demeaning, or disparaging with regard to Board staff or fellow Board Members.
- A Trustee will voice no judgments of staff or staff performance except as that performance is assessed against explicit board policies by the official process, or during "in-camera" sessions of the Board.

d) Avoidance of personal advantage and conflict of interest

- A Trustee shall not accept a gift from any person or entity that has dealings with the Board where it is reasonable that a person might conclude that the gift could influence the Trustee when performing his or her duties to the Board unless
 - the gift is of nominal value;
 - the gift is given as an expression of courtesy or hospitality;
 - accepting the gift is reasonable in the circumstances.
- A Trustee shall not use his or her 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.
- A Trustee shall not use his or her office to obtain employment with the Board for the Trustee or Family Member.
- No Trustee shall use or permit the use of board resources for any purposes other than the business of the Board.

e) Confidentiality

- No Trustee shall disclose confidential information obtained or made available to them in their role as Trustee except as authorized by law or by the Board. Confidential information includes personal information about an identifiable individual or information subject to solicitor-client privilege.
- A Trustee shall keep confidential any information disclosed or discussed at a meeting of the Board or Committee of the Board that was closed to the public, unless required to divulge such information by law or authorized by the Board to do so.
- No Trustee shall use confidential information, including confidential information obtained by them or made available to them in their role as 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. (Parent, source and child have the same meaning as in Section 1 of the *Municipal Conflict of Interest Act*)

f) Upholding Decisions

- All Trustees shall accept that authority rests with the Board, and that a Trustee has no individual authority other than that delegated by the Board.
- Each Trustee shall uphold the implementation of any Board resolution after it is passed by the Board. A proposed motion for reconsideration or rescission, if permitted by the Board's By-laws and Rules of Order, can be brought by a Trustee.
- When individual Trustee express their opinions in public, they must make it clear that they are not speaking on behalf of the Board.

4.2. Trustee Code of Ethics

The commitment of each Trillium Lakelands District School Board Trustee to high ethical standards is required to ensure that the school board can responsibly fulfill its obligations and discharge its duties. As Trustees of Trillium Lakelands District School Board, representing all citizens of the community and responsible to the electorate through the democratic process, each Trustee recognizes that they:

- a) should promote student achievement and well-being;
- b) should act in the interest of all students in Trillium Lakelands District School Board regardless of the geographic area/ constituency that the Trustee represents;
- c) are the students' advocate, and that the first and greatest concern is the best interest of each and every one of these students, without distinction as to who they are or what their background might be;
- d) are community leaders who realize that the future welfare of the community, of the province, and of Canada is dependent in the largest measure upon the quality of education that is provided in our public schools to fit the needs of learners;
- e) must understand that a strong and effective public education system, responsive to the needs of our students, is the cornerstone of a democratic society;
- f) should be motivated by an earnest desire to serve Trillium Lakelands District School Board to the best of their ability to meet the educational needs of all students;
- g) must act with integrity and do everything possible to maintain the dignity of the office of a school board member.

4.3. Trustee Conflict of Interest related to Board business

Trustees are subject to compliance with the Municipal Conflict of Interest Act (MCIA) to protect the public interest by ensuring that public officials do not improperly take advantage of their positions of trust to

seek personal gain. Conflict of Interest legislation is concerned only with pecuniary, or financial, interest. Pecuniary interest can be direct, indirect, or deemed.

A member who identifies a direct, indirect, or deemed conflict of interest in a matter and is present at a meeting of the Board or committee of the Board at which the matter is the subject of consideration, must declare the conflict before any discussion on the matter begins.

Steps for declaring a conflict of interest:

- a) Publicly declare the conflict of interest, state the general nature of the interest, and have the declaration recorded in the minutes. There is a section on all Board agendas that provide the opportunity to declare a conflict of interest;
- b) Do not vote on any question in respect to the matter;
- c) Do not take part in the discussion on the matter;
- d) Do not attempt in any way, whether before, during or after the meeting, to influence the voting on any question in respect of the matter.

4.4. Expectations of Trustees as part of a Board

Specific roles and responsibilities, along with reference to the related legislative authority can be found in *BD-2051 Roles and Responsibilities of the Board of Trustees Policy*.

In addition to the legislated roles and responsibilities as outlined in BD-2051, As a school board member, each Trustee - in their behaviour and their professional conduct- is expected to will:

- Understand governing legislation
 - Abide by legislation, board policy, and procedural direction, the Oath of Office, the Trustee Code of Conduct, the TLDSB Code of Conduct and all Board by-laws;
 - Recognize the duty to comply with the Municipal Conflict of Interest Act and all privacy legislation;
 - Be familiar with Board By-laws;
 - Understand the rules of order/ parliamentary authority as they pertain to TLDSB Committee and Board Meetings.
- Understand the role of the Board as an entity
 - Accept that authority rests with the Board and that individuals have no authority outside the Board and abide by the majority decisions of the Board once they are made;
 - Uphold the implementation of any Board resolution after it is passed by the Board;
 - Not use his/her position for personal advantage or to the advantage of any other individual apart from the total interest of Trillium Lakelands District School Board, and resist outside pressure to so use the position;
 - Communicate and conduct relationships with staff, the community, other school boards, and the media in a manner that focuses on all of the facts and that also reflects the Board's position and direction.
- Lead Board Governance

- Ensure the effective stewardship of the Board's resources;
 - Participate in the development of board policy;
 - Recognize that Trustees should not attempt to become involved in the day-to-day administration or operational aspects of the system, knowing that Trustees shall be provided with full access to all information required for their decision making;
 - Entrust the day-to-day management of the Board to its staff through the Director of Education;
 - Follow the Trustee/Staff Protocol (see appendix 5.1).
- Work as part of a team
 - Carry out duties objectively, and consider all information and opinions presented to the Board in making decisions, without bias;
 - Work with other Board members in a spirit of respect, openness, courtesy, cooperation and proper decorum, in spite of differences of opinion that arise during debate;
 - Express any contrary opinion respectfully and honestly, and without making disparaging remarks, in or outside of a board meeting, about other board members or their opinions;
 - Recognize that the Chairperson is the official spokesperson for the Board and that no other Trustee may act as spokesperson to the public on behalf of the Board unless authorized by the Board.
 - Participate in Meetings and other opportunities
 - Not divulge confidential information which is obtained in the capacity as a Board member, and not discuss those matters outside the meetings of the Board or the Board's committees;
 - Endeavour to participate in Trustee development opportunities to enhance the ability to fulfill school board member obligations.

4.4.4.5. Specific Expectations of the Board Chair

In addition to duties of Trustees set out in S. 218.1 of the Education Act, the Chair of the Board is expected to comply with the additional duties set out in S. 218.4 of the Act. "In addition to any other duties under the Act", the Chair of the Board shall:

- a) preside over meetings of the Board;
- b) conduct the meetings in accordance with the Board's procedures and practices for the conduct of board meetings;
- c) establish agendas for board meetings, in consultation with Chair's Council;
- d) ensure that members of the Board have the information needed for informed discussion of the agenda items;
- e) act as spokesperson to the public on behalf of the Board, unless otherwise determined by the Board;
- f) convey the decisions of the Board to the Board's Director of Education;
- g) provide leadership to the Board in maintaining the Board's focus on the multi-year plan established under section 169.1;
- h) provide leadership to the Board in maintaining the Board's focus on the Board's mission and vision; and,
- i) assume such other responsibilities as may be specified by the Board in the Board By-laws.

~~The following process as outlined in 4.6-4.10 of this policy shall be followed for any alleged breach of the Code of Conduct until January 1, 2025 after which time School Boards are required to appoint an Integrity Commissioner to investigate potential breaches under O. Reg 306/24: Integrity Commissioners and Process for Alleged Breaches of the Code of Conduct (unless set timelines are otherwise altered by the Ministry of Education or another governing body).~~

4.5.4.6. Enforcement of the Trustee Code of Conduct

- a) A Trustee who has reasonable grounds to believe that another Trustee has breached this Code of Conduct may bring the alleged breach to the attention of the Board.
- b) The alleged breach must be brought to the attention of the Chair no later than six (6) weeks after the breach comes to the knowledge of the Trustee who is reporting. In the event that the complaint is against the Chair, the Vice Chair and Past Chair/ Chair's Council Alternate will take the lead. The Vice Chair and Past Chair/ Chair's Council Alternate shall follow the same processes as the Chair would and as outlined below.
- c) If an alleged breach is brought to the attention of the Board, the Board shall make inquiries into the matter and shall, based on the results of the inquiries, determine whether there has been a breach.

4.6.4.7. Response to an alleged breach of the Trustee Code of Conduct

- a) Any allegation of a breach of the Code of Conduct shall be investigated either as a formal or informal complaint and follow the appropriate investigation procedure. **Only a member of the Board may bring a complaint of a breach of the code to the attention of the Board.**
- b) 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 Procedure. It is recognized that from time to time a contravention of the Code may occur that is trivial or through inadvertence, or an error of judgement made in good faith. In the spirit of congeniality and the best interests of the Board, the first purpose of alerting a Trustees to a breach of the Code is to assist the Trustee in understanding his/her obligations under the Code. Only serious and/or reoccurring breaches of the Code by a Trustee should be investigated following a formal complaint procedure.
- c) If the Chair is of the opinion that a formal complaint is out of time, trivial, frivolous, vexatious or not made in good faith, or that there are no grounds or insufficient grounds for a formal inquiry, a confidential report shall be prepared for all Trustees of the Board stating their option and the rationale for it. A vote shall be made in relation to whether a formal inquiry will proceed or whether the Chair's resolution shall be upheld. The Trustee who is alleged to have breach the Code of Conduct shall not vote on the resolution.
- d) If the allegation of a breach of the Code of Conduct on its face is with respect to the non-compliance of a more specific Board Policy with a separate complaint procedure, the allegation shall be processed under that procedure.

4.7.4.8. Addressing informal ~~or formal~~ complaints related to the Trustee Code of Conduct

a) Informal Complaint Procedure

- **The Chair of the Board, on their own initiatives, or at the request of a Trustee of the Board (without the necessity of providing a formal written complaint) who alleges a breach of the Code has occurred, may meet informally with a Trustee of the Board who is alleged to have breached the Code, to discuss the alleged breach. 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 procedure is conducted in private
- At the discretion of the Chair, they may include the Vice Chair of the Board, or another Trustee of the Board in the informal meeting
- If the allegation of a breach of the Code involves the Chair of the Board, the Vice Chair of the Board will lead the informal complaint procedure
- At the Vice Chair's discretion, they may include another Trustee of the Board to attend the meeting
- The remedial measures may include, for example, a warning, an apology, and/or the requirement of the Trustee to engage in the successful completion of professional development training such as that offered by the Ontario Educational Services Corporation *Professional Development Program for School Board Trustees*
- If a resolution of the informal complaint cannot be achieved, a formal complaint procedure may be commenced.

4.9 Addressing formal complaints related to the Trustee Code of Conduct

a) Formal Complaint Procedure

- A Trustee who has reasonable grounds to believe that a Trustee of the Board has breached the Board's Code of Conduct may notify the following persons in writing of the alleged breach:
 - The Chair of the Board
 - The Vice Chair of the Board, if the notice is related to the conduct of the Chair; or,
 - Another Trustee of the Board who is neither the complainants nor the subject of the complaint, if the notice relates to both the conduct of the Chair and Vice Chair.
- The Trustee who gives notice of an alleged breach of the Board's Code of Conduct shall provide a copy of the notification to the Director of Education of the Board.
- The person to whom the notification was made (Chair, Vice Chair, or other Trustee) shall immediately provide a copy of the written notice to the Trustee whose conduct is the subject of the alleged breach and the entire Board of Trustees. This notice shall not be public or published until published by the Board in accordance with the Records and Information section below.
- No Trustee shall give notice of an alleged breach of the Code if the allegation is frivolous or vexatious or the notice is given in bad faith.
- No Trustee shall engage in reprisal or the threat of reprisal against:
 - A Trustee who gave notice of an alleged breach of the code; or,
 - Any person who provides information about the alleged breach to the person appointed by the Board to investigate the breach.

b) Notice of Breach

The written notice of the breach shall include:

- the name of the Trustee alleging the breach and their contact information;
- the name and contact information of the Trustee whose conduct is the subject of the notification;

- the date of the alleged breach;
- a description of the alleged breach;
- The provision of the Code that was allegedly breached;
- The date on which the Trustee alleging the breach first knew that the alleged breach occurred;
- The names and contact information of any witnesses to the breach or any other persons who have relevant information regarding the alleged breach.

A complaint of an allegation of a breach of the Code should generally be made within 60 days after the alleged breach occurred or was discovered, whichever is later.

c) Resolution of Notice of Breach

When a formal complaint is brought against a Trustee of the Board, during the 20-Business Day period prior to an Integrity Commissioner being appointed, the Board may attempt to resolve the matter as follows:

- The Chair of the Board, or in the absence of the Chair or if the notice of the breach related to the conduct of the Chair, the Vice Chair of the Board or if the notice related to the conduct of the Chair and the Vice-Chair, then another Trustee appointed by the Board
- who is neither the complainant nor the subject of the complaint may attempt to resolve the matter in private as between the parties.
- This process may include the Chair/ Vice Chair/ Trustee, through the Director of Education or their designate, retaining legal counsel and/or a mediator to assist in resolving the matter.
- The process may also include a discussion and the use of remedial measures including, a warning, an apology, 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 matter is resolved to the satisfaction of the Trustee alleging the breach, the Trustee shall withdraw their notice of the breach.
- The Board of Trustees will be advised whether the matter has been resolved and any agreed upon remedial measures or other basis for the resolving of matters.

If the complaint described in the notice of breach is not resolved within 20 Business Days after the Trustee alleged to have breached the Code has received the notice, the matter shall be referred to an Integrity Commissioner appointed by the Board per below. This should be done as soon as reasonably possible.

d) Appointment of Integrity Commissioner

- If the complaint is not resolved as described under the *Resolution of Notice of Breach* section, above, the Trustee (Chair, Vice-Chair, or other Trustee) to whom the notification of the breach was given shall refer the complaint to the Integrity Commissioner appointed and paid for by the Board.
- If a roster of Integrity Commissioners has been created by the Minister of Education, an appointment of an Integrity Commissioner shall be from the roster of Integrity Commissioners.

- If a roster of Integrity Commissioners has not been created by the Minister of Education, then the Board shall appoint an external independent person who has the qualifications
- set out in Regulation 306/24: *Integrity Commissioners and Process for Alleged Breaches of the Code of Conduct* and in consultation with the Director of Education.
- The appointment of an Integrity Commissioner by the Board is hereby delegated to the Trustee (Chair, Vice-Chair or other Trustee, as the case may be) in consultation with the Director of Education.

e) Investigation

- Subject to *Refusal to Commence an Investigation* described below, the Integrity Commissioner appointed by the Board to investigate, shall commence an investigation
- into the alleged breach of the Code of Conduct no later than 14 days after being appointed by the Board.
- The Integrity Commissioner to whom the alleged breach is referred to by the Board to investigate may define the scope of the investigation.
- The Trustee alleged to have breached the Code shall be provided with the opportunity to respond to the allegations, as well as a right of reply, where appropriate. The Integrity Commissioner shall determine this, the timelines and form of such a response.

f) Refusal to Commence Investigation

- The integrity Commissioner may refuse to commence an investigation into the alleged breach of the Code, if,
 - The complaint was made more than 60 days after the day the alleged breach occurred or was discovered, whichever is later, unless the Integrity Commissioner is satisfied the delay was incurred in good faith and no substantial prejudice will result to any person affected by the delay; or
 - In the opinion of the Integrity Commissioner, the complaint is made in bad faith or is frivolous or vexatious.
- If a breach relates to a series of incidents, the 60-day period above runs from the day the last incident in the series occurred or was discovered.
- The Integrity Commissioner shall provide written notice of a refusal to commence an investigation to the Trustee who is the subject of the complaint and the Board, and the decision of the Integrity Commissioner is final.

g) Discovery of Breach

A breach is discovered on the earlier of:

- The day on which the Trustee notifying the Board of the alleged breach first knew that the breach has occurred; and
- The day on which a reasonable person with the abilities and in the circumstances of the Trustee notifying the Board first ought to have known of the matters referred to in the paragraph (a) above.

h) Powers of the Integrity Commissioner

In the course of conducting the investigation, the Integrity Commissioner may:

- Require the production of any records that may in any way relate to the investigation;
- Examine and copy any records required as they relate to the investigation;
- Require any officer of the Board or any other person to appear before them and give evidence, on oath or affirmation, relating to the investigation.

Section 33 of the *Public Inquiries Act, 2009* applies to an investigation.

i) Decision Process

- The Integrity Commissioner shall make any determination with respect to a complaint or alleged breach of the Code no later than 90 days after commencing the investigation, or within such other time period as may be prescribed by regulation, unless the Integrity Commissioner notifies the Board and the Trustee who is the subject of the complaint that an extension is necessary and of the reasons for the extension.
- The Integrity Commissioner shall provide the Trustee whose conduct was the subject of the complaint that an extension is necessary and of the reasons for the extension.
- The written notice must include
 - The reasons for the determination;
 - The reasons for any sanctions; and
 - Information about the right to appeal.

j) Potential sanctions

If the Integrity Commissioner determines, following an investigation, that the Trustee has breached the Code, the Integrity Commissioner may impose one or more of the following sanctions:

- Censure the Trustee;
- Requiring the Board to reduce the Trustee honorarium by an amount not exceeding the amount prescribed in Regulation 357/06 *Honoraria for Board Members* which currently is 25% of the Trustee combined base and enrollment amount for the year of the term of office in which the breach occurred;
- Barring the Trustee from attending all or part of one or more meetings of the Board or one of more meetings of a committee of the Board for the period of time specified by the Integrity Commissioner up to a maximum of 90 days or the balance of the Trustee's term of office, whichever is less;
- Barring the Trustee from sitting on one or more committee of the Board, for the period of time specified by the Integrity Commissioner, up to a maximum of 90 days or the balance of the Trustee's term of office, whichever is less;
- Barring the Trustee from becoming the chair or vice-chair of the Board or of any committee of the Board, or removing the Trustee from a position the Trustee holds as a Board representative;
- Subject to any other limits set out above (section k) any other sanction that, in the opinion of the Integrity Commissioner, is reasonable and appropriate in the circumstances;
- Subject to any of limits set out above (section k), any other sanction that, in the opinion of the Integrity Commissioner, would promote compliance with the Board's Code.

For greater certainty, the imposition of a sanction barring a Trustee from attending all or part of one meeting of the Board shall be deemed for the purpose of clause 228(1)(b) of the Education Act to be authorization for the Trustee to be absent from the meeting.

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

k) Appeal

- Either the Board or the Trustee whose conduct was the subject of an investigation may appeal the Integrity Commissioner's decision, the sanctions imposed, or both, and the Board and the Trustee are the parties to an appeal.
- The Trustee whose conduct was the subject of the investigation shall not vote on the Board resolution to determine whether the Board will appeal the Integrity Commissioner's determination.
- The Board or the Trustee who appeals the Integrity Commissioner's determinations shall give written notice of the appeal to the other part and the Deputy Ministry of Education
- no later than 15 Business Days after receiving written notice of the Integrity Commissioner's determination.

l) Hearing of the Appeal

- The appeal shall be heard by a panel of three Integrity Commissioners appointed by the Deputy Ministry of Education or their delegate (no later than 15 Business Days after the Deputy Ministry or delegate receives the notice of appeal), but the panel should not include the Integrity Commissioner whose determination is the subject of the appeal.
- One of the appointed Integrity Commissioners shall be named by the panel to act as chair and co-ordinate the hearing of the appeal.
- The chair of the panel shall notify the parties to the appeal of:
 - The appointment of the panel; and
 - The requirements regarding the written submissions of the parties and the requirements of the panel's written decision.
- The panel shall hear the appeal in writing.

m) Parties written submission

- The Appellant shall provide written submissions to the panel and the Respondent no later than 20 Business Days after receiving notice that the panel has been appointed.
- The Respondent shall provide written submissions to the panel and the Appellant no later than 20 Business Days after receiving the Appellant's submissions.
- The Appellant shall provide their written reply to the Respondent's submissions no later than 10 Business Days after receiving the Respondent's submissions.
- The chair of the panel may extend any timeline regarding the above written submissions at the written request of a party in order to provide for the fair, just and expeditious resolution of the appeal.
- A decision to extend a timeline shall be provided to the parties in writing and a copy of the decision shall be provided to the Deputy Minister of Education.

n) Consideration by the Panel

The panel shall convene to consider the appeal at such times and in such places as they may determine. The panel may be convened by electronic means.

o) Panel Decisions on processes during the appeal

- The panel may:
 - Define or narrow the scope of the appeal;
 - Limit the length of submissions from the parties;
 - Make interim decisions and orders; and,
 - On its own motion, and without holding a hearing, dismiss an appeal as frivolous or vexatious or commenced in bad faith. A panel decision on its motion is final.
- The chair of the panel shall notify the parties of any decisions made by the panel.

p) Decision of the Panel

- The panel shall provide its decision and its reasons, including any dissent to the deputy Ministry of Education.
- The panel shall provide a copy of the decision, reasons and dissent to the Deputy Ministry of Education.
- If the panel overturns the determination as to whether there is a breach of the Code made by the Integrity Commissioner, any sanction imposed by the Integrity Commissioner is revoked.
- If the panel upholds the determination made by the Integrity Commissioner, the panel shall, within 30 Business Days after receiving the Respondent's submissions of the appeal, uphold, vary or overturn the sanction.
- If a sanction is varied or overturned, the variation or overturning shall be deemed to be effective as of the date of the original determination made by the Integrity Commissioner.

q) Records and Information

- A board shall keep records and publish information on its website about each of the following:
 - A matter referred to an Integrity Commissioner for investigation and determination;
 - A decision of the Integrity Commissioner to refuse to commence an investigation under *Refusal to Commence Investigation* above;
 - Determination of an Integrity Commissioner that a Trustee has or has not breached the Code and any sanction(s) imposed, and
 - A determination by a panel upholding or overturning an Integrity Commissioner's determination including any variation of a sanction.
- Where the alleged breach of the Board's Code or the determination regarding the breach involves any of the matters described in clauses 207(2) (a) to (e) of the *Education Act*, the board shall publish only such information as is appropriate.

a) ~~Informal Complaint Procedure~~

- i. ~~The Chair of the Board, on their own initiative, or at the request of a Trustee of the Board (without the necessity of providing a formal complaint) who alleges that a breach of the Code has occurred, may meet informally with a Trustee of the Board who is alleged to have breached the Code, to discuss the breach.~~
- ii. ~~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. Remedial measures may include, for example, a warning, an apology and/or the requirement for the Trustee to engage in professional development.~~
- iii. ~~The informal complaint procedure is to be conducted in private.~~
- iv. ~~If the Chair 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 Procedure.~~
- v.

b) ~~Formal Complaint Procedure~~

- i. ~~A Trustee who has reasonable grounds to believe that another Trustee of the Board has breached the Trustee Code of Conduct may bring the breach to the attention of the Board by first providing to the Chair of the Board a written, signed complaint setting out the following:~~
 - ~~the name of the Trustee who is alleged to have breached the Code;~~
 - ~~the alleged breach or breaches of the Code;~~
 - ~~information as to when the breach came to the Trustee's attention;~~
 - ~~the grounds for the belief by the Trustee that a breach of the Code has occurred;~~
 - ~~and,~~
 - ~~the names and contact information of any witnesses to the breach or any other persons who have relevant information regarding the alleged breach.~~
- ii. ~~Except as provided below, if a written complaint is filed with the Chair 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 Procedure.~~
- iii. ~~In an election year for Trustees, a code of conduct complaint respecting a Trustee who is seeking re-election shall not be brought 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.~~
- iv. ~~If the Trustee accused of a breach of the Code is not re-elected, no inquiry into the alleged breach of the Code by that Trustee shall be undertaken. The limitation period for bringing a complaint shall be extended as necessary.~~
~~The Chair of the Board shall provide to all Trustees of the Board a confidential copy of the complaint within ten (10) days of receiving it.~~
- v. ~~The complaint, any response to the complaint and the investigation of 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.~~

4.8.4.13 Fees ~~Formal Inquiry into an alleged breach of the Trustee Code of Conduct~~

a) ~~Considerations, Investigation and Findings~~

- i. ~~If a formal inquiry of an allegation of a breach of the Code of Conduct is undertaken, it shall be done by the Chair and the Vice Chair of the Board, if appropriate, or any two of the Chair, Vice Chair and Past Chair/ Chair's Council Alternate.~~

- ~~ii. 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.~~
- ~~iii. Procedural fairness shall govern the formal inquiry. The formal inquiry shall be conducted in private.~~
- ~~iv. The formal 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.~~
- ~~v. 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 person(s) undertaking the formal inquiry and in writing.~~
- ~~vi. It is expected that the formal inquiry will be conducted within 90 calendar days of the receipt of the written response to the complaint. If a longer period of time is required to complete the inquiry, the reason for the extension shall be explained in the final report of the Board. The Trustee who is alleged to have breached the Code of Conduct shall provide a written response to the allegations within 10 days of receiving the written allegation, or such extended period of time as the investigators deem appropriate in the circumstances.~~
- ~~vii. If the Trustee who is alleged to have breached the Code of Conduct refuses to participate in the formal inquiry, the formal inquiry will continue in their absence.~~
- ~~viii. The final report shall outline the finding of facts and a recommendation or opinion as to whether the Code of Conduct has been breached.~~
- ~~ix. If the Chair and Vice Chair of the Board, when conducting the formal inquiry cannot agree on the final finding of facts, it shall be referred to an outside investigator to complete the formal inquiry.~~
- ~~x. If the investigators, when conducting the formal inquiry, discover that the subject-matter of the formal inquiry is being investigated by the police, that a charge has been laid, or is being dealt with in accordance with a procedure established under another Act, the formal 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 rest of the Board of Trustees.~~
- ~~xi. No Trustee shall undertake their own investigation of the matter.~~

~~b) Final Report and Decision~~

- ~~i. The final report shall be delivered to the Board of Trustees, and a decision by the Board of Trustees as to whether or not the Code of Conduct has been breached and the sanction, if any, for the breach shall be made as soon as practical after the receipt of the final report by the Board.~~
- ~~ii. Trustees shall consider only the findings in the final report when voting on the decision and sanction.~~
- ~~iii. If the Board of Trustees determine 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.~~
- ~~iv. The determination of a breach of the Code of Conduct and the imposition of a sanction with respect to a complaint investigated in accordance with the Formal Complaint Procedure must be done by resolution of the Board at a meeting of the Board, and the vote on the resolution shall be open to the public. The resolutions shall be recorded in the~~

- minutes of the meeting. The reasons for the decision shall be recorded in the minutes of the meeting. Both resolutions shall be decided by a vote of at least 2/3 of the Trustees of the Board present and voting.
- v. ~~Despite s. 207 (1) of the Education Act, 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) as being items that must be discussed in-camera.~~
 - vi. ~~The Trustee who is alleged to have breached the Code of Conduct shall not vote on a resolution to determine whether or not there is a breach or the imposition of a sanction.~~
 - vii. ~~The Trustee who brought the complaint to the attention of the Board may vote on those resolutions.~~
 - viii. ~~The Trustee who is alleged to have breached the Code of Conduct may be present during the deliberations regarding the above but shall not participate in the deliberations, and shall not be required to answer any questions at that meeting.~~
 - ix. ~~The Trustee who is alleged to have breached the Code of Conduct shall not in any way, after the final report is completed, influence the vote on the decision.~~

~~4.9. Sanctions: Removals, Censures and/or Restrictions~~

~~In accordance with the provisions of S. 218.3 of the Education Act, a breach of the Trustee Code of Conduct by a Trustee may be dealt with by the following:~~

- a) ~~If the Board determines that the Trustee has breached the Board's Code of Conduct, the Board may impose one or more of the following sanctions: (a) Censure of the Trustee. (b) Barring the Trustee from attending all or part of a meeting of the Board or a meeting of a committee of the Board. (c) Barring the member from sitting on one or more committees of the Board, for the period of time specified by the Board.~~
- b) ~~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 courses at the expense of the Board. The Board has no power to declare the Trustee's seat vacant.~~
- c) ~~A Trustee who is barred from attending all or part of a meeting of the Board or a meeting of a committee of the Board 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.~~
- d) ~~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.~~
- e) ~~Reconsideration~~
 - i. ~~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; (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 is received by the Trustee; and (c) consider any submissions made by the Trustee and shall confirm or revoke the determination or sanction within 14 days after the submissions are received.~~
 - ii. ~~If the Board revokes a determination, any sanction imposed by the Board is revoked.~~
 - iii. ~~If the Board confirms a determination, the Board shall, within the fourteen (14) days above, confirm, vary or revoke the sanction.~~

- ~~iv. 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.~~
- ~~v. The Board decisions 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 2/3 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 Trustee alleged to have breached the Code of Conduct shall not vote on those resolutions. The Trustee who brought the complaint may vote.~~
- ~~vi. 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.~~
- ~~vii. If appropriate, the original sanction may be stayed pending the reconsideration by the Board of the determination or sanction.~~

5. Appendices

5.1. Trustee Staff Protocol

5.2. Trustee Declaration and Oath of Office

If you require this information in an accessible format, please contact Communications Services at info@tldsbc.on.ca



Trustee- Staff Protocol

Rationale

Trustees work collaboratively with many partners and stakeholders in order to perform their duties and to execute their powers. Trustees are the elected representatives who are the important link between the school system and the community. They represent the voice of the community and are responsible for school board governance.

Staff members are responsible for the implementation of Board policies and for the day-to-day management of the school system. They develop and implement educational programs and ensure that schools are operated according to provincial acts and regulations. They ensure that schools best serve the needs of students and those students achieve maximally.

To facilitate responsible representation, an effective working relationship among Trustees, community members, school and Board staff and administration, is a necessity. The partnerships which are forged must be based on a common understanding of their interdependent roles and responsibilities.

Purpose

The purpose of this protocol is to provide guidelines regarding the working relationship between Trustees and staff in relation to:

- Communication
- Attendance at functions
- Opening of new Board facilities
- Resolving parent/community concerns

Communication

Communication is a shared responsibility where all parties endeavor to ensure an open and transparent line of ongoing communication.

Principals

To facilitate communication between schools and Trustees, principals are requested to:

- Send the local Trustee a copy of the school newsletter and school calendars which include special events (preferably electronically);
- Communicate immediately to the Area Superintendent information related to any school incident or crisis which may create concern within the community. The Area Superintendent or designate will contact the local Trustee and share all pertinent information so that the Trustee can respond appropriately to questions from parents or the school community.

Trustees

Trustees are encouraged to share positive or congratulatory messages, either their own or those heard from parents or community members, directly with principals.

Media

Communication with the **media** for matters of a sensitive nature where only one voice is required:

- The official media spokespersons are the Board Chair, on behalf of Trustees, and the Director of Education, on behalf of the staff;
- Trustees should refer media requests for information to the Board Chair or the Director's Office;
- In times of crisis, there should be immediate communication with the School Superintendent who will contact the Director's Office. The Director will ensure that Trustees are informed of all relevant information in a timely manner.

Communication with the **media** for local matters:

- Trustees should contact the Director's Office if they are contacted by the media for comment on an issue.

Attendance at Functions

Principals should ensure that their local Trustee is invited to school functions at which parents and community members are in attendance. A Trustee may be invited as a special guest and/or asked to bring greetings on behalf of the Board (if/when appropriate) Examples are:

- Graduation;
- Open house;
- Performances and special events;
- School Council meeting.

Superintendents, managers, supervisors are encouraged to:

- Invite Trustees to special events involving staff and community members;
- Make Trustees aware of innovations, new directions and programs related to specific departments;
- Send flyers and invitations related to community events to all Trustees.

Trustees are responsible for:

- Acknowledging all invitations and confirming attendance in a timely manner;
- Ensuring that the superintendent, principal, manager or supervisor is aware of their presence upon arrival at an event.

The **role of the Trustee** should be outlined in advance:

- Trustees should play the prominent political role at all functions and should be included as part of the platform party, invited to bring greetings from the Board, and/or be a presenter of awards;
- *Greetings from the Board* should be 2 minutes in length or less;
- An *Opening Address* should be 5 minutes or less.

Generally, the sequence of **speeches and presentations** by guests who are in attendance at functions (the list below is not intended to be prescriptive), following opening remarks from the principal, if applicable, should be:

- Board Chair;
- Local Trustee;
- Director of Education or designate;
- Principal;
- School Council Chair;
- Staff, students and other school personnel.

Any visiting dignitaries (~~e.g.~~**e.g.**, municipal, provincial, federal politicians) from outside of the Board should speak after Board dignitaries.



Opening of Board Facilities (Board, school or major additions)

The **principal (or designate) and Supervisory Officer** shall:

- Include local Trustee participation in the Ground-Breaking Ceremony;
- Ensure that ribbon cutting ceremonies are performed by representatives selected from among the Board Chair, the local Trustee(s), the Director of Education and students;
- If feasible, invite the local Trustee(s) to tour the new project prior to the official opening;
- Ensure that the Board Chair or designated Trustee plays a prominent role in the Official Opening Ceremonies.

Responding to Parent/Community Concerns

- **Trustees** should advise parents and community members to contact the school principal with their complaint or concern. If the Trustee would like follow-up or feedback regarding the issue, or if the matter is not resolved at the school level, he/she should contact the Area Superintendent.
- **Trustees** should direct their own school-related questions, concerns or general requests for information to the appropriate superintendent. Trustees must recognize that information about the day-to-day operations of schools is not necessarily appropriate for sharing with Trustees.
- **Staff** should refer concerns or complaints expressed by parents or community members that are not resolved at the teacher or staff level to the principal or immediate supervisor.
- **Staff** is encouraged to refer questions, concerns, and/or requests for information from Trustees to the principal or immediate supervisor.
- **The Principal, Supervisor, or Area Superintendent** will endeavour to ensure that issues raised by Trustees are dealt with and that timely feedback to the Trustee is provided.

Under normal circumstances, anonymous parent/community complaints, whether verbal or written, from sources internal or external to the Board, will not be entertained.

The tldsb.ca website advises parents/guardians to follow the steps below if they have a question or concern about their child's education:

First: Contact the classroom teacher and discuss the situation.

Then – if the situation has not been resolved:

Contact the principal or vice-principal and request help in dealing with the matter.

Then – if necessary:

Contact the superintendent of your child's school. Call 1-888-526-5552 and ask for the name of the superintendent for your child's school.

Then – if necessary: Contact the director of education through the school board office at 1-888-526-5552.

Further information can be found in the Communication and Collaboration with Parents/Guardians Procedure.

~~Then – if necessary, and if the situation has not been resolved:~~

~~Contact your local trustee. Contact numbers can be found on our website. Concerns pertaining to things other than your child's education may be directed to info@tldsb.on.ca or 1-888-526-5552.~~



Trustee Declaration and Oath of Office

Declaration and Oath of Office

S.209, Education Act

209. (1) Declaration – 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.

DECLARATION

I, *FIRST AND LAST NAME OF TRUSTEE* do solemnly declare that:

1. I am not disqualified under any Act from being a member of Trillium Lakelands District School Board.
2. I will truly, faithfully, impartially and to the best of my ability, execute the office of Trustee, 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*.

Declared before me at _____ In the Province of Ontario _____

this _____ day of _____ 20_____

Secretary of the Board or designate Board Member

(1) Idem – Where a person is elected or appointed to fill a vacancy on a Board, the person shall make such declaration on or before the day fixed for holding the first meeting of the Board after his or her election or appointment or on or before the day of the first meeting that the person attends and in default the person shall be deemed to have resigned.

(2) Oath of Allegiance – Every person elected or appointed to a Board, before entering on his or her duties as a Board member, shall take and subscribe before the secretary of the Board or before any person authorized to administer an oath, the oath or affirmation of allegiance in the following form, in English or French:

I, *FIRST AND LAST NAME OF TRUSTEE*, do swear that I will be faithful and bear true allegiance to His Majesty King Charles III

Sworn before me at _____ In the Province of Ontario on

this _____ day of _____ 20_____

Secretary of the Board or designate

Board Member

(3) Filing of declaration and oath – The declaration and oath or affirmation of allegiance shall be filed with the secretary of the Board within eight days after the making or taking thereof, as the case may be.

[S.O. 1994, c.23, s.65; 1997, c. 31, s 108]

Trillium Lakelands District School Board Administrative Report

Date: May 23, 2025
To: Governance and Policy Committee
Origin: Director of Education Wes Hahn
Subject: Updates to TLDSB By-Laws
Reference: Governance and Policy Committee Meeting- June 3, 2025

Purpose

To present to the Governance and Policy Committee a draft of the revised TLDSB By-Laws for consideration and approval.

Context

The TLDSB By-laws are reviewed every four years prior to the Municipal Elections, or, as changes to Board practice and/or provincial legislation requires.

There are some required changes to be made outside of the review cycle timeline as a result of good governance recommendations related to board practice, the release of *O. Reg 463/97: Electronic Meetings and Meeting Attendance*, a change in OPSBA requirements related to reporting Board OPSBA Board of Directors and Voting Delegate election results, and reflection on Board practices regarding committee membership.

Content

Recommended changes include:

- By-law 1: Determination and Communication of Meeting Schedules:
 - Addition of a reference to the process for making changes to the Board Meetings schedule.
 - Change in language related to In-Camera Meetings being called on an as-needed basis to deal with matters as outlined in the Education Act s. 207 rather than being scheduled on a monthly basis.
 - Minor change in language for the purpose of clarity.
- By-law 2: The Presiding Officer
 - Change in language throughout for the purpose of clarity.
- By-law 3: Trustee Attendance at Meetings of the Board
 - Deletion of entire section; language updated to state that Trustee attendance at meetings will be in line with the new TLDSB BD-2025 Trustee Attendance at Public Meetings of the Board, Standing Committee Meetings, and Committee of the Whole Meetings Policy
- By-law 8: Inaugural Meeting and Annual Organizational Meeting of the Board
 - Changes regarding OPSBA Board of Directors and Voting Delegate (and alternate) election timelines

- Addition of clarifying language related to the term of the OPSBA Board of Directors Member, Voting Delegate, and Voting Delegate Alternate's Term of Office.
 - General additions to language for the purpose of clarification.
 - Addition of language to clarify the current practice of Chairs Council also acting as the Directors Performance Appraisal Committee.
- By-law 9: Regular Meetings of the Board
 - Clarification that the role of the public in relation to access to Board meetings regardless of whether in-person or via electronic means is as an observer
- By-law 10: Committee of the Whole Meetings of the Board
 - Clarification that the role of the public in relation to access to public Committee of the Whole Meeting regardless of whether in-person or via electronic means is as an observer
 - Changes to language to clarify when Trustees may move into an In-Camera Committee of the Whole Meeting
- By-law 12: Electronic Participation in Meetings
 - Expansion of language for the purpose of clarification related to public access to live-streamed meetings of the Board
 - Removal of the majority of the section related to Electronic Participation in Meetings for Trustees and Student Trustees, and addition of a reference to the new TLDSB BD-2050 Trustee Attendance at Public Meetings of the Board, Standing Committee Meetings and Committee of the Whole Meetings Policy as the authority on when Trustees may participate in Board Meetings using electronic means
- By-law 13: Preparation and Format of Agendas and Minutes of Regular Meetings of the Board and In-Camera Meetings of the Committee of the Whole Board
 - Addition of language throughout for the purpose of providing clarity
 - Addition of a section related to Roll Call to outline the updated practice of confirming attendance during roll call via Board motion
- By-law 15: Board Committees
 - Per Committee recommendation, a change in language to reflect that starting following the 2026 election, Board Committee (unless otherwise legislated) membership will be established twice during the four-year Trustee term rather than annually; following the Inaugural Meeting, and in the Second September of the Trustee four-year term. This will provide two longer terms of Committee membership to allow for Trustees to engage in the work of a committee over a more prolonged period
- By-law 17: Officers and Signing Authorities of the Board
 - Changes in the language to clarify the responsibility and authority as signing officer.
- By-law 18: Board By-laws and Policies
 - Changes to language to clarify review cycles and responsibilities
- Appendices
 - Changes throughout the Board Meeting agenda templates to better reflect current practice

Action

Recommendation 1: That the Governance and Policy Committee approve the proposed changes to *By-law 1: Determination and Communication of Meeting Schedules* and that the By-law be advanced to the next public meeting of the Board of Trustees for ratification.

Recommendation 2: That the Governance and Policy Committee approve the proposed changes to *By-law 2: The Presiding Officer* and that the By-law be advanced to the next public meeting of the Board of Trustees for ratification.

Recommendation 3: That the Governance and Policy Committee approve the proposed changes to *By-law 3: Trustee Attendance at Meetings of the Board* and that the By-law be advanced to the next public meeting of the Board of Trustees for ratification.

Recommendation 4: That the Governance and Policy Committee approve the proposed changes to *By-law 8: Inaugural Meeting and Annual Organizational Meeting of the Board* and that the By-law be advanced to the next public meeting of the Board of Trustees for ratification.

Recommendation 5: That the Governance and Policy Committee approve the proposed changes to *By-law 9: Regular Meetings of the Board* and that the By-law be advanced to the next public meeting of the Board of Trustees for ratification.

Recommendation 6: That the Governance and Policy Committee approve the proposed changes to *By-law 10: Committee of the Whole Meetings of the Board* and that the By-law be advanced to the next public meeting of the Board of Trustees for ratification.

Recommendation 7: That the Governance and Policy Committee approve the proposed changes to *By-law 12: Electronic Participation in Meetings* and that the By-law be advanced to the next public meeting of the Board of Trustees for ratification.

Recommendation 8: That the Governance and Policy Committee approve the proposed changes to *By-law 13: Preparation and Format of Agendas and Minutes of Regular Meetings of the Board and In-Camera Meetings of the Committee of the Whole Board* and that the By-law be advanced to the next public meeting of the Board of Trustees for ratification.

Recommendation 9: That the Governance and Policy Committee approve the proposed changes to *By-law 15: Board Committees* and that the By-law be advanced to the next public meeting of the Board of Trustees for ratification.

Recommendation 10: That the Governance and Policy Committee approve the proposed changes to *By-law 17: Officers and Signing Authorities of the Board* and that the By-law be advanced to the next public meeting of the Board of Trustees for ratification.

Recommendation 11: That the Governance and Policy Committee approve the proposed changes to *By-law 18: Board By-laws and Policies* and that the By-law be advanced to the next public meeting of the Board of Trustees for ratification.

Recommendation 12: That the Governance and Policy Committee approve the proposed changes to the By-law appendices and that the approval be advanced to the next public meeting of the Board of Trustees for ratification.



By-laws

Approved ~~June 13, 2023~~

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Preamble

The Organizational By-laws are rules that govern the form, manner, and procedures by which Trillium Lakelands District School Board (“TLDSB”) will operate for the order and dispatch of business. Wherever the By-laws are silent on an issue, the rules and practices of the most recent edition of Robert’s Rules of Order Newly Revised shall govern.

These By-laws shall be subject to the provisions of any statute or regulation of the Province of Ontario and in the event of any conflict, the statutory provisions shall prevail.

These By-laws apply to all Trustees. Certain provisions apply to Student Trustees.

Name and Jurisdiction of the Board

The name of the Board shall be “Trillium Lakelands District School Board” and it shall have such jurisdiction as is provided by the Education Act and the Regulations and amendments thereto.

Role of a Trustee

A Trustee’s primary responsibility is establishing and supporting good governance in a school board.

As school board governors, Trustees set the conditions that provide a high-quality education for every student. A school board trustee is a member of the Board and therefore is unable to act unilaterally.

A Trustee is a locally-elected representative of the public and engages with constituents in the understanding of policies that affect them and by communicating the decisions of the Board related to the focus on student achievement, well-being, and equity.

While in office, a Trustee balances varied responsibilities including setting the TLDSB’s strategic directions, establishing TLDSB policies, providing input regarding the TLDSB budget and allocation of resources, and holding the system accountable through the Director of Education.

Role of Student Trustee

Student Trustees are not municipally elected members of the Board but play an important role in representing the interests of students of the TLDSB in the last two years of the intermediate division and in the senior division through their participation in Board and Committee Meetings. As outlined in the *Education Act* and Ministry of Education Directives, Student Trustees:

- a. Have the same opportunities to participate at Regular Meetings of the Board, special meetings of the Board and committees of the Board as Trustees, except as restricted by the *Education Act*;
- b. May request that a matter before the Board or committee upon which they sit be put to a recorded vote;
- c. Must disclose any conflict of interest in the same manner as a Trustee on a matter before the Board or one of its committees on which the Student Trustee sits;

- d. May not move or second a motion but are entitled to cast a non-binding vote on a matter before the Board or one of its committees on which the Student Trustee sits, provided they do not have a conflict of interest;
- e. May suggest a motion on a matter before the Board or one of its committees on which the Student Trustee sits which, if not moved by a Trustee, will be shown in the minutes of the meeting;
- f. May attend In-Camera sessions of the Board or committees, except when declaring a conflict of interest or when matters under consideration include the disclosure of intimate, personal, or financial information with respect to a Trustee, a member of a committee, an employee or prospective employee of the TLDSB, and/or a pupil or their parent or guardian;
- g. Must not disclose to anyone, confidential or personal information acquired during their term as Student Trustee or during In-Camera sessions;
- h. Must comply with the BD-2045 Trustee Code of Ethics / Code of Conduct;
- i. Have the same access to TLDSB resources and opportunities for training as a Trustee;
- j. Are entitled to receive an honorarium from TLDSB, and to be reimbursed for out-of-pocket expenses as if they were Trustees, in accordance with the *Education Act*; and
- k. Must resign from their position if they are absent from three (3) consecutive Regular Meetings of Board without being authorized by a resolution of the Board.

Terms and Definitions

Ad Hoc Committee

Means a committee of Trustees formed to address a specific matter. An Ad Hoc Committee will disband once the matter is resolved.

Advisory Committee

Means a committee that includes Trustees, staff members, and community partners (if applicable) that is advisory in nature.

Adjourn

Means to end a meeting.

Agenda

Means a list of items that form the order of business to be discussed at a Board or committee meeting.

Amend

Means a proposal to alter or modify a motion presented to the Board or Committee. An amendment cannot be contrary to, or change the intent of, the main motion.

Annual Organizational Meeting

Occurs in December of each year. The election of the Chair and Vice Chair, and the establishment of Chair's Council occurs at the Annual Organizational Meeting.

Board

Means the Board of Trustees of the Trillium Lakelands District School Board.

By-laws

Means the document that contains an organization's own basic rules relating principally to itself as an organization, rather than to the parliamentary procedure it follows.

Chair

Means the Chair of the Board, except where otherwise indicated as meaning a chair of a committee of TLDSB.

Chair's Council

Is defined in Section 8.23. The Executive Assistant to the Director of Education or designate may attend Chair's Council to record the minutes of Chair's Council meetings. The Executive Assistant is not a member of Chair's Council.

Clear Majority

Means more than half of the votes cast by persons entitled to vote, excluding blanks or abstentions, at a regular or other properly called meeting.

Committee of the Whole Meeting

Committee of the Whole is a committee of the Board composed only of Trustees and Student Trustees. A meeting of the Committee of the Whole is a meeting with all Trustees-, Student Trustees, the Director and anyone else approved by the Board to attend The Committee of the Whole may be held In-Camera in accordance with the *Education Act*. Recommendations made in a Committee of the Whole Meeting do not come into effect and bind the TLDSB until approved at a public Regular or special Meeting of the Board.

Delegation

Means the action of speaking or submitting a written statement by a delegate, to present a delegation at a Regular Public Meeting of the Board or committee as decided by the Chair pursuant to 14.4 of these By-Laws.

Director

Means the Director of Education, Chief Education Officer, Chief Executive Office and Secretary of the Trillium Lakelands District School Board.

Director's Council

Is typically comprised of the Director of Education and Superintendents (sometimes referred to as the Senior Team). The Director's Council meets on a weekly basis during the school year to discuss operational matters of the Board. The Executive Assistant to the Director of Education attends Director's Council Meeting to maintain minutes of the meeting.

Inaugural Meeting

The first meeting of the Board following the commencement of the new term of office for Trustees following a municipal election.

In-Camera

Means a Committee of the Whole Meeting, Board meeting or other Committee meeting from which the public has been excluded in accordance with S.207(2); (2.1) or s.218.3 (10) of the Education Act.

Business that may be discussed in a meeting closed to the public must be in relation to:

- the security of the property of the TLDSB;
- 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 TLDSB or a pupil or his or her parent or guardian;
- the acquisition or disposal of a school site;
- decisions in respect of negotiations with employees of the TLDSB;
- litigation affecting the TLDSB;
- Breach of the BD-2045 Trustee Code of Ethics / Code of Conduct that involves matters listed above; or,
- Ombudsman investigation.

Minutes

Means the official record of a Board or committee meeting once approved by the Board of Trustees or its committee.

Motion

Means a proposal by a Trustee or as suggested by a Student Trustee for consideration by the Board or committee.

Presiding Officer

Means the individual who presides over a meeting.

Quorum

Means the minimum number of members of the Board or committee that must be present at a meeting of an organization to enable it to validly transact business. A quorum for TLDSB Board or committee meetings is a simple majority of all members of the Board or committee, as the case may be. For example, at a Board meeting, 5 Trustees must be present (in person or by electronic means) at the meeting because the Board is constituted with 9 Trustees.

Regular Meeting of the Board

Means the formal, monthly meeting of the Board of Trustees. The Regular Meeting of the Board is a public meeting.

Statutory Committee

Means any committee established by requirement of statute or regulation.

Standing Committee

Means a committee of Trustees, generally of a permanent nature, established by the Board in accordance with its governing responsibilities in the areas of education, finance, personnel or property.

Student Trustee

Means the secondary school student(s) elected or appointed by their peers to represent them on the Board.

Two-Thirds Vote

Means a voting threshold that requires at least two-thirds (2/3) of the members of the Board or Committee, as the case may be, present and voting, rather than a Clear Majority vote.

Trustee

Means a member of the Board, elected, acclaimed or appointed to the office pursuant to the provisions of the Municipal Elections Act or the Education Act, as the case may be, and does not include Student Trustees.

Vice-Chair

Means the vice-chair of the Board, except where otherwise indicated as meaning vice-chair of a committee of the Board.

1. Procedural Bylaw 1: Determination and Communication of Meeting Schedules

Schedule of Meetings

- 1.1 Regular Meetings of the Board in public session shall normally be held on the fourth Tuesday of each month unless otherwise approved by a motion of the Board, and shall commence at approximately 6:00 p.m. Regular exceptions include: June (Regular Meeting of the Board to be held on the second Tuesday of the month), July (no Regular Meeting of the Board), and December (the Annual Organizational Meeting will occur in years where there is not an election). **Changes to the Board Meeting schedule must be adopted via Board motion per item 1.7, below, or in alignment with any provisions as outlined in By-law 9: Regular Meetings of the Board or By-law 11: Special Meetings of the Board.**
- 1.2 Meetings of the Committee of the Whole Board in public session will be held at the call of the Chair when deemed necessary to consider a matter that is not the subject of a current Committee of the Board in alignment with section 15.9 of these By-laws.
- 1.3 ~~Prior to all public Regular Meetings of the Board,~~ A closed (In-Camera) Committee of the Whole Meeting **may be called** ~~will be held~~ when the subject-matter under consideration involves the matters in s.207(2), s. 207(2.1) or s.218.3 (10) of the Ontario *Education Act*. A closed Committee of the Whole Meeting **shall be scheduled on an as-required basis.** ~~shall be held at 4:30 p.m. prior to the public session meeting, with the exception of the Annual Organizational Meeting and the Inaugural Meeting.~~
- 1.4 All In-Camera sessions of committee meetings are closed to the public. Student Trustees may attend In-Camera session committee meetings, except if the meeting is closed to the public in accordance with s.207(2)(b) of the *Ontario Education Act* or they declare a conflict of interest.
- 1.5 A recommendation from a closed meeting of a **Standing Committee of the Board** shall be brought to a closed Committee of the Whole Meeting for its consideration.
- 1.6 Any recommendations considered by the Trustees in a closed Committee of the Whole Meeting will be reported to the Board in a public Regular Meeting of the Board or special meeting of the Board. A motion to rise and report will include the recommendations or, in some cases, a brief description of the nature of the recommendation(s) to be reported in the public meeting. Discussion, opinions, and reports which are not specified in the motion to rise and report will remain confidential.
- 1.7 A resolution to cancel or alter the date of a future meeting may be approved at any meeting of the Board.
- 1.8 The Board, at each Annual Organizational Meeting or Inaugural Meeting, will determine a schedule of locations and dates for Regular Meetings of the Board.
- 1.9 The Board shall not remain in session later than 10:00 p.m. unless approved by a Two-Thirds Vote taken prior to 10:00 pm.

Notification of Regular Meetings of the Board and Public Committee of the Whole Meetings

- 1.10 The local news media shall be notified by the Director or designate of all meetings of the Board, including Public Committee of the Whole Meetings.
- 1.11 The schedule of Board meeting locations and the corresponding agenda(s) can be accessed by members of the public at tldsb.ca or by contacting info@tldsb.on.ca. If you require a printed copy or a copy in an accessible format you may request one at 1-888-526-5552 or via info@tldsb.on.ca.

2. Procedural By-law 2: The Presiding Officer

The Presiding Officer

- 2.1 The Chair, or in the Chair's absence, the Vice-Chair, shall preside over all Regular Meetings of the Board and special meetings of the Board.
- 2.2 The Vice-Chair, or in the Vice-Chair's absence, the Chair of the Board, shall preside over all Committee of the Whole Meetings, **including In-Camera Committee of the Whole Meetings.**
- 2.3 The individual presiding over a meeting will be known as the Presiding Officer.

The Presiding Officer: Duties

- 2.4 The Presiding Officer shall:
 - a. call the meeting to order at the hour appointed;
 - b. decide upon questions of order;
 - c. cause the recording secretary to record in the Minutes the names of the members present **during the roll call section of the agenda;**
 - d. preserve order and decorum;
 - e. exercise the right to expel or exclude, from any meeting, any person who has been guilty of improper conduct at the meeting; and
 - f. If the Presiding Officer is the Chair, comply with the Duties of The Board Chair as stated in BD-2045 Trustee [Code of Ethics](#) / Code of Conduct.

The Board Chair: Duties

- 2.5 In addition to duties of Trustees set out in S. 218.1 of the *Education Act*, the Chair is expected to comply with the additional duties set out in S. 218.4 of the Act:

"In addition to any other duties under the Act, the Chair of the Board shall:

- a. preside over Regular Meetings of the Board, special meetings of the Board, and in the absence of the Vice-Chair, preside over Committee of the Whole Meetings;
- b. conduct the meetings in accordance with the Board's procedures and practices for the conduct of Board meetings;
- c. establish agendas for Board meetings, in consultation with Chair's Council;
- d. ensure that members of the Board and Student Trustees have the information needed for informed discussion of the agenda items;
- e. act as spokesperson to the public on behalf of the Board, unless otherwise determined by the Board;
- f. convey the decisions of the Board to the Director or designate;
- g. provide leadership to the Board in maintaining the Board's focus on the multi-year plan established under section 169.1 of the *Education Act*;
- h. provide leadership to the Board in maintaining the Board's focus on the Board's mission and vision; and,
- i. assume such other responsibilities as may be specified by the Board."

The Presiding Officer: In the event of an absence of the Chair and Vice-Chair

- 2.6 In the absence of both the Chair and the Vice-Chair for five minutes after the hour appointed to commence a meeting, as soon as a quorum of the Board is present, the Director or delegate shall call the meeting to order and the Board shall elect one of themselves to be chair for that meeting.
- 2.7 If a vacancy occurs in the office of the Chair or Vice-Chair, at the first meeting of the Board after a vacancy occurs, the Board shall elect one of themselves to be Chair or Vice-Chair, as the case may be, and the newly elected person will hold the office from the date of their election until the election of a Chair or Vice-Chair at the next Annual Organizational Meeting or Inaugural Meeting, as the case may be, or until their successor is elected. Any election will be conducted in the same manner as at the Annual Organizational Meeting.

The Presiding Officer: participation in discussions and voting

- 2.8 The Chair or other Presiding Officer of a Regular Meeting of the Board or special meeting of the Board shall not move or second a Motion or take part in any debate of a motion, except to carry out their duties as a Presiding Officer, clarify the wording of any Motion, to address comments by any member, or to summarize views when expedient; unless the Chair first relinquishes their role as the Presiding Officer and appoints another Trustee to act as the Presiding Officer until the question is decided or the discussion is concluded.
- 2.9 The Chair or any Presiding Officer that is a Trustee may vote on any matter unless they have declared a conflict of interest. Except on a motion to sustain a ruling of the Chair or Presiding Officer, any motion on which there is an equality of votes is lost.

3. Procedural By-law 3: Trustee Attendance at Meetings of the Board

Attendance at Meetings of the Board

- 3.1 ***TLDSB BD-2025 Trustee Attendance at Public Meetings of the Board, Standing Committee Meetings, and Committee of the Whole Meetings Policy*** outlines all requirements and considerations related to Trustee attendance at meetings under the *Education Act* and *Ontario Regulation 463/97: Electronic Meetings and Meeting Attendance*. ~~Members of the Board are expected to attend all Committee of the Whole Meetings and Regular Meetings of the Board, either in-person, or through virtual access (as outlined in the rules for virtual access in By-law 11) and as qualified below. Trustees are required to notify the Director and the Chair of the Board of any expected absence from any of these meetings and any committee meetings of which they are a member.~~
- 3.2 ~~In accordance with subsection 228 (1) of the Ontario *Education Act*, a Trustee vacates their seat if:~~
- a. ~~Subject to 3.3 below, the Trustee is not physically present in the meeting room of the TLDSB for at least three (3) regular Board meetings during each 12-month period beginning November 15, 2022;~~
 - b. ~~The Trustee was elected or appointed to fill a vacancy on the Board and the Trustee was not physically present in the meeting room of the TLDSB for at least one regular Board meeting for each period of four full calendar months that occurs during the period beginning on the day the Trustee is elected or appointed and ending the following November 14; or~~
 - c. ~~The Trustee absents themselves without being authorized by resolution of the Board entered in the Minutes, from three (3) consecutive regular Board meetings. This requirement does not apply to a Trustee who is absent for twenty (20) consecutive weeks or less if the absence is a result of the Trustee's pregnancy, the birth of the Trustee's child or the adoption of a child by the Trustee.~~
- 3.3 ~~Paragraphs 3.2a and 3.2b do not apply for a period described therein if all schools of the TLDSB are closed for a total of two or more months during those periods pursuant to an order made as described in Ontario Regulation 463/97 under the Ontario *Education Act*.~~
- 3.4 ~~In accordance with s. 6(1) of Regulation 463/97 *Electronic Meetings and Meeting Attendance* under the Ontario *Education Act* unless closed to the public in accordance with s.207 (2), s.207(2.1) or s.218.3 (10) of the Ontario *Education Act* or all schools of the TLDSB are closed pursuant to s.7 of Regulation 463/97, at every meeting of the Board of Trustees or committee of the Board, the meeting room of a Board or committee meeting shall be open to permit the physical attendance by members of the public.~~

4. Procedural By-law 4: Quorum

Quorum

- 4.1 At all meetings of the Board, Committee of the Whole Board, or other Board committees, the presence of a clear majority of all members constituting the Board or committee shall be necessary to form a quorum.
- 4.2 Should there be no quorum present within thirty (30) minutes after the time appointed for the meeting, the recording secretary shall record the names of those members present and the Board or committee shall forthwith stand adjourned until the next Regular Meeting of the Board, the Committee of the Whole Board, or other applicable Board committee.
- 4.3 When a quorum no longer exists, no resolutions shall be voted upon and it shall be the responsibility of the Presiding Officer and the recording secretary to note the lack of a quorum and record the fact in the minutes.
- 4.4 The Presiding Officer may then adjourn the meeting or declare a recess during which time an attempt will be made to obtain a quorum. If a quorum cannot be obtained during the recess, the meeting shall be adjourned.

5. Procedural By-law 5: Decorum at Meetings of the Board

Decorum at Board Meetings

- 5.1 All persons attending meetings of the Board or its committees shall show respect for others in their language and conduct.
- 5.2 Every Trustee shall uphold the implementation of any Board resolution after it has been passed by the Board. Provided a motion has not already been implemented or otherwise incapable of reversing, a motion to rescind or amend something previously adopted is a parliamentary procedure that may be available to the Board if they wish to change a previous decision of the Board.
- 5.3 Audio or video recording devices may not be used to record the discussion or voting by members at any meeting of the Board or its committees without the prior permission of the Board.

Breach of decorum

- 5.4 Any member who resists the rules of the Board, disobeys the decision of the Chair or Presiding Officer on points of order (unless after an appeal of the ruling of the Chair or Presiding Officer has not been sustained) or makes any disorderly noise or disturbance may, unless they make apology, be ordered by the Chair or Presiding Officer to leave their seat for the remainder of the meeting, and in the case of their refusal to do so may, on the order of the Chair or Presiding Officer, be removed from the board room and the building or have their electronic connection disconnected.
- 5.5 Any person who interrupts a meeting of the Board or committee shall be expelled from the board room and the building or have their electronic connection disconnected.

Other policies governing Trustee conduct

- 5.6 A Trustee Code of Conduct shall be made available through policy (BD-2045).

6. Procedural By-law 6: Rules for Meetings of the Board

Robert's Rules

- 6.1 The rules contained in the current edition of Robert's Rules of Order shall govern the Board in all cases to which they are applicable, except where they are inconsistent with these By-laws, any special rules of order the Board may adopt, or legislation.

Types of Motions

- 6.2 Main motion: Introduces a new item
- 6.3 Subsidiary motion: Changes or effects a main motion; should be voted on before main motion
- 6.4 Privileged motion: Urgent or important matter unrelated to pending business
- 6.5 Incidental motion: Questions procedure of other motions
- 6.6 Motion to postpone indefinitely a main motion: Kills a motion
- 6.7 Motion to postpone to a certain time: Delays a vote (can reopen debate on main motion)

Making a main motion

- 6.8 Recommendation in a report: Many administrative reports will include a recommendation for action. A member must move and read the recommendation, and a seconder is needed prior to the motion being discussed/ debated and put to vote.
- 6.9 Motion by a member: A member may make a main motion on a matter. A seconder is required **in order for and there to be** discussion/ debate opportunity **provided** prior to the motion being put to a vote.

Steps to moving a motion to debate and vote

- 6.10 The following are the steps to follow for putting a motion on the table and advancing to a vote:
- Motion: A member raises hand, states motion.
 - Second: Another member seconds the motion.
 - Presiding Officer states the question (until the question is stated the mover may withdraw or amend the motion without the permission of the other members).
 - Debate: Opportunity for debate (occurs only if/after there is a seconder for the motion)
 - Vote: Presiding Officer asks for a vote of those in favour; opposed; or abstaining. Members vote via raising their hand unless a secret ballot is required.
 - Announce: The Presiding Officer announces the result of the vote.

Requesting a Point of Something

- 6.11 Certain situations need attention during the meeting, but don't require a seconder, a debate or voting. It is permissible to request a point where the Presiding Officer needs to handle a situation right away. Board members can declare one of the following:
- a. Point of order: Draws attention to a breach of rules, improper procedure, breaching of established practices, policies, legislation, etc.
 - b. Request for information: Used by a member to seek information from or through the Presiding Officer to assist the member or Board to decide the motion at hand.
 - c. Parliamentary Inquiry: A member may ask a question of the Presiding Officer about parliamentary procedure.
 - d. Question of Privilege: A member may use a question of privilege to address the physical comfort of the setting such as temperature or noise. Members may also use it to address the accuracy of published reports or the accuracy of a members conduct.

When a motion is under debate

- 6.12 When a motion is under debate and more than one member wishes to question, challenge or change the motion or the business on the table, the order of precedence for motions to do so shall be as described in Robert's Rules of Order.
- 6.13 A summary of some of Robert's Rules of Order motions, recommended language, requirements for voting, etc. can be found in Appendix 1. The appendix is for ease of reference and in all cases where the appendix is different from Robert's Rules of Order, the rule as stated in Robert's Rules of Order shall be followed.

General rules

- 6.14 Any motion or resolution decided in the negative may not be re-introduced at a subsequent meeting, unless approved by a majority vote.
- 6.15 At any time during the meeting, the Chair of the meeting may declare a recess or a member may move a motion to recess.
- 6.16 No motion shall be debated or put to a vote unless it is clearly stated and has been seconded, except where Robert's Rules of Order states otherwise.
- 6.17 Any member may request the motion under discussion to be read at any time in the course of the debate, provided that no such request shall be made so as to interrupt a member speaking to a question.
- 6.18 When a motion has been stated by the Presiding Officer it may only be withdrawn by the maker of the motion with unanimous consent of the Board. If unanimous consent is not obtained then a motion to withdraw is put to a vote and requires a Clear Majority.

- 6.19 When the question under consideration contains two or more distinct propositions, any particular proposition, upon the demand of one member, may be considered and voted upon separately. Related propositions would require a Clear Majority to divide the question.
- 6.20 Any member desiring to speak shall indicate by up-raised hand if attending in person or asking for recognition if present by electronic means. Upon recognition by the Presiding Officer who shall call the member by name, the member may then address the Presiding Officer.
- 6.21 If two or more members attempt to speak at the same time, the Presiding Officer shall name the member who is to speak.
- 6.22 Members shall confine themselves to the question in debate and shall avoid all discourteous language.
- 6.23 No member shall be interrupted while speaking except as provided in Robert's Rules of Order.

7. Procedural By-law 7: Voting

Declaration of Conflict of Interest

- 7.1 When a member believes they have a conflict of interest, it shall be declared in accordance with the Municipal Conflicts of Interest Act and a written statement filed with the Director or designate for inclusion in the TLDSB conflict of interest registry.
- 7.2 A member who declares a conflict of interest shall refrain from participating in debate or voting on related matters.

Voting

- 7.3 Every member, including the Chair, present at a Regular Meeting of the Board, special meeting of the Board, or Committee of the Whole Meeting when a question is put forth shall vote thereon unless prevented by conflict of interest, excused by the Chair or in alignment with Robert's Rules of Order.
- 7.4 No member of the Board shall have more than one vote either at a Regular Meeting of the Board, special meeting of the Board, committees of the Board, or in Committee of the Whole Meetings.
- 7.5 Except on a motion to sustain the Presiding Officer's ruling on a point of order, in all cases where a vote shall be taken on any question and there shall be, with the Chair's vote, a tie, the motion or amendment as the case may be, shall be declared lost.
- 7.6 After the Presiding Officer has put a question to a vote there shall be no further debate and no member shall walk across or out of the room or make any noises or disturbances. The Presiding Officer shall declare the vote.
- 7.7 Except where a secret ballot is required, all votes at meetings shall be taken verbally if present by electronic means or by clearly upraised hands if present in-person at the meeting. The result shall be declared by the Presiding Officer, but if the declaration is questioned, the members voting shall rise and stand until they have been counted.
- 7.8 The vote shall not be recorded on any question unless requested by at least one member. Such a request must be made before the Presiding Officer calls upon the members to vote upon the same question.
- 7.9 When it appears that all members have not voted who are required to do so, the Chair may call for a recorded vote.

8. Procedural By-law 8: Inaugural Meeting and Annual Organizational Meeting of the Board

Inaugural Meeting of the Board

- 8.1 In accordance with the Municipal Elections Act, the first meeting of a newly elected Board (the “Inaugural Meeting”) must occur no more than 7 (seven) days following the first day of the term of office of the Trustee (November 15). The meeting shall commence at 6:00 p.m.
- 8.2 At the Inaugural Meeting the Board shall proceed in the following manner:
- The Director shall proceed to read the returns of election to the Board as certified by the municipal clerks.
 - The Director shall arrange for Trustees to take the Declaration and Oath/Affirmation of Allegiance.
 - Elections for Chair, Vice-Chair, Chair’s Council Alternate (if required) shall take place following the election process as outlined in these by-laws.
 - The Director shall preside over the election of the Chair.
 - The election of the Vice-Chair will be presided over by the Chair.
 - The past chair shall be announced, or, in the absence of a past Chair (see past Chair section of this by-law), a Chair’s Council Trustee Alternate shall be elected.
- 8.3 At the Inaugural Meeting, the elections for OPSBA delegate and voting member and OPSBA delegate and voting member alternate shall occur. (During all other years these elections occur at the ~~April~~ **May** Regular Meeting of the Board, **to align with the reporting timelines for the year as determined by OPSBA**). **The OPSBA Voting Member and Board of Director’s Delegate and the Voting Member Alternate will commence their position following the OPSBA Annual General Meeting each year.**

Annual Organizational Meeting

- 8.4 Each year, after the year of a regular election under the Municipal Elections Act, the Annual Organizational Meeting will be held on the first Tuesday in December, commencing at 6:00 p.m., and at this meeting:
- Elections shall take place **for the position of Chair, Vice Chair and Chair’s Council Alternate (if there is not a Past Chair)** following the election process as outlined in these bylaws.
 - The Director shall preside over the election of the Chair.
 - The election of the Vice-Chair will be presided over by the Chair.
 - The past Chair shall be announced by the Chair, or, in the absence of a past Chair (see past Chair section of this by-law), a Chair’s Council Trustee Alternate shall be elected.

Election Process for the Inaugural Meeting of the Board and/or the Annual Organizational Meeting of the Board

Election of Chair

- 8.5 The Director shall preside over the election of the Chair.
- 8.6 The Director shall name the scrutineers appointed for the election of the Chair.
- 8.7 The Director shall call for nominations for the office of the Chair:
 - a. Any Trustee may self-nominate or nominate any other Trustee for this office.
 - b. No seconder is required.
 - c. The nominee is asked if they accept the nomination.
 - d. Nominations shall remain open for a period of at least one minute following the receipt of the last nomination.
 - e. Nominations shall then be declared closed.
- 8.8 In the event that there is only one nominee, that individual may be acclaimed to the position. In these circumstances, an announcement of the acclamation shall be made and the Chair shall move on to the next order of business in the agenda.
- 8.9 If there is more than one nominee for a position, following the declaration that nominations are closed, each nominee will be provided with the opportunity to verbally address the Board, if they so desire. A maximum of five (5) minutes will be allowed.
- 8.10 A vote, by secret ballot, shall be conducted.
- 8.11 The member receiving a Clear Majority shall be declared elected.
- 8.12 The final count shall not be declared.
- 8.13 The person with the Clear Majority shall be the Chair. In the event no candidate receives a Clear Majority, the name of the person receiving the fewest votes shall be dropped and the Board shall proceed to ballot again and so continue until there is a candidate with a Clear Majority elected.

In the case of a tie

- 8.14 Where a tie is created due to a spoiled ballot or ballots, there shall be one further vote by ballot and if a tie still exists, then the Education Act stipulates the election shall be determined by lot.

Election of Vice Chair

- 8.15 The Chair shall preside over the election of the Vice-Chair. The procedure shall be as set out for the election of the Chair.

Appointment of Past Chair or Election of Chair's Council Trustee Alternate

- 8.16 The position of past Chair will be assumed by the last individual who was the Chair.
- 8.17 In the event that there is no individual who meets the criteria for past Chair, an election will take place, presided over by the current Chair and following the same process that is used for the election of Chair, to elect a Chair's Council Trustee Alternate to serve in place of the past Chair position. Consideration will be given to providing board-wide representation when filling the vacant position.

Term of the Chair and Vice Chair

- 8.18 The Chair and the Vice-Chair shall hold their office from the date of their election until the next Organizational Meeting or until their successor is elected.

Election of the OPSBA Delegate/ Voting member

- 8.19 The Board shall elect an OPSBA delegate/ voting member and an OPSBA ~~delegate/~~voting member alternate.
- 8.20 The process for election shall follow the election process as outlined for the Chair.
- 8.21 If there is only one nominee, the individual may be acclaimed.
- 8.22 During a municipal election year, the elections will occur at the Inaugural Meeting and for the remainder of the term, the elections will occur at the ~~April~~ ~~May~~ Regular Meeting of the Board **in order to meet OPSBA's reporting timelines. The term of the OPSBA Voting Member/ Board of Director Delegate and Voting Member Alternate commences following each OPSBA Annual General Meeting.**

Establishment of the Chair's Council

- 8.23 The Chair's Council shall be comprised of three people: The Chair, the Vice-Chair, and the past Chair or Chair's Council Trustee Alternate. The Director or designate will attend all meetings of Chair's Council, except any meeting regarding the Director's employment.
- 8.24 The Executive Assistant to the Director will attend Chair's Council to maintain minutes.
- 8.25 Chair's Council shall meet at minimum during the week prior to each Regular Meeting of the Board and any scheduled Committee of the Whole Meeting, and in consultation with the Director of Education, discuss and establish the meeting agendas prior to their publication. The Chair's Council may also schedule additional meetings as required to conduct business in alignment with section 8.26 of this By-law.
- 8.26 The business of Chair's Council shall be limited to planning and discussion related to the Regular Meeting of the Board and Committee of the Whole Meeting Agendas, recommending to the Board the names of Trustees to be appointed to the Standing Committees, Statutory Committees, Ad Hoc Committees, and Special Committees, discussing agendas for Trustee learning sessions and any discussion related to the Director's performance appraisal (the

Director's performance appraisal process to be established with input from all Trustees. The process will be facilitated by the Chair of the Board). **To facilitate the Director's Performance Appraisal Process, the Chairs Council in place at the commencement of a Director's Performance Appraisal cycle shall also make up the Director's Performance Appraisal (DPA) Committee, and the same members will comprise the DPA Committee for the duration of the appraisal cycle.**

- 8.27 Minutes will be taken at each Chair's Council meeting and distributed to all Trustees prior to the distribution of the relevant Committee of the Whole Meeting or Regular Meeting of the Board agenda package(s).

9. Procedural By-law 9: Regular Meetings of the Board

Public Regular Meetings of the Board

- 9.1 In accordance with s.207(1) of the *Education Act*, all meetings of the Board and all meetings of committees of the Board, shall be open to the public, except when a meeting of a committee of the Board is closed to the public in accordance with s.207(2) or s.207 (2.2) of the *Education Act* or a Regular Meeting of the Board or special meeting of the Board is closed to the public in accordance with s.207(2.1) or s. 218.3 (10).
- 9.2 No person shall be excluded from a meeting that is open to the public except for improper conduct.

Public Access to Regular Board Meetings

- 9.3 Procedural By-law 12: Electronic Participation in Meetings describes the ability of members of the public to attend Regular Meetings of the Board in-person and by electronic means **as observers**.

Time and location of Board Meetings

- 9.4 The Regular Meetings of the Board shall normally be held on the fourth Tuesday commencing at 6:00 p.m. with exceptions as outlined in Procedural By-law 1: Determination and Communication of Meeting Schedules.
- 9.5 Regular Meetings of the Board will be scheduled on a rotating basis at the Lindsay Education Centre at 300 County Road 36 in Lindsay, or the Muskoka Education Centre at 1271 Cedar Lane in Bracebridge. Meetings may also be scheduled in an accessible location in Haliburton County.

Notice of meeting details

- 9.6 Written notice of all Regular Meetings of the Board, together with the Agenda and supporting information, shall be transmitted by the Director or designate to each Trustee and Student Trustees' official TLDSB email address at least ninety-six (96) hours before the time of the meeting and posted on the TLDSB's website.
- 9.7 Notice of cancellation of a meeting will be transmitted by the Director or designate in the same manner and within the same timelines as Section 9.6.
- 9.8 In the event of inclement weather or an unanticipated emergency, the Director or designate, in consultation with the Chair, will notify Trustees and Student Trustees and a notice of cancellation shall be posted on TLDSB website.

Regular Meetings of the Board- General

- 9.9 A Regular Meeting of the Board is where the Board conducts formal business, including recommendations brought forward from Committee of the Whole or any other **Standing** Committees of the Board.

- 9.10 The chair/Presiding Officer for the Regular Meeting of the Board will be the Chair.
- 9.11 The Agenda for each Regular Meeting of the Board shall be set by the Chair's Council in consultation with the Director or designate. The preparation of the Agenda and Minutes will be in accordance with the Procedural By-law 13: Preparation and Format of Agendas and Minutes of Regular Meetings of the Board and In-Camera meetings of the Committee of the Whole Meetings.

10. Procedural By-law 10: Committee of the Whole Meetings of the Board

Public Committee of the Whole Meetings of the Board

- 10.1 All meetings of the Board and its committee shall be open to the public except when the subject matter under consideration is as described in s.207 (2); s.207(2.1) or s. 218.3(10).
- 10.2 No person shall be excluded from a meeting that is open to the public except for improper conduct.

Public Access to Public Committee of the Whole Meetings

- 10.3 Procedural By-law 12: Electronic Participation in Meetings describes the ability of members of the public to attend committee meetings of the Board both in-person and by electronic means **as observers**.

In-Camera Meetings of Committee of the Whole Board

- 10.4 Section 207 (2); s. 207(2.1) and s.218.3(10) of the Education Act states that committee meetings may be closed to the public when the subject matter under consideration involves:
- a. the security of the property of the TLDSB;
 - 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 TLDSB or a pupil or parent/guardian;
 - c. the acquisition or disposal of a school site;
 - d. decisions in respect of negotiation with employees of the TLDSB;
 - e. litigation affecting the TLDSB;
 - f. Breach of the BD-2045 Code of Conduct that involves matters listed in a. to e. above; or
 - g. Ombudsman Investigation.
- 10.5 Any final recommendations for action from meetings of a Committee of the Whole (public or In-Camera) will not come into effect and be binding on the Board until approved at a public Board meeting.
- 10.6 There may be an In-Camera meeting scheduled prior to a Regular Meeting of the Board or special meeting of the Board **when the need arises to discuss matters as outlined in Section 207 (2) of the Education Act.**
- 10.7 The Presiding Officer of the Committee of the Whole Meeting will report any recommendations resulting from the In-Camera meeting to the Regular Meeting of the Board or special meeting of the Board, as the case may be, in a manner that preserves confidentiality if confidentiality must continue to be maintained.

Notice of meeting details

- 10.8 Written notice of all Committee of the Whole meetings (both public and In-Camera), together with the Agenda and supporting information, shall be transmitted by the Director or designate

to each Trustee and Student Trustee by email to their official TLDSB email address at least ninety-six (96) hours before the time of the meeting and posted on the TLDSB website without disclosing the details of an In-Camera meeting.

- 10.9 Notice of cancellation of a meeting will be transmitted by the Director or designate in the same manner and within the same timelines as Section 10.8
- 10.10 In the event of inclement weather or an unanticipated emergency, the Director or designate, in consultation with the Chair, will notify Trustees and Student Trustees and a notice of cancellation shall be posted on the TLDSB website.

Committee of the Whole Meetings- General

- 10.11 The Chair/ Presiding Officer for the Committee of the Whole meeting (public and In-Camera) will be the Vice-Chair.
- 10.12 The Agenda for each meeting of Committee of the Whole (public and In-Camera) shall be set by the Chair's Council in consultation with the Director or designate. The preparation of the Agenda and Minutes will be in accordance with the Procedural By-law 13: Preparation and Format of Agendas and Minutes of Regular Meetings of the Board and In-Camera meetings of the Committee of the Whole Board .
- 10.13 A quorum for meetings of Committee of the Whole Board shall be as defined in Quorum.

11.Procedural By-law 11: Special Meetings of the Board

Special Meetings of the Board

- 11.1 Special meetings of the Board may be called by the Chair at their discretion or at the request of 3 members of the Board.
- 11.2 In accordance with the *Education Act*, the Director must call a special Board meeting on the request in writing of the majority of the members of the Board.
- 11.3 Written notice of a special meeting of the Board shall be given in the same manner as Regular Meetings of the Board as described in Section 9.6 or verbal notice of a special meeting of the Board may be given by the Director or designate to each member of the Board, at least forty-eight (48) hours before the time of the meeting and this notice must describe all business to be transacted or considered at the special meeting.
- 11.4 In an emergency situation, the Chair or the Director may call a special meeting of the Board with as much notice as is feasible.
- 11.5 In any case of a special meeting of the Board, no other business that did not form part of notice of a special meeting may be transacted, unless a Two-Thirds Vote carries to consider the extra business.
- 11.6 Public access to attend a special meeting of the Board will follow Procedural By-law 12: Electronic Participation in Meetings.
- 11.7 Special Board meetings shall be conducted in the same manner as Regular Meetings of the Board.
- 11.8 The Agenda for a special Board meeting should follow Procedural By-law 13: Preparation and Format of Agendas and Minutes of Regular Meetings of the Board and In-Camera meetings of the Committee of the Whole Board.

12. Procedural By-law 12: Electronic Participation in Meetings

Public access via livestreamed Meetings of the Board

- 12.1 In accordance with ~~s. 6(1) of Ontario~~ Regulation 463/97 *Electronic Meetings and Meeting Attendance* under the *Ontario Education Act*, unless closed to the public in accordance with s.207 (2), s.207(2.1) or s.218.3 (10) of the *Ontario Education Act* or all schools of the TLDSB are closed pursuant to s.7 of Regulation 463/97, at every meeting of the Board of Trustees or committee of the Board, the meeting room of a board or committee meeting shall be open to permit the physical attendance by members of the public.
- 12.2 TLDSB will ensure members of the public have the choice to attend to public meetings either via in-person attendance (at the host site for the meeting) or observe via virtual live viewing. The virtual live viewing will permit **public observers** ~~Delegates~~ to hear ~~and be heard by all other~~ participants in the meetings
- 12.3 All Regular Board Meetings, special Board meetings, public Committee of the Whole Meetings and other committees of the Board of Trustees will be streamed for viewing by all members of the public via livestream at tldsb.ca.
- 12.4 In order to maintain the integrity as a publicly accessible meeting, in the event that a livestream is halted due to power outages, internet outages, or other circumstances beyond the control of the Board, the meeting must recess or adjourn until such time that the meeting can be once again viewed or heard via livestream by the public.

Electronic Participation for Trustees and Student Trustees in Meetings

- 12.5 **Trustees may only participate in a meeting of the Board, a meeting of the Committee of the Whole Board, or a Standing Committee meeting via electronic means in alignment with the conditions as outlined in TLDSB BD-2050 *Trustee Attendance at Public Meetings of the Board, Stranding Committees Meetings and Committee of the Whole Meetings Policy*** ~~Except as provided below, TLDSB will provide an opportunity to Trustees and Student Trustees when requested by any one of them to participate electronically in any Regular Board Meeting, special Board meeting, Committee of the Whole Meetings, and other committee meetings of the TLDSB in accordance with the provisions of the Act and, in particular, Ontario Regulation 463/97 – *Electronic Meetings*.~~
- 12.6 Any **approved** electronic access must permit Trustees or the Student Trustee to hear other members, and to be heard by all other participants in the meeting and by viewers of the meeting.
- 12.7 Any electronic means must be provided in such a way that the rules governing conflict of interest of Trustees and Student Trustees are complied with.
- ~~12.8 — Electronic meetings of the Board or committees will be conducted in accordance with the Education Act and Board Bylaws.~~

~~12.9—Subject to any conditions or limitations provided for under the Act or under Regulation 463/97, a member of a Board who participates in a meeting through electronic means in accordance with this Regulation shall be deemed to be present at the meeting for the purposes of every Act.~~

~~12.10—The Board may refuse to provide a Trustee or Student Trustee with electronic means of participation in Meetings, where to do so is necessary to ensure:~~

- ~~a. the security and confidentiality of proceedings that are closed to the public and/or Student Trustees, or~~
- ~~b. compliance with the rules governing conflict of interest of Trustees and Student Trustees.~~

~~12.11—The Board will ensure the security and confidentiality of electronic participation in proceedings held during In-Camera session.~~

~~12.12 Trustees and Student Trustees attending a meeting electronically must advise the Presiding Officer when joining a meeting to be deemed present at a meeting.~~

~~Trustees and Student Trustees who leave a Meeting, whether temporarily or permanently, before the meeting is declared adjourned by the Presiding Officer will advise the Presiding Officer. Quorum must be maintained in a meeting at all times.~~

~~12.13—Subject to Procedural By-law 3: Trustee Attendance at Meetings of the Board, and in accordance with Regulation 463/97, at every Board meeting (including special meetings of the Board) or Committee of the Whole Meeting, the following persons must be physically present in the meeting room of the TLDSB unless all schools of the TLDSB are closed, as described in s. 7 of Regulation 463/97;~~

- ~~a. The Chair or designate;~~
- ~~b. At least one additional Trustee of the Board; and~~
- ~~c. The Director of Education or Designate.~~

~~12.14 The Board will cover reasonable costs of virtual participation up to and including long distance regular telephone service within Canada and/or as deemed reasonable as determined by Chair's Council.~~

13. Procedural By-law 13: Preparation and Format of Agendas and Minutes of Regular Meetings of the Board and In-Camera meetings of the Committee of the Whole Board

Preparation and Format of Agendas

- 13.1 It shall be the responsibility of the Director to ensure an Agenda is prepared for each Board meeting **for Chairs Council to review and approve.**
- 13.2 Approximately one week in advance of a Board or In-Camera Committee of the Whole Meeting, and/ or in alignment with section 8.25 of these By-laws, Chair's Council will meet together with the Director to review a draft Agenda, reports, and recommendations to be distributed with the Agenda.
- 13.3 Matters to be included on the Regular Meeting of the Board Agenda for information, consideration, or action may be selected from (but not limited to) the following sources:
- a. Routine and special business from the Director;
 - b. Recommendations/reports of all Board committees;
 - c. Recommendations from Committee of the Whole Board meetings – In-Camera session;
 - d. Administrative reports and recommendations from Director's Council;
 - e. Board members' requests. Such requests must be received by the Director prior to the Chair's Council meeting and approved by Chair's Council for inclusion in an Agenda;
 - ~~f. Report of Special Education Advisory Committee (SEAC);~~
 - ~~g.f.~~ Report of Student Trustee;
 - ~~h.g.~~ Correspondence;
 - ~~i.h.~~ Report of OPSBA Representative;
 - ~~j.i.~~ Items for future business from previous meetings, including Notices of Motion; and
 - ~~k.j.~~ Presentations and/or Delegations.
- 13.4 Any requests for additions to the Agenda by Trustees should be directed through the Chair to be discussed at the Chair's Council Meeting that occurs during the week prior to the Board Meeting. Urgent matters may **only** later be added to the Agenda with a Two-Thirds Vote to approve the addition.
- 13.5 The Regular Meeting of the Board or In-Camera Committee of the Whole Meeting Agendas will be prepared generally in accordance with the templates outlined in the appendices to these By-laws.
- 13.6 All Board meeting Agendas will include the TLDSB logo and mission statement.
- 13.7 The order of business for a Regular Meeting of the Board shall be in accordance with appendix 2, and the In-Camera Committee of the Whole Meeting shall be in accordance with appendix 3 of these by-laws.
- 13.8 The order of business for the Inaugural/ Annual Organizational Meeting of the Board Agendas shall be in accordance with appendix 4 of these by-laws.

National Anthem and ~~Territory Land~~ Acknowledgement

- 13.9 All Regular Meetings of the Board and Public Committee of the Whole Meetings that are held in-person shall include a ~~Territory Land~~ Acknowledgement and the playing of the national anthem following the Call to Order.

Roll Call

13.10 Every public meeting of the Board, Committee of the Whole, or Standing Committee of the Board shall include on the agenda an item entitled 'roll call' wherein the Chair shall identify who is present in-person, who is absent, who is present via electronic means as approved under O. Reg 463/97, and in alignment with the BD-2025 Trustee Attendance at Public Meetings of the Board, Standing Committee Meetings and Committee of the Whole Meetings Policy, and, in the case of a Board Meeting only who is absent via approved board motion under section 228(1)(b) of the Education Act.

13.11 A motion will be tabled to accept the roll call; the motion serves as confirmation that the electronic and in-person attendance and absences have been accurately stated by the Chair.

13.12 If a Trustee has requested to be absent at a current or future public Board Meeting (only) in alignment with section 228(1)(b) of the Education Act and BD-2025 Trustee Attendance at Public Meetings of the Board, Standing Committee Meetings, and Committee of the Whole Meetings Policy, an additional motion related to requests for approval of current or future absences can be brought forward for consideration under the roll call section of the agenda.

Administrative Reports

- ~~13.10~~**13.13** Any report for action (**written**) or ~~written~~ for information (**written**) brought forward to the Trustees and Student Trustees by a member of the senior team **or by the representative of a Board Committee** must be shared in the form of an administrative report outlining information and context, and any recommendations **where appropriate**. Reports may include attachments and supplementary documents. **The agenda will also include a section for information- verbal reports.**

Correspondence

- ~~13.11~~**13.14** Correspondence addressed to Trustees about public matters affecting the TLDSB will be shared in a Regular Meeting of the Board, as appropriate, or as needed for Board discussion or action.

Minutes of Meetings

- ~~13.12~~**13.15** Minutes of meetings shall be taken at each Regular Meeting of the Board, special meeting of the Board, and Committee of the Whole meetings.

~~13.13~~**13.16** Minutes for Board meetings will be reviewed and approved by the Board at the following Regular Meeting of the Board. Minutes of Committee of the Whole meetings will be reviewed and approved by that committee.

~~13.14~~**13.17** Approved meeting minutes will be printed, signed by the Director and the Chair and stored in accordance with the TLDSB Records Retention Procedure.

Motions

~~13.15~~**13.18** Motions can be presented at Statutory or Standing committees, Committee of the Whole, or Board meetings, but those motions do not bind the Board until adopted at a Regular Meeting of the Board.

~~13.16~~**13.19** Motions in connection with an Agenda item requiring action may be brought by Trustees at a meeting, or a recommendation may be made by a senior team member **or a Standing Committee** as part of an administrative report.

~~13.17~~**13.20** Motions are to follow a standard identification and language convention in the meeting minutes, examples below:

YYYY-MM-# Moved by Trustee ____, Seconded by Trustee ____

That the ____ be (approved, approved as amended, rescinded or other language)
Carried.

The '#' in the motion and resolution numbers recommences at '1' at the August Board Meeting prior to a new school year and is numbered consecutively for the duration of the school year.

14.Procedural By-law 14: Delegations to the Board

Delegations to the Board

- 14.1 An individual or a group with a designated speaker who reside in the geographic area of the TLDSB and have an interest in matters related to public education may apply to be a Delegation to the Board.
- 14.2 All Delegations shall request the opportunity to appear before the Board through the Director by submitting a written application.
- 14.3 Delegations will *not* be received:
- a. by individuals or commercial enterprises who wish to promote products or services to the Board;
 - b. regarding personal issues related to the Delegation, a staff member or a student;
 - c. regarding employment issues that are covered under TLDSB collective agreements or other employment contracts;
 - d. about matters which are the subject of litigation with the Board, or where all rights to a hearing, appeal or review under the Education Act or its regulations have not been commenced or concluded;
 - e. until after the Delegation has pursued all other Board processes that currently exist to address their concern(s);
 - f. about matters that are currently the subject of a complaint or investigation by the Ontario Ombudsman, the Board's Human Rights Commissioner, or the Trustee Code of Conduct;
 - g. regarding matters that are not within the jurisdiction of the TLDSB;
 - h. twice within a 12-month period, unless the subject matter has changed substantially;
 - i. regarding subjects for which there are other opportunities for the Delegation to provide input to the Board, such as School Accommodation Review Meetings and the Board's Multi-Year Strategic Planning Process, etc.
- 14.4 If the delegation is a matter that is reasonable to come before the Board, the Chair, in consultation with the Director will decide whether or not a delegation request should be heard at a Committee of the Whole meeting, a Regular Meeting of the Board, or any other committee of the Board or referred to a staff member for follow up.
- 14.5 After consultation with the Chair's Council, the Director will inform all Trustees and the Delegation of the decision and, if appropriate, the date of the meeting and the time the presentation will be heard.
- 14.6 A copy of this By-law will be provided to the designated speaker.

Requirements of the Delegation

- 14.7 Individuals or groups wishing to make a Delegation to the Board must submit an application to the Director. The application package can be found in appendix 5 of the TLDSB Board By-laws.

- 14.8 Once informed of the date and time of the meeting, a person or a Delegation shall submit to the Director, at least six (6) business days prior to the date of the meeting at which the Delegation wishes to address, a written submission, stating in full the matter on which a presentation is to be made, naming the organization or interested parties to be represented and stating the authority of the spokesperson.
- 14.9 Only one spokesperson will be allowed for the Delegation regardless of the number of individuals attending as part of the Delegation.
- 14.10 If a Delegation is referred to a Board or committee meeting, five (5) minutes at the meeting will be allocated for the Delegation (to clarify the written submission and to answer questions of further clarification requested by Trustees.) Major modifications to any written submission are to be in writing. The matter will not be debated with the Board.

Delegations- General

- 14.11 Delegations will generally be heard at Regular meetings of the Board unless determined otherwise during the approval process. The Delegation shall be notified by the Director of the Board or committee meeting of the Board at which such issue is on the agenda and all final decisions in connection with the matter.
- 14.12 Delegations shall be heard at the time designated by the Presiding Officer of the meeting and usually will follow the order of business in the Agenda.
- 14.13 Five minutes at the meeting will be allocated for the delegation (to clarify the written submission and to answer questions of further clarification requested by trustees.) The time limit may be extended on a Clear Majority vote of the Trustees present and voting.
- 14.14 Trustees may only ask questions of clarification of the Delegation. Opportunity for debate or for new business related to the Delegation shall not be entertained.
- 14.15 As soon as the Chair is satisfied that all points have been clarified or the time limit has been reached, the speaker of the Delegation will be thanked by the Chair or Presiding Officer.
- 14.16 The Presiding Officer of the meeting reserves the right to terminate the presentation.
- 14.17 A decision of the Board will not be made at the time of the presentation/Delegation, but must be deferred for further consideration.
- 14.18 In consideration of the material/information presented, the Board may elect to;
 - a. Receive the brief and oral presentation as information;
 - b. Refer the matter to staff for further study with subsequent reports to the appropriate committee;
 - c. Refer the matter to the Director for disposition.

15. Procedural By-law 15: Board Committees

- 15.1 The Board will establish and dissolve committees as necessary.
- 15.2 ~~At the August Regular Meeting of the Board,~~ Trustees will be given a list of committees requiring Trustee participation.
- a. ~~Except in an election year,~~ **In line with the timelines outlined in section 15.10, below,** Trustees will identify their preferences for the committees they wish to sit on and submit these to the Chair's Council ~~prior to the September Regular Meeting of the Board.~~
 - b. **Committees vary in length of term therefore the selection of available Committees may vary during each cycle wherein a Trustee submits their expression of interest related to serving on committees.**
 - ~~a.c.~~ Chair's Council will review Trustees' preferences and make recommendations for the appointments of Trustees to the committees at ~~a the September~~ Regular Meeting of the Board.
 - ~~b.d.~~ ~~Except in an election year, the Board will appoint Trustees to the committees at the September Regular Meeting of the Board. The term of the appointments is effective for a one (1) year term (unless otherwise established by the committee terms of reference or legislation) from the date of the September Regular Meeting of the Board, or until their successor is appointed.~~
 - ~~c.~~ ~~During an election year, Trustees will serve on the committee they were appointed to in the previous year until the end of the Trustee Term. All Trustees will submit their preferences for committee involvement to the Chair's Council following the Inaugural Meeting. Chairs Council will review requests and make a recommendation for appointments of Trustees to the committees at the first meeting of the Board following the Inaugural Meeting and the Board will appointment Trustees to the committees at that meeting.~~
 - ~~d.e.~~ The committee membership will be that which is in the best interests of the Board, but personal Trustee preferences will be considered.
- 15.3 The Chair and Vice-Chair will be members of all committees with full voting and motion initiation privileges except those committees where membership is restricted by legislation of the Government of Ontario; these committees are considered *statutory* (i.e. - Supervised Alternate Learning Committee, Special Education Advisory Committee, Audit Committee, Suspension and Appeals Committee, Parent Involvement Committee).
- 15.4 With the exception of negotiating committees and Chair's Council, all Trustees are free to attend any *non-statutory* committee meeting **or any statutory meeting that is open to the public.**
- 15.5 A Trustee representative on a committee may report to the Board any reports or recommendations of that committee, and may initiate motions resulting from a committee meeting.
- 15.6 Student Trustees may have the same opportunity to sit on Board committees as other Trustees (where legislation requires that a committee must include one or more members of the Board, a student trustee cannot count as one of these.)
- 15.7 Elections for the Ontario Public School Boards Association (OPSBA) delegate, voting delegate, alternate voting delegate, and OPSBA Board of Directors member, will take place at the **April**

~~May~~ Regular Meeting of the Board for positions for the upcoming school year. During an election year, these elections will take place at the Inaugural Meeting of the Board in November.

15.8 Committees, will:

- a. establish terms of reference;
- b. establish meeting dates;
- c. ensure the creation of agendas and the keeping of minutes;
- d. determine the decision-making process of the committee (i.e. by consensus or by vote).

15.9 A public Committee of the Whole Meeting may be held when the Board wishes to have an informal discussion of a matter or deal with a matter that is not described in the terms of reference for any Board committee. Any recommendation for action from the committee must be approved at a public Board meeting.

15.10 **The Classification of Board Committees, information about Board Committee Membership (including length of term) and additional information is outlined below:**

Classification of Board Committees and Committee Membership

~~Statutory Committees~~ Committee Membership Term

~~Committees established according to regulations within the Education Act.~~

~~Trustee committee members are appointment by the Board.~~

Length of Term for Standing, Advisory and select Statutory Committees

Commencing following the 2026 Election for Trustees, membership for all Standing and Advisory* Committees, and select Statutory** Committees (Supervised Alternative Learning and District School Council- Parent Involvement Committee) will occur twice throughout the four-year (rather than annually) term to allow for consistency in committee membership and the opportunity for Trustees to have a longer period to engage in in the work of a Committee.

Example:

Committee Participation Term 1- Following the Municipal Election; committee selection requests will occur after the Inaugural Meeting and be considered by Chairs Council. Recommendation for membership will be brought to Board to be approved via Board motion in December. The Committee Membership will be effective from the date of Board ratification, until the second September of the Trustees term (approximately 22 months)

Committee Participation Term 2- During the Second August of the Trustees Term, Trustees will be provided the opportunity to submit an expression of interest related to committee selection which will be considered by Chairs Council and brought to Board to be approved via Board Motion in September. The Committee Membership will be effective from the date of Board ratification, until the following election (approximately 26 months)

* The Indigenous Education Advisory Committee membership always includes the Trustee that covers the geographic area that covers Wahta Mohawk First Nation as a permanent member; the additional Trustee on the Committee will be selected each term.

Length of Term for Statutory Committees where term is outlined in legislation:

** The remaining Statutory Committees have fixed terms as outlined in legislation as follows:

- Special Education Advisory Committee (SEAC)- four-year term aligning with the election
- Audit Committee: four-year term aligning with the election
- Committee for Suspension Appeals and Expulsion Hearings: No term, Trustees appointed by the Chair on an as needed basis

Length of Term for Ad Hoc Committees

The length of term for an Ad Hoc Committee will align with the purpose and mandate of the Committee. Ad Hoc Committees are dissolved when their mandate is met. The approximate term of the Ad Hoc Committee should be specified as part of a Board motion to establish an Ad Hoc Committee. If not specified, a motion to dissolve the Committee must be tabled when the Committee work has been completed.

Statutory Committees

Committees established according to regulations within the *Education Act*
Trustee Committee Members are appointed by the Board

Committee Name	Committee Chair	Trustee Membership	Trustee Term	Voting privileges	Meeting Frequency
Supervised Alternative Learning	Determined by Committee	1 Trustee, 1 Alternate	Yearly	Members	Within 20 school days after receipt of referral
Special Education Advisory Committee	Elected by Committee	2 Trustees 1 Alternate	4-year Term aligning with election	Members	At least 10x per year
Audit Committee	Elected by the Committee	3 Trustees (incl. Chair)	4-year Term aligning with election	Members	At least 3x per year
District School Council/ Parent Involvement Committee	Parent Representative	1 Trustee	Yearly	Members	At least 4x per year
Suspension and Expulsions	Chair or Designate	4 Trustees	As-needed	N/A	As required

Board (non-statutory) Standing Committees

Permanently established with a continuing existence and function and responsible for Board matters as described in the committee's terms of reference.

Committee Name	Trustee Membership	Trustee Term	Voting privileges	Meeting Frequency
Finance and Administration	5 Trustees	1-year	Members	3-4x per year
Program and Planning	5 Trustees	1-year	Members	3-4x per year
Governance and Policy	5 Trustees	1-year	Members	3-4x per year

Board Advisory Committees

Committees that are advisory in nature. May include community partner, staff, and Trustee membership.

Committee Name	Trustee Membership	Trustee Term	Meeting Frequency
Equity Task Force	2 Trustees 2 Student Trustees	1 year	4x per year
Indigenous Education Advisory Committee	Area Trustee for Wahta Mohawks 1 Trustee	Term for Area Trustee 1 year for Trustee	3-4x per year
G7 Student Senate	1 Trustee 2 Student Trustees	1 year	3-4x per year

Ad Hoc Committees of the Board

- Established for a special purpose or to complete a particular task;
- Dissolved by Board motion when they have served the function for which they were created.

16. Procedural By-law 16: Establishing Borrowing By-laws

Borrowing Bylaws

- 16.1 From time to time, as required by the Board or by the Ministry of Education, a Borrowing By-law needs to be established.
- 16.2 An administrative report for a Borrowing By-law will be created by the Superintendent of Business. This report will be presented to Trustees for approval at a Regular Meeting of the Board.
- 16.3 A recommended motion will be presented to Trustees as part of the administration report. See example below:
 - a. That the borrowing By-law (capital) be approved.
 - b. That the borrowing By-law (current operations) be approved.
- 16.4 This also applies to a By-law created to authorize the issue of replacement debentures.

17. Procedural By-law 17: Officers and Signing Authorities of the Board

Officers and Signing Authorities of the Board

17.1 The Director shall be empowered to delegate record keeping duties including Minutes. All reporting functions shall be made to the Board through the Director.

~~17.2 The Superintendent of Business shall be the Chief Financial Officer and Treasurer of the Board.~~

~~17.3~~ **17.2** The signing officers of the Board shall be the Chair, the Director, and **the Chief Financial Officer and Treasurer of the Board** ~~the Superintendent of Business and~~, and any two signatures shall be sufficient for banking or other related transactions.

~~17.4~~ **17.3** In the absence of explicit direction to individual Board members or to committees of the Board, it is the duty and responsibility of the Chief Executive Officer to carry out all operational or administrative functions on behalf of the TLDSB.

~~17.5~~ **17.4** Individual Board members or groups of members shall not undertake any action, investigation or negotiation that may be construed as acting on behalf of the Board, except by explicit direction from the Board.

18. Procedural By-law 18: Board By-laws and Policies

Amendment to Board By-laws

- 18.1 The bylaws shall undergo a regular review by the Board of Trustees at least every 4 years, during the calendar year of the municipal election between January and June (prior to the election).
- 18.2 Advance notice of **the regular review of and** amendments to the by-laws will be presented at the Regular Meeting of the Board in August prior to the election for consideration at a subsequent Regular Meeting of the Board, or at a special Board meeting such that bylaws are reviewed and established prior to the commencement of the new term for Trustees.
- 18.3 The by-laws may be amended at any other time as needed provided advance notice is given at a **Governance and Policy Committee Meeting or at a** Regular Meeting of the Board that the amendments will be considered at a subsequent Regular Meeting of the Board or special meeting of the Board.
- 18.4 Advance notice will include the provision of a copy of the exiting by-laws provided to Trustees with track changes showing the proposed amendments.
- 18.5 Any amendments must be approved by a Two-Thirds Vote after the advance notice.

Establishment of or updates to Board Policies

- 18.6 Trustees shall be responsible for the approval of new Board policies and the regular review (in accordance with the policy review schedule) of existing Board policies.
- 18.7 The policy review or establishment process shall be as follows
- The new policy shall be set forth in writing or the existing policy shall be reviewed in alignment with the Policy review schedule. Reviews shall occur by ~~a~~**the Governance and Policy** ~~eCommittee of the Board;~~
 - The policy shall be introduced at ~~a the Committee of the Whole Board~~**Governance and Policy Committee Meeting** and voted on at the next Regular Meeting of the Board;
 - Approval of a new or updated policy will require a Clear Majority vote.

Appendices

Appendix 1: Robert's Rules of Order Reference Chart

Appendix 2: Regular Meeting of the Board Agenda Template

Appendix 3: In Camera Committee of the Whole Meeting Agenda Template

Appendix 4: Inaugural Meeting/ Annual Organizational Meeting Agenda Template

Appendix 5: Presentations/ Delegations Application

Appendix 1: Robert's Rules of Order Reference Chart

Table of Rules Relating to Motions was extracted from the [Robert's Rules of Order Newly Revised \(RONR\) 12th Edition](#).

Table below is NOT inclusive of all motions that may be used by the Board.

Key to classification symbols:

M *Main motion: brings a question to the assembly for debate and action.*

S *Subsidiary motions: deal with the original main motion.*

P *Privileged motions: do not relate to any business but take precedence over everything else in the assembly.*

I *Incidental motions: deal with the procedure of the assembly at which point they take precedence over any other pending motions. These motions must be decided before business can continue.*

B *Motions that bring a question again before the assembly.*

M/B *Incidental main motions classed with motions that bring a question again before the assembly.*

COMMON ACTIONS	CLASS	YOU SAY...	INTERRUPT SPEAKER	MUST BE SECONDED	DEBATABLE	AMENDABLE	VOTE REQUIRED	CAN BE RECONSIDERED
Propose a motion (Main motion)	M	"I move to..."	No	Yes	Yes	Yes	Majority	Yes
Postpone indefinitely (Kills a motion under debate.)	S	"I move to postpone the question indefinitely."	No	Yes	Yes	No	Majority	Affirmative vote only
Amend a motion (The assembly must agree to amend the motion and then agree on the amendment before the amendment can be the main motion.)	S	"I move to amend the motion by..."	No	Yes	If motion to be amended is debatable	Yes	Majority	Yes
Commit or refer	S	"I move to commit/refer the matter to a committee..."	No	Yes	Yes	Yes	Majority	If committee has not begun consideration of the question
Postpone definitely (Question is put off until an expressed time.)	S	"I move we postpone this matter until..."	No	Yes	Yes	Yes	Majority	Yes
Debate, Limit or extend (Give a reasonable length of time for consideration of the question.)	S	"I move to limit discussion to two minutes per speaker."	No	Yes	No	Yes	2/3	Yes
Debate, Close (Previous question: immediately closes debate and brings the assembly to vote on motion.)	S	"I move the previous question"	No	Yes	No	No	2/3	Yes

COMMON ACTIONS	CLASS	YOU SAY...	INTERRUPT SPEAKER	MUST BE SECONDED	DEBATABLE	AMENDABLE	VOTE REQUIRED	CAN BE RECONSIDERED
Lay on the table (Interrupts the current business to introduce urgent business immediately.)	S	"I move that the motion be laid on the table."	No	Yes	No	No	Majority	Negative vote only
Call for the orders of the day (Demand to take up the proper business in order.)	P	"I move for the orders of the day."	Yes	No	No	No	Must be enforced on demand of one member unless set aside by a 2/3 vote	No
Raise a question of privilege (Permits an urgent motion dealing with the rights and privilege of the members - e.g. complain about noise, room temp, intro of a confidential subject, etc.)	P	"Point of privilege!"	Yes	No, but if raised as a motion, then must be seconded	No	No	Chair Decides	No
Recess, if moved while business is pending (Gives the assembly a short break.)	P	"I move for a recess until..."	No	Yes	No	Yes	Majority	No
Adjourn (Closes the meeting.)	P	"I move to adjourn"	No	Yes	No	No	Majority	No
Fix the time to adjourn (Sets the time for the meeting to end.)	M	"I move to fix the time to adjourn at..."	No	Yes	Yes	Yes	Majority	Yes
Point of order (Meeting is not following proper rules.)	I	"I rise to a point of order," or "Point of order!"	Yes	No	No	No	Chair	No
Appeal (Overrule the chair's ruling.)	I	"I appeal from the decision of the chair."	Yes	Yes	Yes	No	Majority	Yes
Suspend the rules (Rules of order)	I	"I move to suspend the rules and consider..."	No	Yes	No	No	2/3	No
Objection to consideration of a question (Avoids a main motion if the assembly agrees that the motion should have never come before it.)	I	"I object to the consideration of the question."	Yes	No	No	No	2/3	Negative vote only
Division of a question (Separates different parts of a motion that can stand on their own.)	I	"I move to divide the question"	No	Yes	No	Yes	Majority	No

COMMON ACTIONS	CLASS	YOU SAY...	INTERRUPT SPEAKER	MUST BE SECONDED	DEBATABLE	AMENDABLE	VOTE REQUIRED	CAN BE RECONSIDERED
Division of the assembly (Requires the chair to take a vote by each member rising to give her/his vote.)	I	"Division!"	Yes	No	No	No	Demand of single member compels Division	No
Parliamentary inquiry (Question on parliamentary procedure or the organization's rules to the chair.)	I	"A parliamentary inquiry, please."	Yes	No	No	No	Not voted on, but is responded by the chair	NA
Request for information (Request information from the chair about the matter at hand, need not be seconded.)	I	Without recognition, "request for information."	Yes	No	No	No	No Chair responds	No
Request for permission to withdraw or modify a motion (Asks the chair for permission to withdraw or modify a motion already stated by the chair.)	I	"I request for permission to withdraw/modify the motion ..."	If not granted by unanimous consent, can be moved by person requesting permission, or by another while the former has the floor	Yes, if motion is made by person requesting permission ; no if, made by another member	No	No	Majority	As to withdrawal, negative vote only, as to modification, yes
Take from the table (Takes up a motion or an order of business that was earlier laid on the table.)	B	"I move to take from the table ..."	No	Yes	No	No	Majority	No
Rescind (Takes back a main motion, amendment, bylaw, section, or paragraph that was presented and adopted.)	M/B	"I move to rescind the motion relating to ..."	No	Yes	Yes	Yes	Majority	Negative vote only
Amend something previously adopted (Modifies a motion, amendment, bylaw, section, paragraph that was presented and adopted.)	M/B	"I move to amend ..."	No	Yes	Yes	Yes	Majority	Negative vote only
Reconsider (Assembly to reconsider a motion that was adopted <i>earlier that day</i>, but new information or a changed situation makes it appear that a different result might reflect the true will of the assembly.)	B	"I move that we now (or later) reconsider our action relative to..." Note: motion can only be made by member who voted on the winning side (be it for/against) and must be made on the same day action was taken.	Yes, when another has been assigned the floor, but not after they have begun to speak	Yes	Only if original motion was debatable	No	Majority	No

Regular Meeting of the Board Agenda Template

Date:

Location: **Time:**

Commencement of the Committee of the Whole Meeting (*only as required)

1. Call to Order
2. Committee of the Whole Motion to Convene into In-Camera Committee of the Whole -4:30 p.m.
3. Private Session Agenda (to consider matters that fall under section 207(2) of the Education Act)
4. Rise and Report from In-Camera Committee of the Whole

Commencement of the Public Meeting of the Board

1. Call to order
2. Territory acknowledgement
3. National anthem
4. Student Presentation (as applicable)
5. Roll call
6. Declaration of possible conflict of interest
7. Delegation(s)
8. Approval of the agenda
9. Business of the Board
 - Approval of the previous meeting minutes
 - Recommendations from In-Camera
 - Elections where required
10. Administrative Updates
 - Director's Report on the Strategic Plan
 - Director's Recognitions
 - Superintendent Updates or presentations
11. Administrative and Committee Reports
 - For Information- Written
 - For Information- Verbal
 - For Action- Written
12. Trustee Reports
 - Student Trustee Reports
 - G7 Student Senate Report
 - OSTA-AECO Report
 - OPSBA Report
 - Trustee Community Updates
13. Correspondence
- ~~14.~~ 14. Next Meeting
15. Adjournment

If you require this information in an accessible format, please contact Communications Services at info@tlds.on.ca



In-Camera Committee of the Whole Meeting Agenda Template

Date:

Location:

Time:

1. Call to Order
2. Declaration of Conflict of Interest
3. Delegation(s) (for matters that fall under section 207(2) of the *Education Act*)
4. Approval of **the** ~~A~~agenda
5. ~~Board Business~~**Business of the Board**

Approval of Minutes from previous meeting

Receipt for information only minutes of In-Camera committee meetings

6. Confidential Administrative and Committee Reports

For Action- Written

For Information- Written

For Information- Verbal

7. Confidential Trustee Reports

Confidential OPSBA Report

8. Confidential Correspondence

9. Next Meeting details

10. Motion to Rise and Report to Board of Trustees in a public Board meeting

11. Adjournment

If you require this information in an accessible format, please contact Communications Services at info@tldsbo.on.ca





Appendix 4: Inaugural Meeting/ Annual Organizational Meeting Template

Inaugural Meeting / Annual Organizational Meeting Agenda Template

Date:

Location:

Time:

1. Call to order
2. **Territory** ~~Land~~ Acknowledgement
3. **National Anthem** ~~Canada~~
4. **Student presentation (as applicable)**
- ~~3-5.~~ **Roll call**
- ~~4-6.~~ Declaration of Conflict of Interest
- ~~5-7.~~ Announcement of Election Returns (Inaugural Meeting only)
- ~~6-8.~~ Declaration of Office and Oath of Allegiance (Inaugural Meeting only)
- ~~7-9.~~ Elections
 - Chair
 - Vice Chair
 - Chair's Council Trustee Alternate (if required)
 - OPSBA Delegate and Voting Member (Inaugural Meeting only, otherwise **April** ~~May~~)
- ~~8-10.~~ Approval of Agenda/ Additions
- ~~9-11.~~ Administrative Reports
 - Annual Report Presentation**
 - Board Meeting Schedule for Approval
 - Board Committees **Information** (Inaugural Meeting only, otherwise **in alignment with Committee term section of By-law 15** ~~August~~)
- ~~10-Annual Report~~
- ~~11-12.~~ Trustee Reports
 - Student Trustee Report
 - OPSBA Report
 - Trustee Community Updates**
- ~~12-13.~~ Next Meeting
- ~~13-14.~~ Adjournment

If you require this information in an accessible format, please contact Communications Services at info@tldsbc.on.ca





Appendix 5: Delegation Application

Presentation or Delegation to the Board Application

Please complete the following and submit to the office of the Director of Education:

Date:

Name:

Address:

Phone:

Email:

Please attach a brief description of the purpose of the presentation/delegation that is no more than one page in length.

This application will be reviewed and you will be contacted within ten (10) days following receipt by the Director's Office. You will be informed of the date, time, and location of your presentation or if your concern has been referred to a staff member for follow up. Once you have received confirmation of a presentation time, a written copy of your presentation will need to be received in the Director's Office at least six (6) days prior to the presentation date. (Please refer to Procedural Bylaw)

Delegations should be aware that audio-visual recordings of the proceedings at all Board Meetings or Committee Meetings held in Open Session are posted on the Board's website for public access. The name of the Delegation, their presentation, any written submission(s) and related discussion form part of the Board's official public record of the meeting. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal contact information provided on the Delegation Application Form will not form part of the public record.

Signature: _____

Please call 1-888-526-5552 and request to be connected to Director's Office for a fax number or email address for submission.