

## Public Meeting of the Board Agenda

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Date: August 26, 2025  
Location: Lindsay Education Centre

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

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

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

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

#### **4. Swearing in of the new Student Trustee**

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

#### **6. Delegation(s)**

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

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

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

9.1 Approval of the minutes of the June 24, 2025 public special meeting of the Board (pgs.3-5)

#### **10. Administrative updates**

10.1 Director's Report on the Strategic Plan

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

11.1 For Action - Written

- a. June 18, 2025 Supervised Alternative Learning (SAL) Meeting Reports (Trustee Childs and SO Hubbert/ pg.6)
- b. August 20, 2025 Governance and Policy Committee Report (Trustee Saunders and Director Hahn/ pgs.7-39)

#### **12. Trustee reports**

12.1 Student Trustee Reports

a. G7 Student Senate Report (Student Trustee Goltz)

b. OSTA-AECO Report (Student Trustee McNelly)

12.2 OPSBA Report (Trustee McAlpine)

12.3 Trustee Community Updates

### **13. Correspondence**

### **14. Next meeting**

Tuesday, September 23, 2025 - Muskoka Education Centre

### **15. Adjournment**



## Special Public Meeting of the Board Minutes

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Date: June 24, 2025

Location: Muskoka Education Centre

Present: H. Bradley, G. Brohman, L. Clodd, E. Childs, R. Maw, T. McAlpine, D. McInerney, T. McNelly, B. Reain, J. Saunders, C. Wilcox

Regrets:

Senior team: N. Britton, T. Fraser, W. Hahn, T. Hubbert, J. Johnston, N. Train, K. Williams

Staff Support: J. Andreasen, C. Bull, D. Raglin

### **1 p.m. Commencement of the Special Public Meeting of the Board**

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

The meeting was called to order at 1 p.m.

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

Trustee Clodd shared the Territory acknowledgement.

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

O Canada was played.

#### **4. Roll call**

Chairperson Wilcox advised that eight Trustees ( Bradley, Brohman, Childs, Clodd, McAlpine, McInerney, Reain, Wilcox) were in attendance in person; Trustee Saunders attended via electronic means.

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

There were no declarations of possible conflict of interest.

## **6. Approval of the agenda**

Motion # 25-06-151

Moved by Trustee Bradley, seconded by Trustee Reain,  
That the agenda be approved.

Carried.

## **7. Business of the Board**

### **7.1 Approval of the minutes of the June 10, 2025 Public Meeting of the Board**

Motion # 25-06-152

Moved by Trustee McAlpine, seconded by Trustee Childs,  
That the minutes of the June 10, 2025 Public Meeting of the Board be approved.

Carried.

## **8. Budget 2025-2026**

### **8.1 For Action- Written**

#### **a. SEAC Input into the Budget**

Trustee McInerney shared the annual report related to SEAC's input into the Special Education budget.

Motion # 25-06-153

Moved by Trustee McInerney, seconded by Trustee Brohman,  
That Trustees receive the SEAC input into the budget report.

Carried.

#### **b. Report of the June 18, 2025 Special Finance and Administration Committee Meeting**

Trustee McAlpine shared an overview of the June 18, 2025 Special Finance and Administration Committee Meeting. Superintendent Nicole Britton presented an overview of the 2025-2026 draft budget.

Motion # 25-06-154

Moved by Trustee McAlpine, seconded by Trustee Clodd,  
That Trustees ratify the Finance and Administration Committee motion to approve the 2025-2026 balanced budget in to amount of \$279, 241, 671 as presented.

Carried.

Motion # 25-06-155

Moved by Trustee McAlpine, seconded by Trustee McInerney,  
That Trustee receive the report related to the June 18, 2025 Finance and Administration Committee Meeting.

Carried.

## **9. Trustee Reports**

### **9.1 OPSBA Report**

Trustee McAlpine shared an update related to the most recent activities of the Ontario Public School Boards Association (OPSBA) including an overview of the recent AGM and Board of Directors and Central East Meetings.

Trustee McAlpine also highlighted that the most recent OPSBA Annual Report is now available on the OPSBA website.

## **9.2 Trustee Community Updates**

Trustee McInerney shared that there have been a number of Awards Assemblies occurring at schools and highlighted Woodville's recent assembly

Trustee Bradley advised she recently attended Queen Victoria PS' Spring Fling which was fantastic.

## **10. Correspondence**

### **11. Next meeting – Public Meeting of the Board**

Date: August 26, 2025  
Location: Lindsay Education Centre  
Time: 6 p.m.

## **15. Adjournment**

Motion # 25-06-156  
Moved by Trustee Clodd, seconded by Trustee Reain,  
That the Board of Trustees do now adjourn at 1:25 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**

## **Supervised Alternative Learning (SAL) Administrative Report**

**Date:** June 18, 2025  
**To:** Board of Trustees  
**Origin:** Trustee Esther Childs/ Associate Superintendent of Learning Tanya Fraser  
**Subject:** Supervised Alternative Learning Committee (SAL) Report  
**Reference:** Regular Meeting of the Board - August 26, 2025

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### **Purpose**

To share an update with Trustees related to the activities on Supervised Alternative Learning (SAL) meeting on June 18, 2025.

### **Context**

Supervised Alternative Learning (SAL) is a statutory Committee that meets minimum every 20 school days per regulation 374/10.

The committee membership includes Trustee Esther Childs, Associate Superintendent Tanya Fraser, AAEC Principal Lisa Uldriks, Community Representative Lynda Nydam, Mental Health District Manager Allison Jones, Re-engagement Counsellor Stephanie Harvey, Re-engagement Counsellor Lauren Thompson, Executive Assistant Naomi Shipley.

The chair of the committee is Esther Childs, with the support of associate superintendent of learning, Tanya Fraser.

The purpose of the committee is to provide alternative learning opportunities for students having difficulty attending or succeeding in a regular school program in order to increase achievement and thereby increase the likelihood of re-engagement in an in-school program.

### **Content**

The most recent meeting of the SAL committee was June 18, 2025

- 18 students were renewed to a Supervised Alternative Learning Plan
- 25 students were demitted from a Supervised Alternative Learning Plan
- 0 students were admitted to a R.E.A.L Supervised Alternative Learning Plan
- 38 students were demitted from a R.E.A.L Supervised Alternative Learning Plan

### **Action**

Recommendation that Trustees receive the report related to the June 18, 2025 meeting of the Supervised Alternative Learning (SAL) Committee.

## **Trillium Lakelands District School Board Governance and Policy Committee Administrative Report**

**Date:** August 21, 2025  
**To:** Board of Trustees  
**Origin:** Trustee Saunders/ Director Hahn  
**Subject:** Governance and Policy Committee Meeting August 21, 2025  
**Reference:** Public Board Meeting – August 26, 2025

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### **Purpose**

To provide Trustees with an overview of the August 21, 2025 Governance and Policy Committee 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 August 21, 2025 meeting, the Governance and Policy Committee reviewed the proposed updates to BD-2050 Electronic Meetings and Trustees Meeting Attendance Policy. The updates presented were based on feedback from a governance and legal expert on the TLDSB draft that the governance and policy committee has been developing and refining since early 2025. The policy is a new required policy that is required by the Ministry of Education and O. Reg. 463/97 to be in effect by September 1, 2025.

A motion was passed by the Governance and Policy Committee to accept all of the recommendations and to advance the final, updated draft to the public meeting of the Board for ratification. The new policy is attached to this report.

The Committee also discussed the merits of changing the timing for TLDSB Board meetings from 6:00pm to 5:30pm; which allows for additional daylight hours for travel for those who are attending a meeting from a distance. The Committee reviewed the By-laws that would require updating to facilitate the change in timing, and made a recommendation that By-laws 1, 8, and 9 be altered to change the start time of meetings from 6:00pm to 5:30pm, and also that By-laws 12 and 15 be altered to reflect the new BD-2025 Electronic Meetings and Trustee Meeting Attendance Policy references.

The Committee recommended the motions related to the proposed By-law changes be advanced to the Board of Trustees for consideration and ratifications. The affected By-laws are attached to this report for reference.

In addition, the Committee approved a motion to accept the proposed Governance and Policy Committee Meeting dates for the 2025-2026 school year.

At the meeting Committee Members approved the minutes of the June 3, 2025 Governance and Policy Committee Meeting which will be posted on the tldsb.ca public website.

The minutes from the Governance and Policy Committee meeting from August 21, 2025 will be posted following ratification at the next committee meeting.

## Action

Recommendation 1: that the Trustees ratify the Governance and Policy Committee recommendation to approve the BD-2025 Electronic Meetings and Trustee Meeting Attendance Policy.

Recommendation 2: that Trustees ratify the Governance and Policy Committee recommendation to change Board Meeting start times from 6:00pm to 5:30pm and that *By-law 1: Determination and Communication of Meeting Schedules*, *By-law 8: Inaugural Meeting and Annual Organizational Meeting of the Board*, and *By-law 9: Regular Meetings of the Board* be updated to reflect the change.

Recommendation 3: that Trustees ratify the Governance and Policy Committee recommendation to update any references to TLDSB Policy BD-2050 in *By-law 12: Electronic Participation in Meetings*, and in *By-law 15: Board Committees*, to reflect the updated and approved Policy name of *BD-2050 Electronic Meetings and Trustee Meeting Attendance*.

Recommendation 4: that Trustees receive the report related to the August 21, 2025 Governance and Policy Committee Meeting.



## **DRAFT BD- 2050 Electronic Meetings and Trustee Meeting Attendance Policy**

**Approval Date: 2025**

**Review Date: 2026**

### **1. Purpose**

To support the integrity of the elected office of the Trustee, to encourage rich dialogue and respectful debate, and to ensure education is visible and operating within the standards established by the province, Trustees are expected to attend Board Meetings, Committee of the Board (Standing Committee) Meetings (that a Trustee is a member of), and Committee of the Whole meetings in-person unless otherwise approved under *Regulation 463/97 Electronic Meetings and Meeting Attendance*, or, in the case of regular Board Meetings only, are absented by Board motion under the section 228(1)(b) of the Education Act..

### **2. References and Related Documents**

#### External

- Education Act, Section 228(1)(b) \*
  - Applies to regular public Meetings of the Board only
- Education Act, Section 228(1)(e) \*
  - Currently applies to regular public Board Meetings and regular Committee of the Whole Meetings (public and private)

*\*Legal note: It is not clear in law how the two sections of the Education Act – s.228(1)(b) and (e) – are read together given the new wording of Regulation 463/97. Statutory interpretation requires that both be given meaning. Section 228(1)(e), read with the Regulation, says that if a Trustee is not physically present for a regular board meeting or regular committee of the whole meeting, and an exemption to attend electronically has not been granted then the trustee's seat is vacated.*

*However, s. 228(1)(b) provides that a board by resolution can authorize a Trustee to be absent from a regular meeting of the board but not a regular meeting of the committee of the whole board.*

*A reasonable interpretation of how these two paragraphs of the Act can be read together is to say that if a Trustee is not in attendance at a regular meeting of the board at all because of an unavoidable reason, then a board could authorize this absence. There is a risk that a court could find otherwise and therefore a trustee should govern themselves accordingly.*

- [Ontario Regulation 463/97 Electronic Meetings and Meeting Attendance](#)
  - Applies to public Board Meetings and to Committee of the Whole Board Meetings in relation to:
    - the reasons a Trustee can request electronic access to a meeting, and,
    - that failure to attend a meeting may result in a Trustee vacating their seat.
  - Applies to Committee of the Board (Standing Committee) meetings in relation to:
    - the reasons a Trustee can request electronic access to a meeting.

Note that failure to attend a standing committee meeting does not result in a Trustee vacating their seat under this regulation
- [OPSBA Guide to Good Governance](#)

#### Internal

- [TLDSB Organizational By-Laws](#)
- [BD-2045 Trustee Code of Conduct Policy](#)
- [BD-2051 Board Roles and Responsibilities Policy](#)
- [BD-2120/ BD-2021 Privacy and Information Management and Access to Information Policy and Procedure](#)

### 3. Terms and Definitions

**Board Meetings:** Public Board Meetings are the formal ways that Trustees gather to discuss governance issues and make policy decisions. Board meetings are held in accordance with TLDSB By-Laws, and are accessible to the public to attend in-person as observers, or to view via electronic means.

**Chair's Council:** The Chair's Council is comprised of three people: The Chair, the Vice-Chair, and the Past Chair (or Chair's Council Trustee Alternate). Chair's Council meets 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, discusses meeting agendas prior to their publication.

**Committee of the Board (Standing Committee):** A committee established to address Board matters as described in the committee's Terms of Reference and as outlined in the board By-laws. The membership of a Committee of the Board (known in TLDSB as a Standing Committee) is limited to a set number of Trustees only as outlined in TLDSB's By-laws. TLDSB Standing Committees include the Finance and Administration Committee, Program and Planning Committee, and Governance and Policy Committee.

**Committee of the Whole:** Committee of the Whole Board Meeting is a meeting called to conduct Board business that does not fall under the mandate of a Regular Board Meeting Agenda or the mandate of an existing Committee. The Committee of the Whole structure is typically also used when Trustees need to conduct In-Camera business under section 207 of the *Education Act*.

**Designate:** An individual engaged by request in a specific purpose, office, or duty. In reference to this procedure, an individual who has been requested to carry out specified functions of the Chair or Director in order to meet a requirement (e.g., attend a physical meeting location in the Chair or Director's stead).

**Electronic Means:** The provision of electronic access to a Board, Standing Committee, or Committee of the Whole meeting for a Trustee means that any Trustee(s) joining the meeting electronically must be able to visually see and hear all other Trustees in attendance, that members must be able to visually see, and hear the Trustee(s) joining the meeting electronically, and that two-way simultaneous and timely communication occurs to allow full participation in the meeting.

**Electronic Access;** The provision of electronic access to a public Board, Standing Committee or public Committee of the Whole meeting for members of the public requires that the public must be able to visually see and hear all members of the proceedings. Two-way communication is only required in the case of a pre-approved delegation.

**In-Camera:** Meeting that occurs in private session (closed to the public) for reasons as outlined under section 207 in the *Education Act* or to protect confidentiality of legal opinions, legal advice and solicitor-client privilege.

**Statutory Committees:** Statutory Committees have specific membership and attendance requirements defined in their respective regulations. These Committees include Audit Committee, District School Council/ Parent Involvement Committee, Special Education Advisory Committee, Supervised Alternative Learning (SAL), Committee for Suspension Appeals and Expulsion Hearings, and Director's Performance Appraisal Committee.

**Student Trustee:** A student representative as elected by the G7 Student Senate, who participates in and reports at public Board Meetings with the goal of bringing student voice to the board table.

**Trustee:** An elected representative. Trustees are not employees of the school board but are considered office holders under provincial legislation. The role of the Trustee is to manage and oversee effective, accountable, and transparent governance of the school board. Trustees are not responsible for the day-to-day operations of the Board.

## 4. Procedure

In alignment with the Board By-laws, the *Education Act*, and *Regulation 463/97* the following Procedure outlines the requirements for Electronic Means, Electronic Access, and Trustee attendance at regular or special public Board Meetings, all Committee of the Board (Standing Committee) meetings, and all Committee of the Whole meetings.

### 4.1 Requirements for physical presence at regular or special public Board meetings, Committee of the Board (Standing Committee) meetings, and Committee of the Whole Board meetings.

Under the *Education Act* there is a requirement for Board meetings, Committee of the Whole Board Meetings, and Committees of the Board (Standing Committees) meetings to be open to the public (unless closed pursuant to s. 207 of the *Education Act*), and O. reg. 463/97 requires that the meeting rooms for regular Board meetings and those committees be open to permit physical attendance by members of the public. The Regulation also requires there to be a minimum number of Trustees in attendance in-person at the meeting location along with the Director of Education or their Designate.

- a) Minimum number of Trustees required to attend regular public Board Meetings, including a regular Committee of the Whole Board meeting, in-person:
  - i. The Chair of the Board or their Designate shall be physically present in the meeting room of every regular Board Meeting and each regular meeting of a Committee of the Whole Board, and,
  - ii. At least one other Trustee must be physically present in the meeting room for each regular Board meeting and each regular meeting of a Committee of the Whole Board.

- b) Minimum number of members required to attend a regular Committee of the Board (Standing Committee) meetings in-person:
  - i. The Chair of a Committee of the Board (Standing Committee) or their Designate shall be physically present in the meeting room of every regular meeting of a Committee of the Board (Standing Committee), and,
  - ii. The Committee of the Board (Standing Committee) Chair or their Designate may both participate by Electronic Means, if approved in accordance with section 4.2, and provided that at least one other member of the committee, who is also a Trustee of the Board, is physically present in the meeting room.
- c) Director of Education requirement for attendance at public regular Board Meetings, regular Committee of the Whole Board Meetings, and Committee of the Board (Standing Committee) Meetings
  - i. The Director of Education or their Designate shall be physically present in the meeting room of every regular meeting of the Board and each meeting of a Committee of the Whole,
  - ii. The Director of Education or their Designate shall be physically present in the meeting room of each Committee of the Board (Standing Committee) meeting.
- d) Requirement for attendance at other meetings (meetings not subject to *O. Reg 463/97: Electronic Meetings and Meeting Attendance* requirements)
  - i. Requirements related to Trustee member attendance at Statutory Committee meetings is outlined in the applicable regulation for each Statutory Committee.
  - ii. Requirements related to Trustee member attendance at advisory committee meetings or ad hoc committee meetings shall be determined as part of each committee's terms of reference.
- e) Exception for school board closures

If all schools of the board are closed under an order made in accordance with Ontario Regulation 463/97 then the requirement for the physical attendance at any meetings by a Trustee or the Director of Education is not required in accordance with that Regulation. All Trustees and Student Trustees may participate electronically as of right and without complying with 4.2(a) and (b), above. In those circumstances, the meeting room of the Board, Committee of the Whole Board, or a Committee of the Board (Standing Committee) will not be open to permit physical attendance by members of the public.

#### **4.2 Trustee attendance at meetings (in-person or via electronic attendance as approved under O. Reg 463/97)**

- a) In-person attendance
  - i. all Trustees *must* be present in person for Board Meetings (regular or special), Committee of the Board (Standing Committee Meetings; regular or special), or Committee of the Whole Board Meetings (regular or special) unless authorized to attend via Electronic Means in line with section 4.2 (b) and (c) and section 4.4.
  - ii. Failure to attend a regular public Board Meeting or regular Committee of the Whole meeting in-person, or, by Electronic Means (with approval) may result in the Trustee vacating their seat.
  - iii. A Trustee absence from a regular *Board Meeting only* may be approved by Board motion in alignment with section 4.3.

**b) Electronic attendance**

O. Reg 463/97 Electronic Attendance at Meetings specifies that Trustees may **only** participate in a Board Meeting, Committee of the Board (Standing Committee) Meeting, or Committee of the Whole meeting via Electronic Means for one of five specific reasons:

- i. The distance from the Trustee's primary place of residence within the area of jurisdiction of the board to the meeting location is 125 kilometres or more;
- ii. Weather conditions do not allow the Trustee to travel to the meeting location safely;
- iii. The Trustee cannot be physically present at a meeting due to health-related issues;
- iv. The Trustee has a disability that makes it challenging to be physically present at the meeting; or,
- v. The Trustee cannot be physically present due to family responsibilities in respect of:
  - The Trustee's spouse;
  - A parent, step-parents, or foster parent of the Trustee or the Trustee's spouse;
  - A child, step-child, foster child, or child who is under legal guardianship of the Trustee or the Trustee's spouse;
  - A relative of the Trustee who is dependent on the Trustee for care or assistances; or,
  - A person who is dependent on the Trustee for care of assistance and who considers the Trustee to be like a family member.

Trustees must request, through the Chair of the Board, permission to attend a meeting via Electronic Means in alignment with section '4.4(a) Process to request electronic meeting attendance.'

A Trustee who is approved to participate in a meeting through Electronic Means in accordance with Ontario Regulation 463/97 is deemed to be present at the meeting.

**c) Request for electronic participation *can be denied* if approval results in the minimum Trustee in-person attendance threshold (as outlined in section 4.1) not being met:**

- i. The Chair shall not approve a request for a Trustee to participate by Electronic Means in a regular Board meeting or regular Committee of the Whole Board meeting if the request would result in fewer than one Trustee of the Board, in addition to the Chair of the Board or their Designate, being physically present in the meeting room.
- ii. The Vice-Chair or other member of the Board shall not approve a request for the Chair of the Board to participate by Electronic Means in a regular Board Meeting or regular Committee of the Whole Board meeting unless the Chair's Designate will be physically present in the meeting room.
- iii. The Chair shall not approve a request for a Trustee who is a Chair of a Committee of the Board (Standing Committee) other than the chair of the Committee of the Whole Board, to participate by Electronic Means in a regular Committee of the Board (Standing Committee) Meeting unless their Designate is physically presented in the meeting room and if both the Chair of the committee and their Designate have been approved by the Chair of the Board to participate by Electronic Means, then at least one other member of the committee, who is also a Trustee, is physically present in the meeting room.

**d) Weather**

There is no allowance for the entire Board of Trustees to participate in a regular Board Meeting or regular Committee of the Whole Meeting electronically under 4.2(b)(ii) due to weather conditions.

If the minimum threshold for members attending in-person under section 4.1 cannot be met due to weather conditions, the meeting should be cancelled with as much notice to the public as possible.



**e) Exceptions for Student Trustees**

Student Trustees may participate in any Board Meeting, Committee of the Whole Board Meeting, or Committee of the Board (Standing Committee) via Electronic Means and are not required under O. Reg 463/97 to obtain advance permission, nor is their reason for electronic participation limited to the reasons outlined in the regulation.

**f) Exceptions for school board closures**

See 4.1(e).

**g) Confirmation of Trustee attendance via roll call**

- i. Every Board Meeting, Committee of the Whole Board Meeting, or Committee of the Board (Standing Committee) Meeting shall include on the agenda an item entitled 'roll call' wherein the presiding officer 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 this 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* and section 4.3 of this policy.
- ii. If a motion to approve the roll call is passed; the motion serves as confirmation that the electronic and in-person attendance and absences have been accurately stated by the presiding officer.
- iii. If a Trustee has requested to be absent at a current or future regular Board Meeting in alignment with section 228(1)(b) of the *Education Act* and section 4.3 of this 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.

**h) Determination of meeting schedules**

- i. Regular public Board Meeting schedules are approved by Trustees at the annual general meeting in December each year and posted on the TLDSB website.
- ii. Special Board meetings or special Committee of the Whole Board Meetings are convened as required and advance notice is shared on the TLDSB website.
- iii. Committee of the Board (Standing Committee) Meeting dates are posted on the committee's page of the TLDSB website and communicated directly to Trustee committee members following the Board approval of Trustee membership on committees in September of each year.

**4.3 Request for absence from a regular Board Meeting as approved by Board motion (applicable only to public regular Board Meetings) under the Education Act s. 228(1)(b))**

When a Trustee is unable to attend a regular Board Meeting, notice of non-attendance and the reason for non-attendance should be provided to the Chair of the Board and Director of Education as soon as reasonably practical in the circumstances.

The Chair of the Board will advise the Board of Trustees at the Board Meeting that the Trustee is absent from of the reason for their non-attendance, or advise the Board of Trustees at the next regular Board meeting, if the circumstances warrant it.

In accordance with s. 228(1)(b) of the *Education Act*, when a Trustee is absent from a regular Board Meeting, the Board of Trustees shall pass a motion authorizing or not the Trustee's absence and the motion shall be recorded in the minutes of the meeting. This motion is usually passed at the meeting that the Trustee was absent from or at the next regular Board Meeting, if the circumstances warrant it.

The motion will be considered and passed or defeated by Trustees in alignment with the TLDSB By-laws for Rules of Meetings of the Board (By-law 6) and for Voting (By-law 7).

Trustees shall have regard for the following factors when considering a motion to authorize a Trustee absence:

i. Duties of a Trustee:

- Trustees are considered public office holders; in taking the oath of office, Trustees are committing to the public to uphold their duties, which include participation in Board Meetings. Any absence approved by Board motion should align with the values of the Board and the duties of the Board and individual Trustees.

ii. Implications for a Trustee being absent from a regular Board Meeting

If a Trustee is absent from a regular Board Meeting, the minutes of a meeting will reflect the result of the Board motion to authorize or not the absence.

Note:

- There is no allowance for Trustee participation in a meeting via electronic (or any other alternate means) for any reason other than those specified under Regulation 463/97.
- The board has no authority under section 228(1)(b) to authorize a Trustee absence via motion from any Committee of the Whole Board Meeting or Committee of the Board (Standing Committee) Meeting.

iii. Process for reporting an absence and consideration of circumstances when passing a motion:

- In the event of emergency or unavoidable circumstances (Examples may include but are not limited to a traffic issue, an accident, an emergency medical situation etc.), often the nature of the emergency will necessitate that the notice to the Chair of the Board will be last minute. As soon as practical, a Trustee should advise the Chair of their absence, and the reason for the absence, to permit the Chair to request during roll call that a motion be moved to authorize or not the absence.
- In the event of a personal or exceptional circumstance (Examples may include but are not limited to a wedding, graduation, scheduled surgery etc.), typically, these events would be known in advance. A notice to the Chair and Director must be presented in time to allow for to be discussed at the Chairs Council Meeting wherein the agenda for the next Board Meeting is being set, such that the motion can be formally added to the Public Board Meeting agenda.

iv. Consideration of Trustee absence by Board:

- A Trustee who is reporting an absence from a regular Board Meeting, advises the Chair and the Director of Education as soon as practical of the pending absence. The Chair of the Board may consult Chairs Council in relation to notices of absence as required.
- The Chair reports the absence along with the reason for the absence to the Board of Trustees during roll call. A motion that states that 'that Trustee [name] shall be absent from the public meeting of the Board for on [date] in alignment with s. 228(1)(b) of the *Education Act* "can be brought forward.
- The motion will be considered, and passed or defeated by Trustees in alignment with the TLDSB By-laws for Rules for Meetings of the Board (By-law 6) and for Voting (By-law 7).

v. Notation in minutes regarding a request for absence approved by board motion:

- If a motion to approve the absence is put on the table and is passed, the motion should be included in the minutes of the meeting for which the Trustee is approved to be absent in the roll call section, stating that the absence was approved by board motion in alignment with section 228(1)(b)
- If the motion to approve the absence is put on the table and defeated, the notation will be made in the minutes that the motion to approve the absence under 228(1)(b) was lost and the Trustee will be marked absent during roll call if they are not in attendance in-person at the affected meeting.

vi. Responsibility for Trustees to monitor their own attendance

It is the responsibility for each individual Trustee to consider their attendance in alignment with the potential implications for vacating a seat and as outlined in legislation and this policy.

#### 4.4 Considerations for Electronic Meeting Attendance

a) Process to request electronic meeting attendance for reasons listed under section 4.2(b)

i. Submission of Request in Writing

- If a Trustee proposes to participate in a meeting via Electronic Means (including a Board Meeting, Committee of the Whole Board Meeting or Committee of the Board [Standing Committee] meeting) for a reason as described in section 4.2(b), the Trustee shall submit a request in writing and the reason for the request to the Chair of the Board before the meeting begins.
- If the Trustee making a request under section 4.2 is the Chair of the Board, the Chair shall submit the request and reasons to the Vice-Chair of the Board before the meeting begins.
- Unless for emergency circumstances related to 4.2(b)(ii), (iii), or (v) Trustees should provide their written request with as much advance notice as possible such that there is time to arrange for Electronic Means for participation.

ii. Review of Request

- The Chair may approve a request if they are satisfied that one or more of the circumstances identified in section 4.2(b) exist and section 4.1 (Requirements for Physical Presence) will be complied with.
- The Chair or Vice Chair, as applicable, may consult with the members of Chairs Council as required.
- The Chair or Chairs Council may provide feedback to or ask for clarification from the requesting Trustee in advance of the meeting regarding the reason for the request.
- In relation to health or medical circumstances, any questions asked should respect an individual right to confidentiality and privacy under MFIPPA, and the protection of personal health information under PHIPPA.



iii. Response to request in writing

The Chair or Vice Chair will respond, in writing, to the Trustee advising whether the request to attend via Electronic Means has been approved.

- If the absence is approved, if the Trustee attends via Electronic Means at the impacted meeting, during roll call the Chair will direct that the minutes will reflect that the Trustee is present in alignment with Regulation 463/97, OR,
- If the absence is not approved and the Trustee does not attend in person, during roll call the Chair will direct that the minutes will reflect that the Trustee is absent.

**b) Standing Exceptions**

The Chair has the ability to approve in writing, upon request from a Trustee in writing, a standing exception for electronic participation if one of the listed exceptions is a permanent or long-term circumstance for the Trustee.

- For example, if a Trustee lives more than 125km from a specified meeting location, the Chair can approve that every time a meeting is held at that location, the Trustee will have the option for electronic participation.

It is the responsibility of the affected Trustee, for each meeting that occurs in the timeframe that the standing exception is approved for, to advise the Chair whether they are planning on attending the meeting in person or whether they require access via Electronic Means arranged.

**c) Required technology and infrastructure for access to the meeting**

- i. TLDSB provides Trustees with technological equipment such as a Chromebook, headphones, a laptop camera, and a mobile device. *It is the responsibility of the Trustee to check that the equipment is accessible and in working order prior to the commencement of any meeting that they have applied to participate in via Electronic Means.*
- ii. Assistance with connection or equipment set up can be provided by the Technology Services Department with fair notice.
- iii. TLDSB provides Trustees with means for home internet access, as well as access to a mobile device that includes data and hotspot capabilities. While it is the responsibility of the board to ensure that a platform to join a meeting via Electronic Means is available and functioning in a manner that meeting participation is possible for Trustee(s) who have been approved to attend electronically, it is the responsibility of the Trustee who has requested to attend electronically to ensure that the location they are attending from has stable and available internet access that will allow for the Trustee to hear and to be heard, and see and be seen at the meeting.

**d) Expectations for Participation in Electronic Meetings**

Any Trustee approved to participate in a public Board Meeting, Committee of the Board (Standing Committee) Meeting or Committee of the Whole Board Meeting via Electronic Means shall ensure that they fully participate in the meeting by:

- Leaving their laptop or mobile device camera on so they can be seen by other Trustees and members of the public;
- Participating in the voting process by clearly raising a hand if they support the motion being called for vote;

- Providing reports, posing questions, and participating in discussion as they would if they had attended the meeting in-person.

The Chair must ensure that any Trustee attending a meeting via Electronic Means is offered the opportunity to meaningfully participate.

**e) Declarations of Conflict of Interest and electronic participation in meetings**

At all meetings at which a Trustee, including a Student Trustee, participates by Electronic Means, it is the responsibility of those Trustees to comply with the requirements of the *Municipal Conflict of Interest Act* as they would if they were in attendance at the meeting in-person, including to disconnect from the electronic participation for so long as is necessary in order to so comply.

**f) Security and confidentiality of Electronic Means of participation in an In-Camera meeting**

The Board shall ensure that appropriate processes are put in place to ensure the security and confidentiality of electronic participation in proceedings held during meetings that are closed to the public, including ensuring Student Trustees who participate through Electronic Means do not participate in any proceedings that are closed to the public under clause 207(2)(b) of the *Education Act* (subject matter under consideration involves the disclosure of intimate, personal or financial information in respect of a trustee of the board or member of a committee, an employee or prospective employee of the board or a pupil or their parent or guardian).

#### **4.5 Unauthorized Trustee absences from Board Meetings**

**a) Unauthorized absence under O. Reg. 463/97**

Effective September 1, 2025, in accordance with Ontario Regulation 463/97 if a Trustee fails to be physically present at a regular Board Meeting or a regular Committee of the Whole Board Meeting *unless their request to attend electronically is approved the Trustee's seat is considered vacated*.

**b) Unauthorized absences from a public meeting of the Board under the *Education Act***

A Trustee vacates their seat if they absent themselves *without* being authorized by resolution of the Board entered in the minutes, from three consecutive regular meetings of the board (s.228(1) of the *Education Act*).

Any requested absence under section 228(1)(b) of the *Education Act* must be approved by Board motion in alignment with section 4.3 of this procedure. Note that section 228(1)(b) applies to public Board Meetings only and not Committee of the Whole Board meetings.

#### **4.6 Public versus In-Camera Meetings**

In accordance with s.207(1) of the *Education Act*, all meetings of the Board and all meetings of committees of the Board, including Committee of the Whole Board shall be open to the public, *except* when a meeting of a committee of the Board, including a Committee of the Whole Board, is closed to the public in accordance with s.207 (2) of the *Education Act*. A meeting of the Board or of a committee of the Board, including a Committee of the Whole Board may be closed to the public in accordance with s. 207 (2.1) of the *Education Act*

**a) In-Camera (private) meetings**

Closed session meetings are also referred to as 'In-Camera' meetings and may only be called as need arises to discuss matters listed under s. 207(2) or (2.1) of the *Education Act*

- the security of the property of the TLDSB;

- ii. 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;
- iii. the acquisition or disposal of a school site;
- iv. decisions in respect of negotiation with employees of the TLDSB;
- v. litigation affecting the TLDSB;
- vi. Breach of the BD-2045 Code of Conduct that involves matters above; or
- vii. Ombudsman Investigation respecting TLDSB.

A committee of the Board, including a Committee of the Whole Board may meet In-Camera to receive or discuss legal advice or a legal opinion that is subject to solicitor-client privilege.

#### **4.7 Public Access to Public Board Meetings, Standing Committee Meetings, and Committee of the Whole Meetings**

**a) Access for the public in-person or for electronic viewing**

- i. Public Board Meetings, public Committee of the Board (Standing Committee) meetings, and/or public Committee of the Whole Board Meetings must be open for the public to attend as observers in-person at the designated meeting site as listed on the agenda (unless schools are closed as outlined in 4.1(e)) and via electronic viewing wherein members of the public can see and hear the proceedings via a link or platform provided.
- ii. Unless attending as part of an approved delegation, members of the public are not participants in public Board Meetings, public Committee of the Board (Standing Committee) Meetings and/or public Committee of the Whole Board Meetings and there is no requirement for the provision of two-way communication via Electronic Means.

#### **5.0 Appendices**

##### **5.1 Summary Overview & Flow Chart related to Trustee Attendance at Board, Standing Committee, and Committee of the Whole Meetings**

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



## Appendix 5.1: Summary Overview & Flow Chart related to Trustee Attendance at Board, Standing Committee, and Committee of the Whole Meetings

### Education Act Section 228.1(b)

228 (1) A member of a board **vacates** his or her seat if he or she...

- (a) is convicted of an indictable offence;
- (b) absents himself or herself without being authorized by resolution entered in the minutes, from three consecutive regular meetings of the board;
- (c) ceases to hold the qualifications required to act as a member of the board;
- (d) becomes disqualified under subsection 219 (4); or
- (e) fails to be physically present as required by the regulations made under clause 208.1 (1) (b). 1997, c. 31, s. 112; 2020, c. 7, Sched. 9, s. 2.

### Education Act Section 208.1(1)

208.1 (1) The Lieutenant Governor in Council may make regulations,

- (b) prescribing the circumstances in which a member of a board is required to be physically present in the meeting room of a board for meetings of the board

### O. Reg 463/ 97: Electronic Meetings and Meeting Attendance

Reasons a Trustee can participate in a meeting electronically:

1. The member's primary place of residence within the area of jurisdiction of the board is located 125 kilometers or more from the meeting location.
2. Weather conditions do not allow the member to travel to the meeting location safely.
3. The member cannot be physically present at a meeting due to health-related issues.
4. The member has a disability that makes it challenging to be physically present at a meeting.
5. The member cannot be physically present due to family responsibilities (see procedure or O. Reg for qualifiers)

A request to attend any Board, Committee of the Whole Board, or Committee of the Board (Standing Committee) meeting by Electronic Means (regular, special, public or private) must be made in writing to the Chair of the Board.

A Trustee's seat is vacated if they fail to attend a regular Board Meeting or regular Committee of the Whole Board Meeting either in-person or via Electronic Means in accordance with s. 228(1)(e) of the Education Act. However, there is an argument that, only in the case of a regular Board Meeting, if the Board of Trustees authorizes a Trustee absence by motion, their seat is not vacated. This argument has not been considered by a court and Trustees, therefore, should govern themselves accordingly.

Attendance scenario- attends in person	Action	Outcome
Trustee is able to attend meeting in person	Trustee attends in person	Marked as present in minutes
Attendance scenario- absent without notice	Action	
Trustee <b>does not attend meeting</b> in any format, Trustee does not provide notice prior to meeting, does not make a request for electronic participation under regulation 463/97, and/or does not request for absence to be authorized via motion under the Ed Act s. 228(1)(b) (only permitted for regular Board Meetings). There are not mitigating/ emergency circumstances reported thereafter.	Trustee does not attend	Trustee is considered absent in alignment with section 228(1) of the education Act.
Attendance scenario under O.Reg 463/97	Action	Outcome
Trustee is available for the meeting but <b>cannot attend in person, therefore applies to participate electronically in a meeting for one of the five reasons</b> listed in O. Reg 463/97	<b>Chair approves</b> if aligns with one of 5 allowable reasons	Trustee participates electronically in the meeting and is marked as present via Electronic Means in the minutes

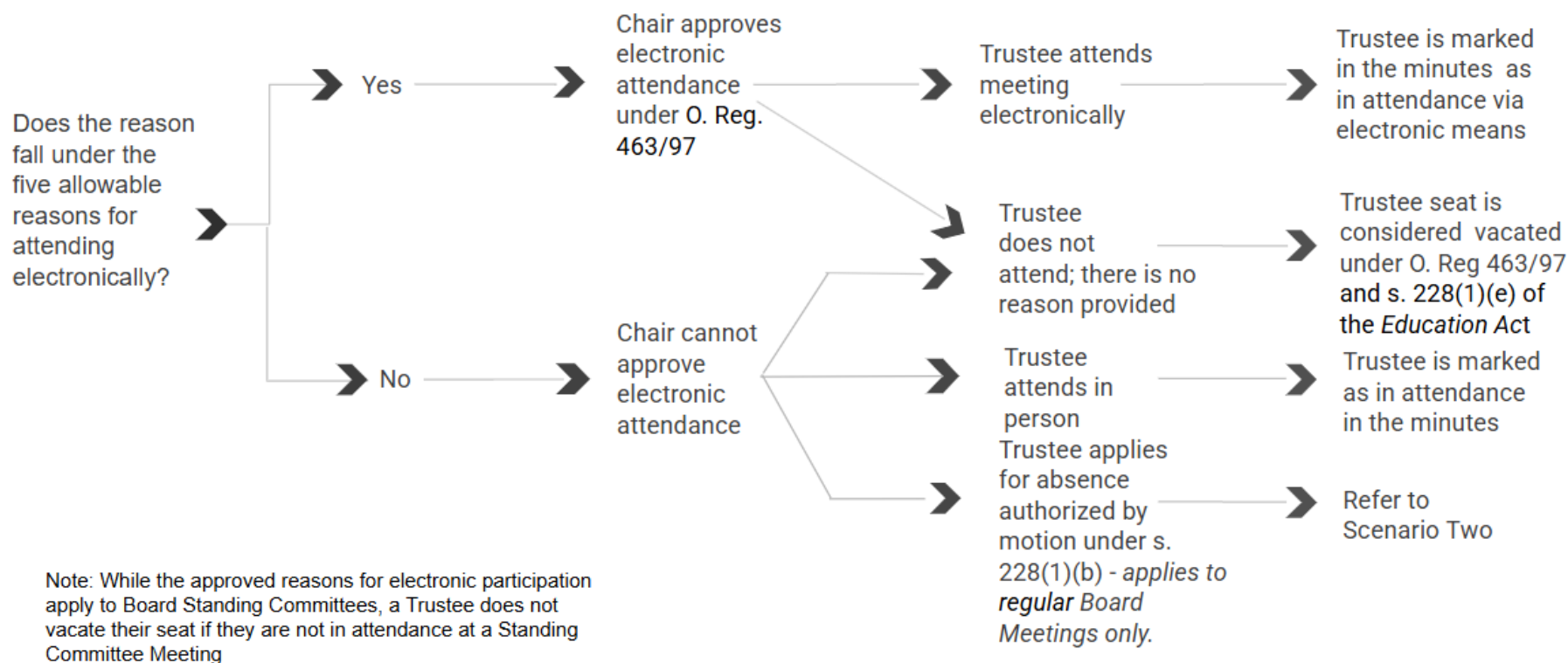
Trustee is available for the meeting but <b>cannot attend in person and applies to participate in a meeting electronically for reasons <u>other than</u> one of the five reasons</b>	<b>Chair cannot approve</b> if the request does not fall under the scope of one of the 5 allowable reasons	Trustee does not attend; absence is recorded in the minutes; seat is considered vacated IF the meeting is a Board Meeting or Committee of the Whole Meeting. <b>OR</b> If appropriate in line with the procedure the Trustee <i>may opt to request</i> an approved absence by Board motion (for a regular Board Meeting only) under s. 228(1)(b) of Ed Act <b>OR</b> Trustee ends up physically attending the meeting and is marked as present.
<b>Attendance scenario under the Ed Act s. 228(1)(b) - applies to Board Meetings only</b>	<b>Action</b>	<b>Outcome</b>
Trustee cannot attend a regular Board Meeting in person due to a <b>pre-planned circumstance</b> and requests (via the Chair) absence via motion	Trustee advises the Chair in advance of the meeting that they will be absent. a motion to approve the absence (under the Education Act s. 228 (1)(b)) <b>is approved.</b> <b>(applies to regular board meeting only)</b>	Trustee is marked absent via approved motion (under section 228(1)(b) of the education act) in the minutes.
Trustee cannot attend a regular Board Meeting in person due to an <b>emergency circumstance</b> and requests (via the Chair) absence via motion.	Trustee advises the Chair as soon as possible (depending on circumstances) of the emergency and asks that a Designate bring forward a request for an approved absence supported by a motion (under the Education Act s. 228 (1)(b)) <b>and the absence is approved via Board motion.</b> <b>(applies to regular board meeting only)</b>	Trustee is marked absent via approved motion in the minutes. (In the event that a Trustee unexpectedly does not arrive at a meeting and the Chair has not been notified of a planned absence, a notation should be meeting in the minutes stating that the Trustee is absent but pending a motion to approve the absence at the next meeting once the reasons is known.

<p>Trustee <b>cannot attend a regular Board Meeting or regular Committee of the Whole Board Meeting in person for other reasons</b> and requests absence via motion.</p>	<p>Trustee advises the Chair in advance of the meeting that they will be absent. a motion (under the Education Act s. 228 (1)(b), related to the absence <b><i>is not approved via Board motion. (applies to regular board meeting only)</i></b></p>	<p>Trustee is marked absent and the seat is vacated in accordance with s. 228(1)(e).</p>
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**Scenario One:**

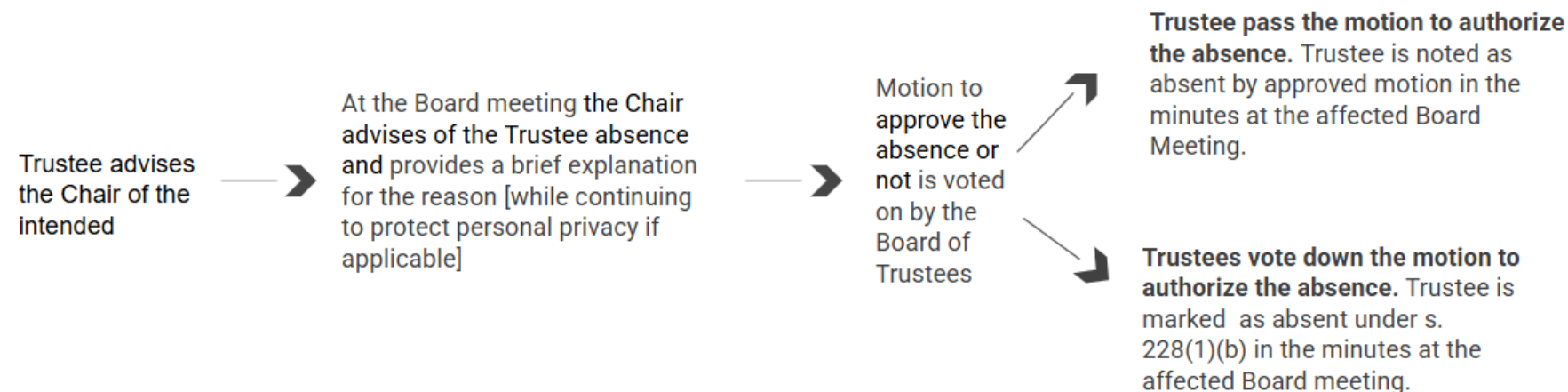
Trustee cannot attend a Board or Committee of the Whole Meeting in person but could be available to attend electronically. Trustee makes a request to the Chair of the Board





**Scenario Two (applies to regular *board meetings only*):**

Trustee cannot attend a regular Board Meeting in person due to a personal circumstance and either is not eligible OR is not available to attend the meeting electronically.



## 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 ~~5:30 p.m.~~ ~~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 A closed (In-Camera) Committee of the Whole Meeting may be called 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.
- 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).

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## 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~~ 5:30 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 o 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 5:30 ~~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 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 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).

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## 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 **5:30** ~~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.

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

### Public access via livestreamed Meetings of the Board

- 12.1 In accordance with 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 to hear 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 **Electronic Meetings and Trustee Meeting Attendance** ~~Trustee Attendance at Public Meetings of the Board, Standing Committees Meetings and Committee of the Whole Meetings~~ Policy.
- 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.

## 15. Procedural By-law 15: Board Committees

- 15.1 The Board will establish and dissolve committees as necessary.
- 15.2 Trustees will be given a list of committees requiring Trustee participation.
- a. 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.
  - 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.
  - c. Chair's Council will review Trustees' preferences and make recommendations for the appointments of Trustees to the committees at a Regular Meeting of the Board.
  - 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 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:

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## **Classification of Board Committees and Committee Membership**

### **Committee Membership Term**

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

Rules for attendance at Standing Committee Meetings is outlined in **BD- 2050 *Electronic Meetings and Trustee Meeting Attendance Policy*** ~~*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.

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