

## Public Meeting of the Board Agenda

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Date: June 10, 2025  
Location: Muskoka Education Centre

### **4:30 p.m. Commencement of the Committee of the Whole Meeting**

#### **1. Call to order**

- 1.1 Motion to convene into in-camera Committee of the Whole Meeting
- 1.2 In-camera (private) agenda (for matters that fall under section 207(2) of the Ed Act).

#### **2. Rise and report to the Public Meeting of the Board**

### **6:00 p.m. Commencement of the Public Meeting of the Board**

#### **1. Call to order**

#### **2. Territory acknowledgement**

#### **3. National anthem**

#### **4. Student Presentation- BMLSS Fiddle Club**

#### **5. Roll call**

#### **6. Declaration of possible conflict of interest**

#### **7. Delegation(s)**

#### **8. Approval of agenda**

#### **9. Business of the Board**

- 9.1 Approval of the minutes of the May 27, 2025 Public Meeting of the Board (pgs.3-8)
- 9.2 Recommendations from In-camera Committee of the Whole Meeting (Trustee Childs)

## **10. Administrative updates**

### 10.1 Director's Report on the Strategic Plan

- a. Director's Recognition

## **11. Administrative and committee reports**

### 11.1 For Action - Written

- a. June 3, 2025 Special Education Advisory Committee (SEAC) Meeting Report (Trustee McInerney and SO Train/ pgs.9-13)
- b. June 3, 2025 Governance and Policy Committee Meeting Report (Trustee Saunders and Director Hahn/ pgs.14-70)
- c. Addition to the Board Meeting Schedule (pgs. 71-72)
- d. Director's Performance Appraisal (pg. 73-75)

### 11.2 For Information- Verbal

- a. Staff Recognition Event Update (Trustee Brohman)

## **12. Trustee reports**

### 12.1 Student Trustee Reports

- a. G7 Student Senate Report (Student Trustee Maw)
- b. OSTA-AECO Report (Student Trustee McNelly)

### 12.2 OPSBA Report (Trustee Childs)

### 12.3 Trustee Community Updates

## **13. Correspondence**

### 13.1 Letter to the Minister of Education regarding the CODE White Paper (pg. 76)

### 13.2 Condolences to BWDSB and TCDSB (pg. 77)

## **14. Next meeting**

TBC pending item 11.1c)

## **15. Adjournment**



## Public Meeting of the Board Minutes

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Date: May 27, 2025  
 Location: Archie Stouffer Elementary School – Learning Commons  
 Present: H. Bradley, G. Brohman, E. Childs, L. Clodd, R. Maw, T. McAlpine, D. McInerney, T. McNelly, B. Reain, J. Saunders  
 Regrets: C. Wilcox  
 Senior team: T. Ellis, T. Fraser, W. Hahn, T. Hubbert, J. Johnston, J. MacJanet, N. Train, K. Williams  
 Staff Support: J. Andreasen, C. Bull, D. Raglin

### **4:30 p.m. Commencement of the Committee of the Whole Meeting**

#### **1. Call to order**

##### **1.1 Motion to convene into the In-Camera Committee of the Whole Meeting**

Motion # 25-05-112

Moved by Trustee McInerney, seconded by Trustee Brohman,

That the Board do now enter Committee of the Whole In-Camera session at 4:33 p.m. to deal with matters under section 207(2) of the Education Act

Carried.

##### **1.2 In-Camera Agenda (for matters that fall under section 207(2) of the Education Act)**

#### **2. Rise and report to the Public Meeting of the Board**

Motion # 25-05-113

Moved by Trustee Bradley, seconded by Trustee Reain,

That Trustees do now rise from the In-Camera Committee of the Whole Meeting at 4:51 p.m. and will report to the Public Meeting of the Board at 6 p.m.

Carried.

## **6 p.m. Commencement of the Public Meeting of the Board**

### **1. Call to order**

The meeting was called to order at 6 p.m.

### **2. Territory acknowledgement**

Trustee McNerney shared the Territory acknowledgement.

### **3. National anthem**

O Canada was played.

### **4. Student Presentation- ASES Band**

Educator Natalia Brown introduced the ASES grade 6-8 band who performed two songs.

### **5. Roll call**

Vice Chairperson Childs advised that:

Eight Trustees (Bradley, Brohman, Childs, Clodd, McAlpine, McNerney, Reain, Saunders) and Student Trustees McNelly and Maw attended in person at Archie Stouffer Elementary School.

Trustee Chairperson Wilcox shared regrets.

### **6. Declaration of possible conflict of interest**

There were no declarations of possible conflict of interest.

### **7. Delegation(s)**

There were no delegations.

### **8. Approval of the agenda**

Motion # 25-05-114

Moved by Trustee Reain, seconded by Trustee Bradley,

That the agenda be approved.

Carried.

### **9. Business of the Board**

#### **9.1 Approval of the minutes of the April 22, 2025 Public Meeting of the Board**

Motion # 25-05-115

Moved by Trustee McAlpine, seconded by Trustee McNerney,

That the minutes of the April 22, 2025 Public Meeting of the Board be approved.

Carried.

## 9.2 Recommendations from the In-Camera Committee of the Whole Meeting

Vice Chairperson Childs shared that there were no recommendations coming out of the May 27, 2025 In-Camera Committee of the Whole Meeting.

## 10. Administrative updates

### 10.1 Director's Report on the Strategic Plan

#### a. Director's Recognition

Director Hahn presented Itinerant Teacher for Blind and Low Vision, Tania Bain, with a Director's Recognition Award for her extraordinary work supporting blind and low vision students.

#### b. Council of Director's of Education (CODE) White Paper on Teacher Shortages

Director Hahn shared a presentation on behalf of the Council of Directors of Education (CODE) in relation to the provincial teacher shortages.

Trustee Clodd requested Chairs Council consider writing a letter on behalf of TLDSB Trustees to the Ministry of Education supporting the recommendations outlined in the CODE White Paper.

#### c. Attendance Pilot Project Interim Update

Associate Superintendent Fraser shared an interim update with Trustees related to the Attendance Pilot Project taking place in five schools across the Board.

#### d. System Class Update for 2025-2026

Superintendent Nikki Train shared an update related to changes to the Speech and Language Services Model that started in spring 2025, as well as the planned rebranding of existing TLDSB System classes and plans for the addition of new System Classes in 2025-2026.

## 11. Administrative and committee reports

### 11.1 For Action- Written

#### a. April 23 and May 21, 2025- Supervised Alternative Learning (SAL) Committee Report

Trustee Childs shared an update related to the April 23 and May 21, 2025 SAL Committee Meetings.

Motion # 25-05-116

Moved by Trustee Childs, Seconded by Trustee Saunders,

That Trustees receive the report related to the April 23 and May 21, 2025 Meetings of the Supervised Alternative Learning Committee.

Carried.

**b. May 6, 2025 Special Education Advisory Committee (SEAC) Meeting Report**

Trustee McInerney highlighted the discussions that occurred at the May 6, 2025 SEAC Meeting.

Motion # 25-05-117

Moved by Trustee McInerney, Seconded by Trustee Clodd,  
That Trustees receive the report related to the May 6, 2025 Special Education Advisory Committee Meeting.

Carried.

**c. May 7, 2025 Program and Planning Committee Report**

Trustee Reain shared an update related to the work of the Program and Planning Committee.

Motion # 25-05-118

Moved by Trustee Reain, Seconded by Trustee Brohman,  
That Trustees receive the report related to the May 7, 2025 Program and Planning Committee Meeting.

Carried.

**d. May 13, 2025 Finance Committee Report**

Trustee McAlpine shared the report of the Finance Committee.

Motion # 25-05-119

Moved by Trustee McAlpine, Seconded by Trustee McInerney,  
That Trustees ratify the Finance and Administration Committee approval of the 2024-2025 second quarter (Q2) report as presented.

Carried.

Motion # 25-05-120

Moved by Trustee McAlpine, Seconded by Trustee Bradley,  
That Trustees receive the report related to the May 13, 2025 Finance Committee Meeting.

Carried.

**e. May 13, 2025 Audit Committee Report**

Trustee Clodd share a report related to the May 13, 2025 Audit Committee Meeting.

Motion # 25-05-121

Moved by Trustee Clodd, Seconded by Trustee McAlpine,  
That Trustees receive the report related to the May 13, 2025 Audit Committee Meeting.

Carried.

**f. May 15, 2025 District School Council- Parent Involvement Committee Report**

Trustee Clodd share a report related to the May 15, 2025 DSC-PIC Meeting.

Motion # 25-05-122

Moved by Trustee Clodd, Seconded by Trustee Reain,  
That Trustees receive the report related to the May 15, 2025 District School Council- Parent Involvement Committee Meeting.

Carried.

**g. Outdoor Education Day Program Pilot Update**

Director Hahn and Superintendent MacJanet shared an update with Trustees related to preliminary plans for an Outdoor Education Day Program to be developed in TLDSB.

Motion # 25-05-123

Moved by Trustee Bradley, Seconded by Trustee Reain,

That Trustees receive the Outdoor Education update and endorse the preliminary plan and outlined next steps for an Outdoor Education Day Program Pilot to be operational in TLDSB by September 2026.

Carried.

**11.2 For Information- Verbal****a. May 7, 2025 Equity Task Force Meeting Update**

Trustee Childs shared information related to the recent work of the Equity Task Force and associated subcommittees.

**b. May 9, 2025 Indigenous Education Advisory Committee Meeting Update**

Trustee Saunders shared information about the May 9, 2025 Indigenous Education Advisory Committee Meeting that was held at Curve Lake First Nation.

**12. Trustee Reports****12.1 Student Trustee Reports****a. G7 Student Senate**

Student Trustee Maw shared the G7 Student Senate Report highlighting the most recent activity of the G7 Student Senate including the G7 menstrual equity campaign promotion and the exam preparation and stress reduction strategies.

**b. OSTA-AECO Report**

Student Trustee McNelly shared an update related OSTA-AECO including highlighting the speakers and workshops of the recent OSTA-AECO AGM, and sharing information about transition with incoming student trustees.

**12.2 OPSBA Report**

Trustee Childs advised that there were no OPSBA updates.

**12.3 Trustee Community Updates**

Trustee McAlpine shared that Langton recently installed a wonderful mural outside of their gymnasium in partnership with the Indigenous Community.

Trustees McAlpine, McInerney, and Saunders highlighted how fantastic this year's Trillium Lakelands Arts Camp (TLAC) was and gave a shout out to TLAC staff.

Trustee Brohman shared congratulations to all staff, students, volunteers, and coaches who recently organized and participated in the HHSS track and field day.

Trustee Brohman requested that TLDSB share condolences with other boards recently impacted by tragic accidents.

Trustee Saunders shared that SYPS has been on a journey sharing the seven grandfather teachers in their school community and that it has been a very powerful opportunity for everyone involved.

Trustee McInerney shared that Woodville ES participated in the battery recycling competition. The school placed 6<sup>th</sup> in the competition and received prize money that allowed for the school to use the funds to host a Birds of Prey presentation for the school community.

Trustee Clodd advised that Watt Public school now has an accessible playground installed thanks to fundraising efforts started by the two students who presented to Trustees on their initiative two years ago.

### **13. Correspondence**

Director Hahn shared a copy of a letter from the Terry Fox Foundation recognizing Dunsford District ES and Bracebridge PS on their outstanding fundraising efforts in 2024.

### **14. Next meeting**

Date: June 10, 2025  
 Location: Muskoka Education Centre  
 Time: 6 p.m.

### **15. Adjournment**

Motion # 25-05-124  
 Moved by Trustee Clodd, seconded by Trustee Saunders,  
 That the Board of Trustees do now adjourn at 8:08 p.m.  
 Carried.

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Colleen Wilcox, Chairperson of the Board

Wes Hahn, Director of Education

Jen Andreasen, Recording Secretary



# Trillium Lakelands District School Board

## Special Education Advisory Committee

### Administrative Report

**Date:** June 4, 2025  
**To:** Board of Trustees  
**Origin:** Trustee D. McInerney/ Superintendent N. Train  
**Subject:** Special Education Advisory Committee (SEAC) Report  
**Reference:** Regular Meeting of the Board – June 10, 2025

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### Purpose

To share an update with Trustees related to the May 6, 2025 meeting of the Special Education Advisory Committee.

### Context

SEAC is a statutory advisory committee that meets ten times per year, as per section 57.1(1) of the Education Act and Ontario Regulation 464/97.

The committee membership includes community partner agency representatives, community members, and trustees. The meeting is chaired by Janice Balfour, with the support of Superintendent Nikki Train and the Department of Special Education Services staff.

The purpose of the committee is to provide feedback and suggestions to Board staff regarding special education programming and initiatives for students.

### Content

The Special Education Advisory Committee met on Tuesday, June 3, 2025 at the Haliburton Education Centre.

The meeting covered a range of important topics and included updates on the following:

- A presentation outlining the mental health services and initiatives planned for students and staff within TLDSB, including various intervention programs, training, and strategies for promoting mental health awareness.
- Review of system class designations, criteria, integration and locations for next year.
- A budget overview presentation was provided to highlight Special Education funding sources, allocation, staffing structure and system priorities for 2025/2026 school year.
- New for next year, Two Autism and Behaviour Facilitators will be hired to enhance support for students with autism and other complex learning needs. These roles will focus on implementing evidence-based strategies and coaching staff to build capacity across the system.
- Special Education Summer learning funding will support the TLDSB's Summer Learning program for students in Kindergarten to Grade 2. Funds will also be used to provide two days for system class staff to meet with families and students to support student transitions. Staff will also receive training and resources to plan and prepare for their students for September.

- Recent professional development provided for central staff in collaboration with Mental Health and Curriculum departments was highlighted.

The May 6, 2025 minutes that were approved at this meeting are attached. The minutes from the June 3, 2025 meeting will be posted on the TLDSB Committees website following ratifications at the next committee meeting.

### **Action**

Recommendation that Trustees receive the report related to the June 3, 2025 Special Education Advisory Committee meeting.



## Special Education Advisory Committee Minutes

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Date: May 6, 2025  
 Location: Lindsay Education Centre | Muskoka Education Centre  
 Time: 5:00 p.m.

### 1. Call to order

Chair J. Balfour called roll and confirmed that a quorum was present.

### 2. Student Voice Video

A video highlighting students with hearing loss was presented.

### 3. Approval of agenda

Moved by, seconded by S. Bullock that the agenda be approved.  
 Carried.

### 4. Committee action items

#### 4.1 Approval of the minutes of the April 8, 2025, meeting

Moved by D. McInerney, seconded by B. Reain that the minutes dated April 8, 2025 be approved.  
 Carried.

### 5. Administrative updates

#### 5.1 System updates

N. Train reported that the Special Education Department has completed a rebranding of current system classes. The Practical Academics & Life Skills program (PA&LS) will be renamed to the Foundations for Independence program, and the Academic, Independence & Mental Fitness (AIM) will be renamed to the Social Emotional Strategies, Opportunities, Achievement, Resilience program (SOAR).

N. Train shared that starting next school year, there will be an introduction of a new program for autistic students which will be called the Achievement, Social Skills, Personal growth, Independence, Regulation, Engagement program (ASPIRE). The program goals for students in

this program is to increase levels of independence and communication, self-regulation, and social skills.

N. Train also reported that the EA allocations for schools and staffing for system classes is underway which is determined based on the needs of the students, and that starting next school year mandatory Behaviour Modification Systems (BMS) training will be implemented for all administrators, which was previously voluntary.

## 5.2 Department updates

M. Lefler provided updates on the recent rollout of the revised speech and language intervention model which includes an oral language checklist for kindergarten students, device training for staff who work with students using communicative assistant devices, and comprehensive assessments will focus on students with complex needs. M. Lefler also reported that the Professional Student Services Personnel and Mental Health Counsellors recently participated in professional development focusing on equity and inclusion.

## 5.3 Presentation – Special Education Budget

The budget presentation was rescheduled to the upcoming meeting on June 3. Input for next year's budget was discussed, including continued support for release time for in-school team meetings, and building an understanding of barriers to school attendance for students who utilize special education resources.

# 6. SEAC projects

## 6.1 Project priorities and work plan

The scripts for the Individual Education Plans (IEP) videos have been accepted by the committee and the Special Education Department will proceed with creating the new IEP videos in collaboration with the Communication Services Department.

# 7. Other business

## 7.3 Association and community news

S. Bullock shared updates on Community Living Huntsville Community Living month events occurring this month, peer job coaching, and the 'Pre-K Play and Learn Program'. D. Callan shared that Big Brothers and Big Sisters won the Youth Mentorship Excellence Award from the Lindsay and District Chamber of Commerce. R. McHugh shared that Community Living Trent Highlands is partnering with Five Counties Children's Centre to host 'Transition to School' events which offers parent workshops. J. Balfour provided details on the work between FASD ONE and the Ministry of Education, including writing position papers, and an upcoming presentation focusing on transitioning complex students, including how the support is different with a diagnosis or suspected diagnosis of FASD.

# 8. Correspondence

The committee discussed the Learning Disabilities Association of Ontario Open Letter to SEACs Across Ontario.

## **9. Next meeting**

Date: June 3, 2025  
Location: Haliburton Education Centre  
Time: 5:00 p.m.

## **10. Adjournment**

Moved by D. McInerny, the meeting was adjourned.

# Trillium Lakelands District School Board

## Governance and Policy Committee Administrative Report

**Date:** June 3, 2025  
**To:** Board of Trustees  
**Origin:** Trustee Saunders/ Director Hahn  
**Subject:** Governance and Policy Committee Meeting June 3, 2025  
**Reference:** Public Board Meeting – June 10, 2025

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### Purpose

To provide Trustees with an overview of the June 3, 2025 Governance and Policy Committee Meeting, and to share recommendations resulting from the meeting.

### Context

The Governance and Policy Committee mandate is to provide input and leadership into governance matters related to the Board and the role of the Trustee.

The Committee is also responsible for the development and review of Board policies, and for advancing recommendations for new policies or for updates or changes to policies to the Board of Trustees for ratification.

### Content

At the June 3, 2025 meeting, the Governance and Policy Committee reviewed the proposed changes to the following existing policies:

- BD-2001 Reimbursement of Trustee Expenses Policy
- BD-3500 Reimbursement of Employee Expenses Policy
- ES-5000 Volunteers in Schools Policy
- BD-2045 Trustee Code of Conduct Policy
- TLDSB By-laws

Motions were passed by the Governance and Policy Committee to accept all of the recommendations related to the four policies and the changes to the by-laws and by-law appendices, and advance the motions to the public meeting of the Board for ratification.

The policies and by-laws, with the proposed changes outlined, are attached to this report.

In addition, the Committee received updates on the status of the drafts of the BD-2050 Trustees attendance at Board Meetings, Standing Committee Meetings, and Committee of the Whole Meetings Policy which is scheduled to be advanced to a newly established Governance and Policy Committee Meeting on August 21, 2025.

At the meeting Committee Members approved the minutes of the April 16, 2025 Governance and Policy Committee Meeting.

The minutes from the June 3, 2025 Governance and Policy Committee meeting will be posted on the Governance and Policy Committee page on the Board's website following ratifications at the next committee meeting.

## Action

Recommendation 1: that the Trustees ratify the Governance and Policy Committee recommendation to approve the changes to the BD-2001 Reimbursement of Trustee Expenses Policy

Recommendation 2: that the Trustees ratify the Governance and Policy Committee recommendation to approve the changes to the BD-3500 Reimbursement of Expenses Policy, inclusive of changing the name to BD-2500 Reimbursement of Employee Expenses Policy

Recommendation 3: that the Trustees ratify the Governance and Policy Committee recommendation to approve the changes to the ES-5000 Volunteers in Schools Policy

Recommendation 4: that the Trustees ratify the Governance and Policy Committee recommendation to approve the changes to the BD-2045 Trustee Code of Conduct Policy

Recommendation 5: that the Trustees ratify the Governance and Policy Committee recommendation to approve the changes to By-law 1: Determination and Communication of Meeting Schedules

Recommendation 6: that the Trustees ratify the Governance and Policy Committee recommendation to approve the changes to By-law 2: The Presiding Officer

Recommendation 7: that the Trustees ratify the Governance and Policy Committee recommendation to approve the changes to By-law 3: Trustee Attendance at Meetings of the Board

Recommendation 8: that the Trustees ratify the Governance and Policy Committee recommendation to approve the changes to By-law 6: Rules for Meetings of the Board

Recommendation 9: that the Trustees ratify the Governance and Policy Committee recommendation to approve the changes to By-law 8: Inaugural Meeting and Annual Organizational Meeting of the Board

Recommendation 10: that the Trustees ratify the Governance and Policy Committee recommendation to approve the changes to By-law 9: Regular Meetings of the Board

Recommendation 11: that the Trustees ratify the Governance and Policy Committee recommendation to approve the changes to By-law 10: Committee of the Whole Meetings of the Board

Recommendation 12: that the Trustees ratify the Governance and Policy Committee recommendation to approve the changes to By-law 12: Electronic Participation in Meetings

Recommendation 13: that the Trustees ratify the Governance and Policy Committee recommendation to approve the 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

Recommendation 14: that the Trustees ratify the Governance and Policy Committee recommendation to approve the changes to By-law 15: Board Committees

Recommendation 15: that the Trustees ratify the Governance and Policy Committee recommendation to approve the changes to By-law 17: Officers and Signing Authorities of the Board

Recommendation 16: that the Trustees ratify the Governance and Policy Committee recommendation to approve the changes to By-law 18: Board By-laws and Policies

Recommendation 17: that the Trustees ratify the Governance and Policy Committee recommendation to approve the changes to the By-law appendices

Recommendation 18: that Trustees receive the report related to the June 3, 2025 Governance and Policy Committee Meeting.





## BD-2001 Reimbursement of Trustee Expenses

Approval Date: 20~~18~~<sup>25</sup>

Review Date: 20~~23~~<sup>30</sup>

### 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](mailto:info@tldsbc.on.ca).**



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

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@tldsbc.on.ca](mailto:info@tldsbc.on.ca).



## 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 check completed prior to volunteering.**

If you require this information in an accessible format, please contact Communications Services at [info@tldsbc.on.ca](mailto:info@tldsbc.on.ca).



## 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 of 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@tldsb.on.ca](mailto:info@tldsb.on.ca)



## Trustee- Staff Protocol

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### 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](mailto: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]



## 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](http://tldsb.ca) or by contacting [info@tldsb.on.ca](mailto: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](mailto: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.~~

## 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.

## 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 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.

## 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.

## 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 subject 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

\*Committees include community partners in alignment with their respective regulations

Committee Name	Committee Chair	Trustee Membership	Trustee Term	Voting privileges	Meeting Frequency
Supervised Alternative Learning*	Determined by Committee	1 Trustee, 1 Alternate	<del>Yearly</del>	Members	Within 20 school days after receipt of referral
Special Education Advisory Committee*	Elected by Committee	2 Trustees 1 Alternate	<del>4-year Term aligning with election</del>	Members	At least 10x per year
Audit Committee*	Elected by the Committee	3 Trustees (incl. Chair)	<del>4-year Term aligning with election</del>	Members	At least 3x per year
District School Council/ Parent Involvement Committee*	Parent Representative	1 Trustee	<del>Yearly</del>	Members	At least 4x per year
Suspension and Expulsions	Chair or <b>Vice Chair</b> <del>Designate</del>	4 Trustees	<del>As needed</del>	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	<del>1-year</del>	Members	3-4x per year
Program and Planning	5 Trustees	<del>1-year</del>	Members	3-4x per year
Governance and Policy	5 Trustees	<del>1-year</del>	Members	3-4x per year

Rules for attendance at Standing Committee Meetings is outlined in *BD- 2050 Trustee Attendance at Public Meetings of the Board, Standing Committee Meetings, and Committee of the Whole Meetings Policy*



## 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	<del>1 year</del>	4x per year
Indigenous Education Advisory Committee	Area Trustee for Wahta Mohawks 1 Trustee	<del>Term for Area Trustee</del> <del>1 year for Trustee</del>	3-4x per year
G7 Student Senate	1 Trustee 2 Student Trustees	<del>1 year</del>	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.

## 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, **and at minimum** 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
  - a. 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;~~
  - b. 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;
  - c. Approval of a new or updated policy will require a Clear Majority vote.

## Regular Meeting of the Board Agenda Template

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**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.~~ Next Meeting
15. Adjournment

If you require this information in an accessible format, please contact Communications Services at [info@tlds.on.ca](mailto:info@tlds.on.ca)



## In-Camera Committee of the Whole Meeting Agenda Template

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**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** ~~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@tldsbc.on.ca](mailto:info@tldsbc.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 in 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](mailto:info@tldsbc.on.ca)



# Trillium Lakelands District School Board

## Administrative Report

**Date:** June 3, 2025  
**To:** Board of Trustees  
**Origin:** Director Hahn  
**Subject:** Proposed date for a Special Meeting of the Board  
**Reference:** Public Board Meeting – June 10, 2025

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### Purpose

To approve the date for a Special Meeting of the Board.

### Context

In line with *TLDSB By-law 1: Determination and Communication of Meeting Schedules*, the schedule for TLDSB Board Meetings is adopted by Board motion each December for the following calendar year.

Changes to the schedule may be made via Board motion, or, in urgent circumstances, at the request of Trustees or the Chair in alignment with *By-law 11: Special Meetings of the Board*.

The Finance Department aims to review draft budgets with the Finance and Administration Committee each spring, with the intention of a Finance and Administration Committee report that includes a recommendation related to the following school year Budget go to a scheduled Board meeting in May or June each year.

The Board of Trustees is required to pass a motion related to the Budget ('Estimates' per section 232 of the *Education Act*) for the following school year by the end of June.

For 2025-2026, the CORE Education Funding and the Responsive Education Program (REP) Funding announcements were not made by the Ministry of Education until Friday, May 23, 2025. The timing of these provincial announcements meant that a fulsome budget report was not available to present at the scheduled May 13, 2025 Finance and Administration Committee Meeting.

A Special Finance and Administration Committee Meeting has been called on June 18, 2025 to review a draft TLDSB budget for 2025-2026. The Finance and Administration Committee will receive a budget presentation, discuss the presented budget, and advance a motion to the Board of Trustees in relation to the Budget for consideration.

In order for the Board of Trustees to consider ratifying motions arising from the Special Meeting of the Finance and Administration Committee, a Special Meeting of the Board must be scheduled.

### Content

It is proposed that a Special Meeting of the Board be hosted on Tuesday, June 24, 2025 at 1pm.

The meeting will be hosted at Muskoka Education Centre or via electronic access.

The agenda will be centered around the Budget and will include:

- Report related to SEAC input into the 2025-2026 Budget
- Report from the Special Finance Committee Meeting on June 18, 2025 related to the 2025-2026 Budget

## **Action**

Recommendation that Trustees approve the addition of a Special Board Meeting to the 2025 Board meeting schedule in order to receive reports related to the 2025-2026 Budget, and that the meeting occur on June 24, 2025 at 1pm at the Muskoka Education Centre.



# Trillium Lakelands District School Board

## Administrative Report

**Date:** June 3 2025  
**To:** Board of Trustees  
**Origin:** Chair Wilcox  
**Subject:** Annual Director's Performance Appraisal Process Report  
**Reference:** Public Board Meeting – June 10, 2025

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### Purpose

To confirm completion of the 2024-2025 Director's Performance Appraisal process in order to comply with the requirements of *O. Reg 83/24: Director of Education Performance Appraisal*.

### Context

In 2024 the Ministry of Education passed legislation that mandated the manner and form by which all school boards must complete their annual director of education performance appraisal. Each appraisal cycle includes a number of required components as outlined in the Ministry of Education Technical Guidelines. Bi-annually, the appraisal cycle includes the collection of feedback from a number of identified stakeholders.

The Ministry of Education Technical Guidelines requires each appraisal process to begin with the development of a Director's Performance Plan in May (for the following year), and the establishment of a Director's Performance Appraisal (DPA) Committee.

In May 2024 Trustees passed a motion approving that Chairs Council would act as the Director's Performance Appraisal Committee for the appraisal cycle.

Each cycle must be wrapped up before August of the year for which the Performance Plan is effective, wherein a resolution is adopted by the Board of Trustees confirming the process and receiving the final DPA Report.

A summary of the main steps in the evaluation cycle is as follows:

1. Appoint DPA Committee
2. Development Director's Performance Plan
3. Notice of Performance Plan to all Trustees
4. Mid-year review of Performance Plan by Trustees
5. Collection of feedback to inform the Performance Appraisal
  - Bi-annually feedback must also be collected from an established list of stakeholders as outlined in the regulation; a third party may lead the collection of feedback, the analyzation of responses, and the development of the report based on the feedback received
6. Draft of the Performance Appraisal report created
7. Draft of the Performance Appraisal report reviewed by Director, DPA Committee and all Trustees, Trustees welcomed to provide feedback
8. Final appraisal report completed, rating established in alignment with the regulation, and DPA recieved by Board motion.

## Content

The Director's Performance Appraisal (DPA) Committee met with Director Hahn on a number of occasions throughout the school year to work through the evaluation cycle steps. The Director's Performance Plan was shared with all Trustees upon development in Spring 2024, during the mid-year review in January 2025, and at learning sessions throughout the year.

2024-2025 was a bi-annual appraisal cycle year, therefore the DPA Committee (with support of the Board of Trustees via Board motion) enlisted a third party- Usha James from The Critical Thinking Consortium- to facilitate the collection and analyzation of stakeholder feedback.

The Committee worked with Ms. James to develop questions for each identified stakeholder group to respond to based on their depth and breadth of understanding of the role of the Director of Education. The TLDSB Multi-Year Strategic Plan was used as an anchor document for all stakeholders to refer to in relation to the goals the Director of Education is accountable for.

The following is the list of stakeholders, as identified in the Ministry of Education Technical Guidelines, that are required to be offered the opportunity to provide feedback during the bi-annual cycle:

1. Each member of the board
2. Each student trustee of the board
3. Each member of every statutory, ad hoc, or other committee of the board
4. Each staff member of the board who reports directly to the director of education
5. Each parent member of the school council at each school of the board
6. A representative nominated by each local employee association representing employees of the board
7. A representative sample of community partners and stakeholders, as identified by the committee with input from the director of education
8. If the Minister has provided notice to the board and director of their intention to provide feedback, the minister is to be involved in providing feedback.

TLDSB solicited feedback from all groups via a variety of input mechanisms including face-to-face interviews, focus groups, and/or surveys.

The Ministry of Education did not provide notice to TLDSB in 2024-2025 of the intention to provide feedback.

The Critical Thinking Consortium created the final DPA report and presented it to the DPA Committee in May 2025. The DPA report and updated Director's Performance Plan was shared with all Trustees to provide comments through the Chair.

The DPA report was structured by The Critical Thinking Consortium to identify areas of strength and next steps for the Director based on the feedback provided by stakeholders.

Based on the specific framework and criteria as outlined in [O. Reg 83/24 section 10: performance appraisals and ratings](#) section 10 (4) and (5), the Committee was required to provide a final rating to the Director based on a four-point scale

- Meets all expectations
- Meets most expectations
- Meets some expectations
- Does not meet expectations

The Committee shared the final rating with the Director as 'Meets all expectations.'

The final report and rating were shared with all Trustees on June 5, 2025.

## Action

Recommendation that the Trustees confirm that the Director's Performance Appraisal Process has been completed for Trillium Lakelands District School Board Director of Education Wes Hahn for the 2024-2025 school year in alignment with *Ontario Regulation 83/24: Director of Education Performance Appraisal* and the associated Technical Guidelines, and that Trustees receive the final Director's Performance Appraisal Report as an accurate representation of the Director's performance, strengths, and next steps.



Trillium Lakelands District School Board

**Lindsay Education Centre**

300 County Road 36, Lindsay, ON K9V 4R4

**Muskoka Education Centre**

1271 Cedar Lane, Bracebridge, ON P1L 1N4

1-888-526-5552 | [info@tldsb.on.ca](mailto:info@tldsb.on.ca)

June 4, 2025

Minister of Education Paul Calandra  
Ministry of Education  
315 Front Street West, 14<sup>th</sup> Floor  
Toronto, Ontario M7A 0B8

Dear Minister Calandra,

The Council of Directors of Education (CODE) released their white paper on ['Ontario Education's Staffing Crisis: Addressing the Shortage of Certified Teachers in Ontario Classrooms. A Call for Immediate Action'](#) in April 2025. This document outlines the current challenges faced by school boards in recruiting certified teachers to fill vacancies amid increasing student enrolment. The white paper further articulates thirteen calls to action for the Ministry of Education, pertaining to funding, certification, incentives, targeted programming, and additional teacher support, aimed at streamlining the pathways for an increased number of certified teachers to serve within Ontario classrooms.

Trillium Lakelands District School Board (TLDSB) expresses its unequivocal endorsement of the calls to action outlined in the Council of Directors of Education's (CODE) White Paper, given our firsthand experience of the detrimental impact of the current certified teacher shortages. Trillium Lakelands District School Board's Multi-Year Strategic Plan prioritizes the advancement of student achievement and well-being, and the presence of qualified and certified educators in all classrooms is critical to ensuring the success of all students.

Trillium Lakelands District School Board Trustees respectfully request that the Minister of Education take immediate and substantive action to address the teacher shortages in Ontario by implementing swift and effective solutions as recommended in the CODE White Paper.

Sincerely,

A handwritten signature in black ink that reads "Colleen Wilcox".

Colleen Wilcox  
Chair of the Board  
Trillium Lakelands DSB

cc: TLDSB Trustees  
OPSBA President  
CODE Executive Director

**Emailed from the Chair of TLDSB to the Chair of each Board**

**Bluewater District School Board**

Subject: Expression of condolences and support from TLDSB Trustees

Dear Chair Thomson and BWDSB Trustees,

On behalf of the Trustees and staff at the Trillium Lakelands District School Board (TLDSB), we extend our deepest and most sincere condolences on the recent tragic loss of a beloved educator and four cherished students from BWDSB.

We recognize that this is a time of profound and unimaginable grief and sorrow for the entire Bluewater District School Board. Please know that our thoughts are with you, your staff, students, and their families during this incredibly difficult period. We offer our unwavering support as you navigate this heartbreaking loss and work together to heal, find strength, and move forward as a community.

Trillium Lakelands District School Board Chair Colleen Wilcox on behalf of the Board of Trustees

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**Toronto Catholic District School Board**

Subject: Expression of condolences and support from TLDSB Trustees

Dear Chair Dedomenico TCDSB Trustees,

On behalf of the Trustees and staff at the Trillium Lakelands District School Board (TLDSB), we extend our deepest and most sincere condolences on the recent accident that tragically took the lives of three TCDSB students.

We recognize that this is a time of profound and unimaginable grief and sorrow both for the school community that the students attended and for the Board as a whole. Please know that our thoughts are with you, your staff, students, and their families during this incredibly difficult period. We offer our unwavering support as you navigate this heartbreaking loss and work together to heal, find strength, and move forward as a community.

Trillium Lakelands District School Board Chair Colleen Wilcox on behalf of the Board of Trustees