

Governance and Policy Committee Agenda

Date: October 7, 2026
Location: Muskoka Education Centre
Time: 9:30 a.m.

1. Call to order

2. Territory Acknowledgement

3. Roll call

4. Declaration of possible conflict of interest

5. Approval of agenda

6. Committee action items

6.1 Approval of the minutes of the June 2, 2026 Governance and Policy Committee Meeting (pgs.2-4)

6.2 Approval of the Governance and Policy Committee 2026-2027 Terms of Reference (pgs.5-9)

7. Administrative reports

7.1 For Action – Written

- a. BU-3005 Payment Authorization Policy (Superintendent Britton/ pgs.10-11)
- b. BU-2010 Borrowing for Current Expenditures Policy (Superintendent Britton/ pgs. 12-13)
- c. BU-1999 Trustee Honoraria Policy (Superintendent Britton/ pgs.14-15)
- d. HR- 4200 Health and Safety Policy (Superintendent Johnston/ pgs.16-17)
- e. ES-5065 Elementary Student Attendance Confirmation During the School Day Policy (CEO Hahn/ pgs. 18-19)
- f. BD-2090 Naming/ Renaming of Schools, Facilities and Special Purpose Areas Policy(CEO Hahn/pgs.20-23)
- g. BD-2005 Student Representation on the Board Policy(CEO Hahn/ pgs. 24-25)
- h. BD-2110 Trustee Use of School Board Resources During Municipal and School Board Election Campaign Policy (CEO Hahn/ pgs. 26-28)
- i. BD-2045 Trustee Code of Conduct Policy (CEO Hahn/ pgs.29-45)
- j. BD-2051 Roles and Responsibilities of the Board of Trustees Policy (CEO Hahn/ pgs.46-52)
- k. TLDSB Organizational By-laws (CEO Hahn/ pgs.53-100)

9. Next meeting- March 3, 2027 (new Committee)

10. Adjournment

Governance and Policy Committee Meeting Minutes

Date: June 2, 2026

Location: LEC

Time: 12:00 p.m.

1. Call to order

Chair McInerney called the meeting to order at 12:13 p.m.

2. Territory Acknowledgement

Trustee Saunders shared the Territory Acknowledgement.

3. Roll call

Chair McInerney shared that the following Trustee members were in attendance: Trustees Heather Bradley, Esther Childs, Louise Clodd, Deb McInerney, Judy Saunders.

Chair Wilcox also attended the meeting as ex officio member.

CEO/ CEdO Hahn and Executive Assistant J. Andreasen were in attendance as staff support.

4. Declaration of possible conflict of interest

There were no declarations of possible conflict of interest.

5. Approval of agenda

Moved by Trustee Clodd, Seconded by Trustee Bradley,
That the agenda be approved.
Carried.

6. Committee action items

6.1 Approval of the minutes of the April 21, 2026 Governance and Policy Committee Meeting

Moved by Trustee Saunders, seconded by Trustee Childs,
That the minutes dated April 21, 2026 be approved.
Carried.

7. Administrative Reports

7.1 For Action- Written

a. Recommendation to rescind- BU-2015 Trustee Attendance at Conferences and Seminars Policy

CEO/ CEo Hahn shared the recommendation to rescind the BU-2015 Trustee Attendance at Conferences and Seminars Policy to align with Bill 101 legislation.

Moved by Trustee Clodd, Seconded by Trustee Childs,
That the recommendation to rescind BU-2015 Trustee Attendance at Conferences Policy be approved and that the recommendation be advanced to the next public meeting of the Board of Trustees for ratification.

Carried.

b. Recommendation to rescind BD- 2010 Trustee Associations Policy

CEO/ CEo Hahn shared the recommendation to rescind the BD- 2010 Trustee Associations Policy align with Bill 101 legislation.

Moved by Trustee Bradley , Seconded by Trustee Clodd,
That the recommendation to rescind BD- 2010 Trustee Associations Policy be approved and that the recommendation be advanced to the next public meeting of the Board of Trustees for ratification.

Carried.

c. BD-2001 Reimbursement of Trustees Expenses Policy

CEO/ CEo Hahn, on behalf of Superintendent Britton, shared the recommended changes to the BD-2001 Reimbursement of Trustees Expenses Policy

Moved by Trustee Bradley, Seconded by Trustee Clodd,
That the changes to the BD-2001 Reimbursement of Trustees Expenses Policy be approved and that the policy be advanced to the next public meeting of the Board of Trustees for ratification.

Carried.

d. BU-3529 School Funds Administration Policy

CEO/ CEo Hahn, on behalf of Superintendent Britton, shared the recommended changes to the BU-3529 School Funds Administration Policy

Moved by Trustee Clodd, Seconded by Trustee Saunders,
That the changes to the BU-3529 School Funds Administration Policy be approved and that the policy be advanced to the next public meeting of the Board of Trustees for ratification.

Carried.

e. BU-3015 Procurement of Goods and Services Policy

CEO/ CEo Hahn, on behalf of Superintendent Britton, shared the recommended changes to the BU-3015 Procurement of Goods and Services Policy

Moved by Trustee Childs, Seconded by Trustee Bradley,
That the changes to the BU-3015 Procurement of Goods and Services Policy be approved and that the policy be advanced to the next public meeting of the Board of Trustees for ratification.

Carried.

f. Recommendation to rescind- HR-4504 Self-funded Leave Plan Request Policy

Superintendent Johnston shared the recommendation to rescind the HR-4504 Self-funded Leave Plan Request Policy.

Moved by Trustee Saunders, Seconded by Trustee Clodd,
That the recommendation to rescind HR-4504 Self-funded Leave Plan Request Policy be approved and that the recommendation be advanced to the next public meeting of the Board of Trustees for ratification.
Carried.

g. HR-4035 Inclement Weather Policy

Superintendent Johnston shared the recommendation to rescind the HR-4035 Inclement Weather Policy.

Moved by Trustee Childs, Seconded by Trustee Clodd,
That the recommendation to rescind HR-4035 Inclement Weather Policy be approved and that the recommendation be advanced to the next public meeting of the Board of Trustees for ratification.
Carried.

h. BU-3100 Facility Partnerships Policy

Executive Officer Horrigan shared the recommended changes to the BU-3100 Facility Partnerships Policy.

Moved by Trustee Saunders, Seconded by Trustee Bradley,
That the changes to the BU-3100 Facility Partnerships Policy be approved and that the policy be advanced to the next public meeting of the Board of Trustees for ratification.
Carried.

i. BU-3065 Advertising Policy

Communications Manager Carolynne Bull shared the recommended changes to the BU-3065 Advertising Policy

Moved by Trustee Saunders, Seconded by Trustee Clodd,
That the changes to the BU-3065 Advertising Policy be approved and that the policy be advanced to the next public meeting of the Board of Trustees for ratification.
Carried.

8. Other business

Permission Forms for Clubs (follow up from April 21, 2026)

9. Next meeting

TBD

10. Adjournment

Moved by Trustee Clodd, seconded by Trustee Bradley,
That the Committee do now adjourn at 1:22pm
Carried.

Trillium Lakelands District School Board

Administrative Report

Date: September 24, 2026
To: Governance and Policy Committee
Origin: CEO Wes Hahn
Subject: Governance and Policy Committee Terms of Reference Fall 2025
Reference: Governance and Policy Committee Meeting -October 7, 2206

Purpose

To present to the 2026-2027 Governance and Policy Committee the Committee Terms of Reference for approval.

Context

TLDSB By-law 15: *Board Committees* requires that Committees of the Board will establish a 'Terms of Reference.'

A 'Terms of Reference' for a committee outlines the manner in which the committee will operate, including, but not limited to, overseeing committee membership, establishing the procedure for the election of a Committee Chair, and outlining general meeting procedures and expectations.

Content

A Terms of Reference was drafted when the Governance and Policy Committee was first established in Fall 2023 and was approved by the inaugural Governance and Policy Committee. The Terms of Reference has been updated each subsequent year and is attached for Committee consideration and review for the 2026-2027 school year.

Recommended revisions to the version include:

- Updated the Director of Education reference to CEO throughout
- Changing the Committee term to 2 years in alignment to a change that was recommend via By-laws during the last By-law review and updating the election of chair detail to align.
- Adding a Code of Conduct section
- Clarifying that members of the public who attend meetings are there as observers
- Changing the name of Director's Council to Chief Executive's Council.

Action

Recommendation that the Governance and Policy Committee approve the Governance and Policy Terms of Reference for the 2026-20267 school year.



DRAFT Terms of Reference for the Governance and Policy Committee

Committee Term: **2 years** ~~1 year~~

Terms of reference updated as of: October 2026

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Mandate

The Trillium Lakelands District School Board Governance and Policy Committee's mandate is to engage in discussion of matters related to good governance, and advance associated recommendations to the Board for consideration.

Purpose

The Trillium Lakelands District School Board's Governance and Policy Committee in a Standing Committee. The Committee will:

- review and update all Board policies and advance recommendations to Board for consideration and ratification,
- establish and initiate in the Board Self-Assessment Process, and,
- discuss any Governance-related matters.

Membership

Members of the committee are selected annually as part of the 'Trustees on Committees Expression of Interest' process as outlined in *TLDSB By-law 15: Board Committees*.

Membership

Membership of the committee includes five Trustees.

The CEO and Executive Assistant to the CEO will attend Committee meetings in a support role.

Committee chair

The chair of the committee ensures the committee follows its mandate, and serves as the principal liaison between the committee and the Board. The position of Chair will be filled by one of the five Trustees who sit on the Committee.

The CEO will preside over the nomination of Committee Chair.

- A member must be nominated or may self-nominate.
- Each nominee will have up to five minutes to speak
- Members will vote by ballot.
- The CEO will act as scrutineer, and a clear majority vote will determine the winner.
- If there is only one nominee, the Chair may be acclaimed.

The position of Chair will be reelected on a biennial basis (based on the school year calendar) at the first Committee Meeting after committee placement is ratified by Trustees at a board meeting.

The Chair will work with the CEO to establish the agenda for each meeting, will undertake the duties of the meeting Chair in terms of adhering to the Committee Agenda and maintaining order throughout the meeting, and will report to the Board regarding the activities of the Committee.

In the absence of the Chair at a meeting, a designate will be appointed per group consensus.

Committee secretary

Meeting minutes are recorded by the Executive Assistant to the CEO who shall work with staff and the Chair to set an agenda for each committee meeting; provide the required notice about meetings, and ensure handouts and reports are prepared and sent to the Committee in advance of meetings.

Minutes of each meeting shall be approved by the Committee at its next meeting

All notifications of meetings along with supporting documentation will be posted to members and on the tldsb.ca Committees page by the Executive Assistant no later than 96 hours prior to the meeting.

Meeting Procedures

Meeting Frequency and Term

Approximately four (4) committee meetings are scheduled per year; the meeting schedule is set at the start of the school year and may be modified as needed.

This committee term shall be for two years ~~one (1) of year~~.

Notice

Committee members receive advance notice of each meeting and related materials in sufficient time for the members to adequately prepare for the meeting.

All notifications of meetings along with supporting documentation will be posted to members and on the tldsb.ca Committees page by the Executive Assistant no later than 96 hours prior to the meeting.

Attendance

Members will make every effort to participate in all meetings. If a member is not able to attend, they should advise the Committee Chair of their absence in advance.

A majority of Committee members entitled to vote shall constitute a quorum; motions can only be considered with a quorum.

Electronic Participation

A host, in-person meeting site will be available for members to attend in person. Committee Members who wish to participate in the meeting via electronic means may request do so through the Chair of the Board and only for the reasons as outlined in *BD-2050 Electronic Meetings and Trustee Meeting Attendance Policy*.

Attendance by other parties

The committee may request other parties to present information and participate in discussions at committee meetings.

Public Access

The committee meeting times, dates, and locations shall be determined and published on the TLDSB committees website in September of each year.

Committee meetings that are open to the public will allow for public attendance as observers in-person, or ~~via~~ electronic access may be able to be arranged by advance request.

Reporting to the Board

The Committee Chair will provide a report to the Board Meeting that follows each Committee meeting, summarizing the significant items discussed or actions taken and tabling any recommendations for consideration by the Board.

In Camera Discussion

The Committee may meet in camera with management to discuss any matters that should be discussed privately with the Committee in alignment with section 207(2) of the Education Act.

Confidentiality

The nature and subject of discussions and deliberations on matters before the Committee, if said Committee is conducting business In-Camera, are confidential until such time as an item is approved by the Board and released publicly.

Rules of Order

Unless otherwise provided in the TLDSB by-laws or these terms of reference, committee business and conduct of the Committee members shall follow Robert's Rules of Order.

Code of Conduct

Trustees are required to adhere to the BD-2045 Trustee Code of Conduct in relation to conduct as a member of a Board Standing Committee.

Committee Review

Annually, the Governance and Policy Committee will review its performance as a committee and that of its individual members as part of the Board's annual report process.

Annually, the Chief Executive's ~~Director's~~ Council and the Governance and Policy Committee will each review the terms of reference for the Governance and Policy Committee to ensure it continues to reflect the Board Strategic Plan goals and aligns with good governance practices.

Trillium Lakelands District School Board Administrative Report

Date: October 7, 2026
To: Governance and Policy Committee
Origin: Nicole Britton, Superintendent of Business
Subject: BU-3005 Payment Authorization Policy
Reference: Governance and Policy Committee Meeting – October 7, 2026

Purpose

To present Trustees with revised BU-3005 – Payment Authorization Policy.

Context

At the end of the 2025/2026 school year, the Provincial Government passed Bill 101 - *Putting Students Achievement First Act*, to centralize provincial control over school boards in areas such as the number of trustees that can serve on a board, trustee honoraria, local spending and capital assets, and changes to executive leadership titles and roles.

Content

Following the Royal Assent of Bill 101, Trillium Lakelands District School Board began making required changes to the executive leadership titles in its policies and procedures.

Because the amendments were legislated the policy and procedure documents have been updated to comply with the legislative directive.

Action

Recommendation that changes to BU-3005 – Payment Authorization Policy be approved and that the policy be advanced to the next public meeting of the Board of Trustees for ratification.



BU-3005 Payment Authorization Policy

Approval Date: 2025

Review Date: 2030

Lead Department: Business Services

Trillium Lakelands District School Board recognizes the need to authorize payment transactions, including cheques and electronic fund transfers (EFTs), for payment by the ~~Treasurer~~ **Chief Financial Officer/Superintendent of Business**.

As such, the Board authorizes and directs its financial institution to honour, pay, and charge to the accounts of the Board all cheques and EFTs initiated on its behalf.

Cheques – The signatures of the ~~Treasurer~~ **Chief Financial Officer/Superintendent of Business** and the ~~Director of Education~~ **Chief Executive Officer**, whether manual or mechanically reproduced, are required to validate cheque payments. ~~In the absence of the Treasurer or the Director of Education, the Chair of the Board may act as signatory.~~

Electronic Funds Transfers (EFTs) – The ~~Treasurer~~ **Chief Financial Officer/Superintendent of Business** and the ~~Director of Education~~ **Chief Executive Officer** delegate the authority to create and release EFT files to designated financial staff. ~~In the absence of the Treasurer or the Director of Education, the Chair of the Board may act as signatory.~~

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

Trillium Lakelands District School Board Administrative Report

Date: October 7, 2026
To: Governance and Policy Committee
Origin: Nicole Britton, Superintendent of Business
Subject: BD-3010 – Borrowing for Current Expenditures Policy
Reference: Governance and Policy Committee Meeting – October 7, 2026

Purpose

To present Trustees with revised BD-3010 – Borrowing for Current Expenditures Policy.

Context

As part of the Board's five-year policy cycle, the Borrowing for Current Expenditures Policy BD-3010 was updated in November 2025. At the end of the 2025/2026 school year, the Provincial Government passed Bill 101 - *Putting Students Achievement First Act*, which changed the role of Trustee, including in regarding to financial matters.

Content

Following the Royal Assent of Bill 101, changes were required to many policies and procedures at Ontario School Boards. Due to the reduced powers of Trustees related to the signing authority and approval of fiscal and financial operations of boards, it was necessary to change the language in TLDSB policy BD-3010 – Borrowing for Current Expenditures Policy.

Because the amendments were legislated the policy and procedure documents have been updated to comply with the legislative directive.

Action

Recommendation that changes to BD-3010 – Borrowing for Current Expenditures Policy be approved and that the policy be advanced to the next public meeting of the Board of Trustees for ratification.



BD-3010 Borrowing for Current Expenditures Policy

Approval Date: 2025

Review Date: 2030

Lead Department: Business Services

Trillium Lakelands District School Board recognizes that there may be occasions from time to time where the Board needs to borrow funds that are required to meet the current expenditures of the Board until the current revenue has been received. In addition, there may be occasions where there is a need to borrow such amounts as required for temporary financing of capital projects pending the completion of long term financing of those projects.

As such, Trillium Lakelands District School Board authorizes the ~~Treasurer and the Chair or Vice-Chair~~ **Chief Financial Officer/Superintendent of Business** and ~~Director of Education~~ **Chief Executive Officer** to borrow from time to time, by way of the instruments and within the limits as prescribed by *Section 243 of the Education Act*, such amounts that are required.

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

Trillium Lakelands District School Board Administrative Report

Date: October 7, 2026
To: Governance and Policy Committee
Origin: Nicole Britton, Superintendent of Business
Subject: BD-1999 Trustee Honoraria Policy
Reference: Governance and Policy Committee Meeting – October 7, 2026

Purpose

To present Trustees with revised policy BD-1999 Trustee Honoraria Policy.

Context

On September 28, 2026, Ontario Regulation 357/06 - Honoraria for Board Members was revoked by the Provincial Government and was replaced with Ontario Regulation 320/26. This change is part of Bill 101 - *Putting Students Achievement First Act* – and is a continuation of the ongoing updates tied to provincial frameworks aimed at refining trustee oversight and setting limits on discretionary expenses and honoraria structure.

Content

The new regulation changes the trustee honoraria amount structure, removed meeting attendance amounts and the distance amounts. Under the previous regulation criteria, TLDSB trustees were not eligible for the distance amounts.

Because the amendments were legislated the policy and procedure documents have been updated to comply with the legislative directive.

The procedure will be provided for information during the meeting as this relates specifically to trustees.

Action

Recommendation that changes to Policy BD-1999 – Trustee Honoraria Policy be approved and that the policy be advanced to the next public meeting of the Board of Trustees for ratification.



BD-1999 Trustee Honoraria Policy

Approval date: 202~~2~~6

Review date: 20~~26~~30

Lead department: Business Services

The Board acknowledges the importance and value of providing fair levels of honoraria for board members and recognizes the requirement for establishing these values as set out in Ontario Regulation ~~357/06~~ 320/26- Honoraria for Board Members.

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

Trillium Lakelands District School Board Administrative Report

Date: September 25, 2026
To: Board of Trustees
Origin: Jennifer Johnston, Superintendent of Human Resources Services
Subject: HR-4200 Health and Safety Policy
Reference: Governance & Policy Meeting - October 7, 2026

Purpose

To present to Trustees the HR-4200 Health and Safety policy for approval.

Context

Trillium Lakelands District School Board recognizes and is committed to its responsibilities to provide for the health and safety of all workers while at work.

This policy must be reviewed annually in accordance with clause 25(2)(j) of Ontario's Occupational Health and Safety Act. This policy statement governs a number of operational procedures relating to health and safety matters.

Content

Trustee Clodd, the unions/federations, Human Resources Services leadership and the WSIB/Health & Safety Officer were consulted in the revision of this policy.

Proposed changes include minor housekeeping items, such as the use of acronyms. Based on feedback from Ministry of Labour, Immigration, Training and Skills Development visits, we also propose to specify the month that the policy was approved to improve transparency and support the consistent annual review cycle.

Action

Recommendation that the HR-4200 Health and Safety policy be approved and the policy be advanced to the next public meeting of the Board of Trustees for ratification.



HR-4200 Health and Safety Policy

Approval date: October 2026⁵

Review date: 2026 ~~(to be reviewed Annually)~~

Lead department: Human Resources Services

Purpose

Trillium Lakelands District School Board recognizes and is committed to its responsibilities to provide for the health and safety of all workers (including supervisors) while at work.

In order to achieve this objective, all workers are required to be active in health and safety and accident prevention by performing their tasks in accordance with the Occupational Health and Safety Act (OHSA) including the Regulations under the Act, the Internal Responsibility System (IRS), established safety procedures, and safe work practices while on the job.

The Board will take every precaution in the circumstances to protect the health and safety of workers, students, volunteers, visitors and contractors. This shall be accomplished by developing, documenting, and implementing safety policies and procedures which include the use of personal protective equipment (PPE).

The Board recognizes and endorses the IRS ~~Internal Responsibility System~~ whereby all workplace parties participate in building a robust safety environment. Principals/^sSupervisors are to ensure workers are made aware of existing or potential dangerous conditions. They are also to ensure ~~and~~ that safe work procedures and training are implemented and followed to maintain a safe and healthy workplace.

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

Trillium Lakelands District School Board Administrative Report

Date: September 30, 2026
To: Governance and Policy Committee
Origin: Wes Hahn, CEO
Subject: ES-5065 Elementary Student Attendance Confirmation During the School Day Policy
Reference: Governance and Policy Committee Meeting – October 7, 2026

Purpose

To present Trustees with the new ES-5065 Elementary Student Attendance Confirmation During the School Day Policy.

Context

The Ministry of Education released a memo to school boards on September 17, 2026 requiring that all school boards develop a policy establishing roll call and attendance re-confirmation protocols for elementary schools (JK-grade 8) when students undergo physical transitions during the school day. The requirement was that Boards enact the policy immediately.

Content

As a result of the directives provided by the Ministry of Education, the policy was required to be developed in a short timeline. The policy states TLDSB's commitment to student safety and the ongoing monitoring of the presence and whereabouts of elementary pupils throughout the school day. The means for tracking attendance and reporting discrepancies will be outlined in the accompanying procedure which is under development.

Action

Recommendation that the new ES-5065 Elementary Student Attendance Confirmation During the School Day Policy be approved and that the policy be advanced to the next public meeting of the Board of Trustees for ratification.



ES-5065 Elementary Student Attendance Confirmation During the School Day Policy

Approval date: 2026

Review date: 2027 (new)

Lead department: Superintendent of Learning Responsible for Elementary Curriculum Services

Trillium Lakelands District School Board is committed to fostering safe, caring and supportive learning environments for all students. Student safety includes ongoing monitoring of the presence and whereabouts of elementary pupils throughout the school day. In addition to attendance practices that occur at the beginning of the school day, educators will engage in a process for re-confirming student attendance following key transitional times throughout the day. The process for confirmation of attendance is outlined in the TLDSB ES-5066 Elementary Student Attendance Confirmation During the School Day Procedure.

This policy is intended to complement, not replace, the current safe arrival policy and procedure and the attendance recording practices that occur in alignment with the enrolment register instructions released by the Ministry of Education.

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

Trillium Lakelands District School Board

Administrative Report

Date: September 25, 2026
To: Governance and Policy Committee
Origin: Wes Hahn, CEO
Subject: BD-2009 Naming/ Re-naming of Schools, Facilities and Special Purpose Areas Policy
Reference: Governance and Policy Committee Meeting – October 7, 2026

Purpose

To present Trustees with the revised BD-2009 Naming/ Re-naming of Schools, Facilities and Special Purpose Areas Policy.

Context

The BD-2009 Naming/ Re-naming of Schools, Facilities and Special Purpose Areas Policy was due to be reviewed in 2026.

An update was also required as a result of the recent changes to s. 174 of the *Education Act* which established a specific process for school naming.

Content

The following changes are recommended to the BD-2009 Naming/ Re-naming of Schools, Facilities and Special Purpose Areas Policy:

- The review date changed to 2030 so the policy is reviewed again prior to the 2030 municipal election period
- References to the 'Director of Education' changed to 'Chief Executive Officer (CEO)' throughout
- A change to the title to remove the terms 'facilities and special purpose areas' since it is not a common practice in TLDSB to grant formal names to places such as gymnasiums etc. Additionally, the *Education Act* only addresses school naming. There is a notation in the procedure regarding proposed names for facilities and special purpose areas and working with the CEO's office in exceptional circumstances
- Updating the criteria from which names may be considered (in line with the *Education Act* and associated regulations)
- Requiring that the diversity of communities and cultural and historical implications be considered when suggesting a name
- Ensuring that there is opportunity for stakeholder and community input in the naming (or re-naming) of a school
- Advancing the recommended name to the Minister of Education for approval prior to the use of the name being formalized

Action

Recommendation that the changes to the BD-2009 Naming/ Re-naming of Schools, Facilities and Special Purpose Areas Policy be approved and that the policy be advanced to the next public meeting of the Board of Trustees for ratification.



BD-2090 Naming/ Re-naming of Schools, ~~Facilities and Special Purpose Areas~~ Policy

Approval date: ~~2026~~ 2015

Review date: ~~2031~~ 2020

Lead department: CEO's Office

Trillium Lakelands District School Board schools, ~~facilities, and special purpose areas~~ will be named or re-named following the process for application and approval established by the Ministry of Education outlined in the Education Act (s. 174), associated regulations and in BD-2091 Naming/ Re-Naming of Schools Procedure. ~~by Board resolution. The Board will select distinctive and appropriate names with priority being given to:~~ Names may be considered based on one or more of the following:

- ~~• Persons generally recognized as having made a significant, positive contribution to society in the District, Province or Country;~~
 - ~~• Historical or current names applied to the area in which the school is located;~~
 - ~~• The name of the area the school or building will serve;~~
 - ~~• The name of the street on which the facility is located;~~
 - ~~• A description of the program presented at the school;~~
 - ~~• A name recognizing a significant donor to a school, facility, or special purpose area.~~
- Name of a geographical area or local feature, such as the location, community, or street where the school is located. Local features can include plants or trees.
 - Name in commemoration of an event of significance to the area, province or country, if at least ten years have elapsed since the event.
 - Name to commemorate a person, living or deceased, provided the person has made a demonstrable contribution to the legacy of the area, the province or country.
 - Name that honours the significance of communities who have helped shape Ontario's rich and diverse history (e.g., First Nations communities, Francophone communities).

Cultural, historical and demographic implications must be considered in relation to the potential association and/or impact of any recommended name.

School names being considered will take into account and reflect the diversity of the communities within the Board's jurisdiction.

School names should not:

- Promote commercial interests (e.g., include the name of a business or brand).

- Commemorate a person with an unpardoned criminal record.

The process for naming/ re-naming schools must be done with input from the community and relevant stakeholders and in a cost-efficient manner. The recommended name will be advanced to the Minister of Education for approval following the Ministry directives as outlined in the accompanying Naming/ Re-naming of Schools Procedure.

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

Trillium Lakelands District School Board Administrative Report

Date: September 25, 2026
To: Governance and Policy Committee
Origin: Wes Hahn, CEO
Subject: BD-2005 Student Representation on the Board Policy
Reference: Governance and Policy Committee Meeting – October 7, 2026

Purpose

To present Trustees with the revised BD-2005 Student Representation on the Board Policy.

Context

TLDSB best practices include reviewing all Trustee-related policies prior to the end of the Trustee term. Doing so leverages the knowledge and experience of the sitting Board of Trustees to strengthen and refine policy for the new term of the Board of Trustees.

The BD-2005 Student Representation on the Board Policy was due for review in 2026.

Content

The following changes are recommended to the BD-2005 Student Representation on the Board Policy:

- The review date changed to 2030 so the policy is reviewed again prior to the 2030 municipal election period
- References to the 'Director of Education' changed to 'Chief Executive Officer (CEO)' throughout
- Reference to the G7 Student Senate changed to the Trillium Student Senate (TSS) to reflect the new name adopted in spring 2026
- Clarification that the two elected student trustees are responsible for student voice in relation to Board governance and that the policy and corresponding procedure are specific to the student trustees; there are additional opportunities for gathering feedback and input from students available throughout the school year.

Action

Recommendation that the changes the BD-2005 Student Representation on the Board Policy be approved and that the policy be advanced to the next public meeting of the Board of Trustees for ratification.



BD-2005 Student Representation on the Board Policy

Approval date: ~~2016~~ 2026

Review date: ~~2026~~ 2030

Lead department: CEO's Office

In alignment with the goals in the strategic plan, Trillium Lakelands District School Board (TLDSB) is committed to ensuring meaningful opportunities are available for student participation in board planning and decision-making ~~believes that student representation is essential for providing a firsthand perspective with regard to educational issues.~~

Student representation enables and encourages the interests of the students to be expressed through mutual communication between the Board and student body, thereby increasing opportunities for improved student achievement and well-being. TLDSB is committed to soliciting student voice through a number of approaches throughout the school year, however formal student representation on the Board of Trustees and in the board governance process will be the responsibility of two student trustees who are elected by student members of the Trillium Student Senate.

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

Trillium Lakelands District School Board

Administrative Report

Date: September 25, 2026
To: Governance and Policy Committee
Origin: Wes Hahn, CEO
Subject: BD-2110 Trustee Use of and Access to Board Resources During Municipal and School Board Election Campaign Periods Policy
Reference: Governance and Policy Committee Meeting – October 7, 2026

Purpose

To present Trustees with the revised BD-2110 Trustee Use of and Access to Board Resources During Municipal and School Board Election Campaign Periods Policy

Context

TLDSB best practices include reviewing all Trustee-related policies prior to the end of the Trustee term. Doing so leverages the knowledge and experience of the sitting Board of Trustees to strengthen and refine policy for the new term of the Board of Trustees.

The BD-2110 Trustee Use of and Access to Board Resources During Municipal and School Board Election Campaign Periods Policy was due for review in 2029, however was opened early for a review opportunity to realign the review process with other Trustee-related policies.

Content

The following changes are recommended to the BD-2110 Trustee Use of and Access to Board Resources During Municipal and School Board Election Campaign Periods Policy:

- The review date changed to 2030 so the policy is reviewed again prior to the 2030 municipal election period
- References to the 'Director of Education' changed to 'Chief Executive Officer (CEO)' throughout
- An addition to the policy to stipulate that a current Trustee cannot use Board resources to advance or promote their own *or another Trustee's* campaign
- Information related to Community Use of Schools, and school vibists by candidates was added

Action

Recommendation that the changes to the BD-2110 Trustee Use of and Access to Board Resources During Municipal and School Board Election Campaign Periods Policy be approved and that the policy be advanced to the next public meeting of the Board of Trustees for ratification.



BD-2110 Trustee Use of and Access to Board Resources During Municipal and School Board Election Campaign Periods Policy

Approval date: 2026 ~~2024~~

Review date: 2030 ~~2029~~

Lead department: CEO Office

Trustees play an important role as ~~they are the only~~ publicly elected officials with the direct responsibility for overseeing the governance of the school board. The Trustees hold the Chief Executive Officer (CEO) ~~Director of Education and Senior Team~~ accountable through the implementation of the Strategic Plan.

School Board Trustees are elected every four years as part of the Municipal Election process, and Trillium Lakelands District School Board actively promotes and supports the role of the local democratically elected trustee.

During a municipal election campaign period, any serving member of the Board of Trustees who is *also* running for election as an official Trustee Candidate may not access or utilize any of the following when acting in the capacity of a Candidate and/or for the purposes of advancing or promoting their own -or another Trustee's campaign:

- TLDSB staff services or time;
- TLDSB equipment (including but not limited to a cell phone, laptop, printer or any device provided to the Trustee for use in the capacity of their Trustee role);
- TLDSB resources (including but not limited to school board email, social media accounts, photocopiers, board telephones);
- School board locations (for the purpose of campaigning, displaying materials, or promoting themselves as an individual candidate)

A third-party organization may, through the Community Use of Schools Procedure, access school space after hours for an All Candidates Meeting. Current Trustees may attend an All Candidates Meeting or other relevant community-related meeting in the capacity as a Candidate, however may not be involved in any element of organizing the meeting prior to the meeting or at the meeting (booking or arranging access to space, equipment, furniture etc.).

~~(Note: All Candidates Meetings after school hours and organized by a third-party group or organization may occur on school property in alignment with the Community Use of Schools~~

~~Procedure, and all candidates—including current Trustees running for election—may attend in their capacity as a candidate)~~

No candidate, including current Trustees, Trustee Candidates, or any individual registered in the municipal election may campaign on school property. A request to visit a school by any candidates are not permitted during an election campaign. Current Trustees may still attend events at the school they are specifically invited to, however only in the capacity of their role as a Trustee.

During a Municipal Campaign period, all Trustees may continue to engage in the activities that fall under the responsibilities of an elected Trustee *when acting in the capacity of a Trustee* (e.g. attend ~~a school~~ events as a Trustee and utilize/ access Board resources as required to complete *their duties as an elected Trustee*).

It is best practice for Trustees who are running for election to ensure that when they are attending a school or Board event in their role as Trustee during a campaign period, that they make clear that they are attending in their *capacity as a current School Board Trustee*, and be cognizant to not engage in any activity that could be perceived of as campaigning.

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

Trillium Lakelands District School Board Administrative Report

Date: September 25, 2026
To: Governance and Policy Committee
Origin: Wes Hahn, CEO
Subject: BD-2045 Trustee Code of Conduct Policy
Reference: Governance and Policy Committee Meeting – October 7, 2026

Purpose

To present Trustees with the revised BD-2045 Trustee Code of Conduct Policy

Context

TLDSB best practices include reviewing all Trustee-related policies prior to the end of the Trustee term. Doing so leverages the knowledge and experience of the sitting Board of Trustees to strengthen and refine policy for the new term of the Board of Trustees.

The BD-2045 Trustee Code of Conduct Policy was due for review in 2026.

Content

The following changes are recommended to the BD-2045 Trustee Code of Conduct Policy:

- The review date changed to 2030 so the policy is reviewed again prior to the 2030 municipal election period
- References to the 'Director of Education' changed to 'Chief Executive Officer (CEO)' throughout
- Addition of a 'scope' and update to the terms and definitions
- Addition of a reference to the Student and Family Support Office in the appendices

As the policy underwent a large-scale review in 2025, it was relatively current and did not require many recommended changes. The policy was opened for review again in 2026 to assist to align the review cycle with other Trustee-related policies.

Action

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



BD-2045 Trustee Code of Conduct Policy

Approval date: ~~2026~~ ~~2025~~

Review date: ~~2030~~ ~~2026~~

Lead department: CEO's Office

1. Policy

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. Scope

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.

3. Terms and definitions

Board: Trillium Lakelands District School Board (TLDSB)

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

CEO: Chief Executive Officer (the *Education Act* also uses the term Secretary of the Board or Director of Education)

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 [sm](#)

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:

- a) 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.
- b) 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.

c) 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~~ Chief Executive Officer (CEO);
- Follow the Trustee/Staff Protocol (see appendix 5.1).

d) 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.

e) 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.

4.5 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:

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

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.

4.7 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.

4.8 Addressing informal complaints related to the Trustee Code of Conduct

Informal Complaint Procedure

- a) 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.
- b) 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
- c) 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

- d) At the Vice Chair's discretion, they may include another Trustee of the Board to attend the meeting
- e) 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*
- f) 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 CEO 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~~ shall 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 [CEO 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 [CEO 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 [CEO 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 response to the allegations, as well as a right of reply, where appropriate. The Integrity Commissioner shall determine this, the timelines and form of such as 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 complain 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 or more meetings of a committee of the Board for the period of time specified by the Integrity Commissioner up to a maximum of 90 days or the balance of the Trustee's term of office, whichever is less;
- Barring the Trustee from sitting on one or more committee of the Board, for the period of time specified by the Integrity Commissioner, up to a maximum of 90 days or the balance of the Trustee's term of office, whichever is less;
- Barring the Trustee from becoming the chair or vice-chair of the Board or of any committee of the Board, or removing the Trustee from a position the Trustee holds as a Board representative;
- Subject to any other limits set out above ~~(section k)~~ any other sanction that, in the opinion of the Integrity Commissioner, is reasonable and appropriate in the circumstances;
- Subject to any of limits set out above ~~(section k)~~, any other sanction that, in the opinion of the Integrity Commissioner, would promote compliance with the Board's Code.

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

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

k) Appeal

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

l) Hearing of the Appeal

- The appeal shall be heard by a panel of three Integrity Commissioners appointed by the Deputy Ministry of Education or their delegate (no later than 15 Business Days after the

Deputy Ministry or delegate receives the notice of appeal), but the panel should not include the Integrity Commissioner whose determination is the subject of the appeal.

- One of the appointed Integrity Commissioners shall be named by the panel to act as chair and co-ordinate the hearing of the appeal.
- The chair of the panel shall notify the parties to the appeal of:
 - The appointment of the panel; and
 - The requirements regarding the written submissions of the parties and the requirements of the panel's written decision.
- The panel shall hear the appeal in writing.

m) Parties written submission

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

n) Consideration by the Panel

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

o) Panel Decisions on processes during the appeal

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

p) Decision of the Panel

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

q) Records and Information

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

5. 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 references documents

- [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](#)

6. Appendices

6.1 Trustee Staff Protocol

6.2 Trustee Declaration and Oath of Office

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



Trustee- Staff Protocol

Rationale

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

Staff members are responsible for the implementation of Board policies and for the day-to-day operations and 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::

- The official media spokespersons are the Board Chair, on behalf of Trustees, and the- CEO Director of Education, on behalf of the staff;
- Trustees should refer media requests to the Board Chair or the CEO's Director's Office;
- In times of crisis, there should be immediate communication with the School Superintendent who will contact the CEO's Director's Office. The CEO 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 CEO'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, directions, 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 present 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 CEO -or designate;
- Principal;
- School Council Chair;
- Staff, students and other school personnel.

Any visiting dignitaries (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~~ **CEO** 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 Student and Family Support Office at 1-844-501-0360 or tldsb-sfso@tldsb.on.ca

Then – if necessary: Contact the ~~CEO~~ ~~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.

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:

Oath of Office

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

Sworn before me at _____ In the Province of Ontario on this _____ day of _____ 20_____

Secretary of the Board or designate

Board Member

(3) Filing of declaration and oath – The declaration and oath or affirmation of allegiance shall be filed with the secretary of the Board within eight days after the making or taking thereof, as the case may be.
[S.O. 1994, c.23, s.65; 1997, c. 31, s 108]

Trillium Lakelands District School Board Administrative Report

Date: September 25, 2026
To: Governance and Policy Committee
Origin: Wes Hahn, CEO
Subject: BD-2051 Roles and Responsibilities of the Board of Trustees Policy
Reference: Governance and Policy Committee Meeting – October 7, 2026

Purpose

To present Trustees with the revised BD-2051 Roles and Responsibilities of the Board of Trustees Policy.

Context

TLDSB best practices include reviewing all Trustee-related policies prior to the end of the Trustee term. Doing so leverages the knowledge and experience of the sitting Board of Trustees to strengthen and refine policy for the new term of the Board of Trustees.

The BD-2051 Roles and Responsibilities of the Board of Trustees Policy was due for review in 2026.

Content

The following changes are recommended to the BD-2051 Roles and Responsibilities of the Board of Trustees Policy:

- The review date changed to 2030 so the policy is reviewed again prior to the 2030 municipal election period
- References to the 'Director of Education' changed to 'Chief Executive Officer (CEO)' throughout
- The addition of a Scope and Terms and Definitions to support enhanced understanding due to the length of the policy
- A recommended change to the name from 'Roles and Responsibilities of the Board of Trustees' to 'Trustee Roles and Responsibilities.' If the term 'Trustee' is at the beginning of the Policy title when it is posted online in alphabetical order the Policy will be listed alongside all other Trustee-related policies

Action

Recommendation that the change to the BD-2051 Roles and Responsibilities of the Board of Trustees Policy be approved and that the policy be advanced to the next public meeting of the Board of Trustees for ratification.



BD-2051 Trustee Roles and Responsibilities in TLDSB of the ~~Board of Trustees~~ Policy

Approval date: 2026 ~~2025~~

Review date: 2030 ~~2026~~

Lead department: CEO's Office

1. Policy

School Board Trustees are publicly elected officials in Ontario. Individual Trustees are accountable to the public for the collective decisions of the Board of Trustees. To support public transparency and accountability, it is important that members of the public have a fulsome understanding on the roles and responsibilities of a Trustee.

The primary role of the Trustee is centered around supporting effective board governance. Governance is the framework and process for decision-making that holds leaders responsible for modeling and exercising ethical leadership.

This policy outlines a number of specific duties and responsibilities of a Trustee and references the legislative authority and/or board policy that supports the Trustee role.

Generally, the role of the Trustee is ~~broadly~~ linked to one of the following:

- hiring the Chief Executive Officer (CEO) ~~Director of Education~~, and conducting annual performance appraisals;
- holding the CEO ~~Director of Education~~ accountable for the goals and commitments as outlined in the Multi-Year Strategic Plan,
- ensuring financial accountability of the board as a public organization by participating in the budget process,
- assisting the public to navigate operational concerns with the appropriate staff member(s);
- attending and participating in board meetings, committee meetings and committee of the whole meetings to support public accountability and transparency related to the actions and decisions of the board.

2. Scope

This policy applies to elected Trillium Lakelands District School Board (TLDSB) Trustees.

3. Terms and definitions

Board: Trillium Lakelands District School Board (TLDSB)

CEO: Chief Executive Officer (the *Education Act* also refers to the CEO as the Secretary of the Board or the Director of Education)

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

4. Administrative procedure

4.1 Legislated duties of Trustees

Under section [218.1](#) of the [Education Act](#), a Trustee shall:

- Carry out their responsibilities in a manner that assists the board in fulfilling its duties under the Act and the regulations and guidelines issued under the Act including but not limited to the board's duties under section [169.1](#)
- Attend and participate in meetings of the board including meetings of board committees of which they are a member
- Consult with parents, students and supporters of the board on the board's multi-year plan under clause [169.1\(1\)\(f\)](#)
- Bring concerns of parents, students and supporters of the board to the attention of the board
- Uphold the implementation of any board resolution after it is passed by the board
- Entrust the day-to-day management of the board to its staff through the board's ~~director of education~~ **CEO**
- Maintain focus on student achievement and well-being
- Comply with the board's code of conduct.

Trustees are required to carry out their responsibilities in a manner that assists the Board in fulfilling its duties under the [Education Act](#). S. [169.1](#), S. [170](#), S. [171](#), S. [176](#), and S [218.1](#)

~~The Ontario Public School Board Association (OPSBA) Guide to Good Governance assists with the provision of further clarity related to the role and responsibilities of Trustees.~~

4.2 General Responsibilities of Trustees

Trustee responsibilities in ~~Trillium Lakelands District School Board~~ **TLDSB** include:

a) Promoting Student Achievement and well-being

Trustees are responsible to hold the ~~Director of Education~~ **CEO** accountable to the student achievement and well-being goals established under the [Multi-Year Strategic Plan](#).

Trustees work as part of a cohesive team to make decisions that are in the best interest of all students under the guidance of the legislation, regulations, and policy. ~~and in line with the OPSBA Guide to Good Governance.~~

b) Accountability to and collaboration with the community

Trustees are responsible for communicating the decisions of the board back to constituents, for promoting and supporting positive culture and engagement across the board, and for facilitating effective communication between board staff and parents/guardians.

As part of the Board of Trustees, individual Trustees should model and support a culture that reflects the Trustee's Code of Ethics and the Trustee/ Staff Protocol (as outlined under the [Trustee Code of Conduct](#)) ~~and that aligns with the best practices outlined in the [OPSBA Guide to Good Governance](#).~~

The Trustee role in relation to working with the community is outlined in:

- [BD-2300 Communication and Collaboration with Parents/Guardians Procedure](#)
- [BD-2009 Committees for Suspension Appeals and Expulsion Hearings Policy](#)
- [BD-2007 and BD-2008 District School Council/ Parent Involvement Committee Policy and Procedure](#)

Trustees receive feedback from staff, students, and communities through a variety of channels, including, but not limited to: email, phone calls, at meetings, or through survey results.

[Committee](#) participation is another avenue through which Trustees participate in, and stay informed of the actions of the board. Trustees report on the work of board statutory and standing committees at public meetings of the board in alignment with the [TLDSB By-Laws](#), the regulations associated with statutory committees, and the standing and statutory committee terms of reference.

Regulations specific to statutory committees for all school boards in Ontario Include:

- [Ontario Regulation 612/200 School Councils and Parent Involvement Committees](#)
- [Ontario Regulation 361/10 Audit Committees](#)
- [Ontario Regulation 374/10 Supervised Alternative Learning and Other Excusals from Attendance at School](#)
- [Ontario Regulation 464/ 97 Special Education Advisory Committees](#)

Information related to committees in TLDSB can be found on the [TLDSB website](#) and in the [TLDSB Organizational By-laws](#).

c) Overseeing the work of the ~~Director of Education~~ [CEO](#)

Trustees are responsible for hiring the ~~Director of Education~~ [CEO](#), for holding the ~~Director of Education~~ [CEO](#) accountable to the goals in the [Multi-Year Strategic Plan](#), ~~for completing requirements related to the CEO's performance appraisal as outlined in O. Reg 83/24: Director of Education Performance Appraisal~~, ~~for conducting the annual performance appraisal of the Director of Education~~, and for working with the ~~Director of Education in~~ [CEO](#) relation to board governance and planning for [board meetings](#) and meetings of [committees of the board](#).

The Trustee role in relation to working with the ~~Director of Education~~ [CEO](#) is outlined in:

- [The Education Act](#)
- [Ontario Regulation 312/24 Members of School Boards- Code of Conduct](#)
- [Ontario Regulation 83/24: Director of Education Performance Appraisal](#)
- [BD-2045 Trustee Code of Conduct Policy](#)
- [HR-1550 Director's Performance Appraisal Policy](#)

d) Strategic Planning

Trustees are responsible for participating in the development of the TLDSB [Multi-Year Strategic Plan](#) and in engaging in the ongoing monitoring of the strategic plan via regular progress updates from the ~~Director of Education~~CEO.

The [Multi-Year Strategic Plan](#) provides an overall direction for the priorities of the board over time. The multi-year strategic plan includes a mission statement, guiding principles, goals, associated actions to assist the board to achieve the set goals, and commitments that will guide the implementation of the plan.

TLDSB's Multi-Year Strategic Plan can be accessed at tldsb.ca/strategic-plan/

e) Fiscal responsibility and effective stewardship of the board's resources

Trustees are responsible for effective stewardship of the board's resources and for ensuring that the board budget supports the goals as outlined in the [Multi-Year Strategic Plan](#).

Trustees are engaged in board fiscal processes through participation in committees where budget is being discussed and ~~establishe~~[established](#)d, and by ~~passing the annual board budget via board motion.~~

~~Trustees are also responsible for ratifying Memoranda of Agreements with bargaining units and non-union groups under the Collective Bargaining Act. OPSBA represents all Trustees on the Central Bargaining Committee in the province.~~

Information related to the role of the Trustee regarding board finances can be found in:

- [The Education Act](#)
- [School Boards Collective Bargaining Act](#)
- [Ontario Regulation 361/10 Audit Committees](#)
- [Ontario Regulation 312/24 Members of School Boards- Code of Conduct](#)
- [TLDSB Organizational By-laws](#)
- [BD-2045 Trustee Code of Conduct](#)
- ~~TLDSB Audit Committee Terms of Reference~~
- TLDSB Finance and Administration Committee Terms of Reference

f) Monitoring compliance in relation to the Education Act, Regulations, and Policy

Trustees are responsible for monitoring the ~~Director of Education~~CEO and to self-monitor the Board of Trustees in relation to compliance with all education-related provincial legislation and regulations.

Trustees are also responsible holding the ~~Director of Education~~CEO accountable to adhering to all TLDSB policies. All TLDSB are published publicly and can be accessed at: tldsb.ca/policies

Furthermore, in addition to all other TLDSB policies and procedures referenced in this document, Trustees are responsible to self-monitor compliance with the following general TLDSB policies and procedures:

- [Code of Conduct Policy and Procedure](#) (applies to all individuals in the

school community)

- [Appropriate Use of Technology and Technology Services Policy and Procedure](#) (applies to all individuals accessing TLDSB technology)
- [Corporate Credit Cards Policy and Procedure](#)
- [Criminal Records Check/ Vulnerable Sector Check Policy and Procedure](#)
- [Duty to Report Children in Need of Protection Policy and Procedure](#)
- [Naming of Schools Policy and Procedure](#)
- [Policy Development Policy and Procedure](#)
- [Privacy Information Management and Access to Information Policy and Procedure](#)

Trustees are also responsible to self-monitor in relation to the following TLDSB policies and procedures that are specific to Trustees:

- [Organizational By-laws;](#)
- [HR-4550 Annual Evaluation of the Director of Education Policy](#)
- [BD-2055 Advocacy Policy](#)
- [BD-2045 Trustee Code of Conduct Policy](#)
- [BD-2001 Reimbursement of Trustee Expenses Policy](#)
- ~~[BD-2015 Trustee Attendance Conferences and Seminars Policy](#)~~
- [BD-1999 Trustee Honoraria Policy](#)
- ~~[BD-2010 Trustee Associations Policy](#)~~
- [BD-2110 Trustee Use of Resources During and Election Policy](#)
- [BD-2005 Student Representation on the Board Policy](#)

g) Developing, reviewing and implementing policy

Trustees work with the senior team and other relevant staff to develop policy in response to [Ministry of Education Policy and Program Memorandums \(PPMs\)](#) or based on local priorities.

Trustees are responsible for working in collaboration with senior staff on:

- the development of new board policy
- reviewing the effectiveness of existing policy, and making amendments
- ratifying new policies and changes to existing policy via motion at a public meeting of the board,
- monitoring the implementation of policies in alignment with the board's goals as outlined in the [Multi-Year Strategic Plan](#).

Policies reflect the commitment of the board and serve as statements of principles, values, and intent. Policies are not operational in nature.

h) Engaging in professional development opportunities

Trustees are responsible for ~~engagement with the~~ [Ontario Public School Boards Association \(OPSBA\)](#) to remain ~~ing~~ current and informed on changes in the education sector.

Various in-board ~~and provincial~~ professional development opportunities are ~~also~~ available to support Trustee learning and development.

The ~~Trustee role in relation to professional development is outlined in:~~

- ~~[BD-2010 Trustee Associations Policy](#)~~
- ~~[BD-2015 Trustee Attendance at Conferences and Seminars Policy](#)~~
- ~~[BD-2055 Advocacy Policy](#)~~

Trustee professional development is also supported via the annual Board of Trustees self-assessment process.

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

Trillium Lakelands District School Board Administrative Report

Date: September 18, 2026
To: Board of Trustees
Origin: CEO/ CEdO Wes Hahn
Subject: Proposed updates to TLDSB By-laws
Reference: Governance and Policy Committee Meeting October 7, 2026

Purpose

To provide recommendations related to TLDSB's By-laws in order to comply with changes to the role of the Trustee in alignment with *Bill 101: Putting Student Achievement First Act* and related regulations, policies and directives.

Context

The Organizational By-laws are the rules that govern the form, manner and procedures by which TLDSB Trustees will operate for the order and dispatch of business in regard to the governance role of Trustees.

Bill 101: Putting Student Achievement First Act and related regulations, policies and directives, have altered the role of the Trustee, inclusive of the reduction of some Trustee responsibilities and affiliations. To ensure TLDSB's By-laws align with legislative provisions, certain By-laws required updating.

Content

The following general changes were made to the By-laws

Terminology throughout

- All references to Director have been replaced with Chief Executive Officer (or CEO) throughout the By-laws

Role of a Trustee (in the introduction section) and Student Trustee

- Reference was made to Bill 101
- The Title of Chief Executive Officer (CEO) replaced the title of Director of Education
- An addition was made clarifying that the CEO is now considered a member of the Board by virtue of office.

Terms and Definitions

- A number of terms and definitions were added and/or updated for the purpose of clarity.
- New Terms and definitions added include- Chief Executive Officer (CEO), Chief Education Officer (CEdO) and clarification of the term 'year'
- Extensive changes were made to the definitions of the terms 'Director', to 'Inaugural Meeting' and to 'Quorum'

Procedural By-law 1: Determination and Communication of Meeting Schedules

- Change to the number of annual Board Meetings from nine + one Annual Organizational Meeting (or Inaugural meeting in the event it is an election year) to six meetings + one Annual Organizational meeting (or Inaugural meeting in the event it is an election year)

Procedural By-law 2: The Presiding Officer

- Changes to terminology for the purpose of clarity

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

- Addition of a reference to the specific sections in the Education Act that allow for absence approved by board motion.

Procedural By-law 4: Quorum

- Changes to terminology for the purpose of clarity

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

- Changes to the references to OPSBA elections
- Additions of a scope of agenda topics for each of the Inaugural Meetings and Annual Organizational Meetings

Procedural By-law 9: Regular Meetings of the Board

- Removal of the reference that Board meetings will be held monthly on the fourth Tuesday
- Clarification regarding the formal business of the Board at Board Meetings
- Clarification about the role of public attendees as observers

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

- Clarification that Committee of the Whole Meetings are scheduled on an as-required basis

Procedural By-law 11: Special Meetings of the Board

- Update to terminology throughout

Procedural By-law 12: Electronic Participation in Meetings

- Clarification that Trustee electronic participation in Board meetings must be approved in advance by the Chair of the Board and in alignment with regulation 463/97: Electronic Meetings and Meeting Attendance

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

- Updates to the agenda topics that may be included on a Regular Meeting of the Board Agenda
- Inclusion of a statement that all approved Board meeting minutes must be posted on the public website
- Inclusion of a reference to the Board motion index

Procedural By-law 14: Delegations to the Board

- Under reasons that a delegation will not be received, a bullet was added clarifying that Trustees cannot receive a delegation in relation to operational matters over which they have no purview

Procedural By-law 15: Board Committees

- Changes to the reference to the annual elections for OPSBA
- Update to the length of term for Standing, Statutory (for which a term is not regulated) and Advisory Committees to two years, as well as an overview of the Committee selection process; Committee overview charts were also updated
- Clarification that Chairs Council historically has served as the Audit Committee

Procedural By-law 16: Establishing Borrowing By-laws

- Reference made to the applicable regulation that governs borrowing for school boards.

Procedural By-law 17: Officers and signing authorities of the Board

- Change to signing authorities in alignment with changes to financial responsibilities for the Chair under Bill 101

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

- Addition of an allowance for the Board By-laws to be updated out of cycle if required to ensure compliance with Ministry of Education regulations or legislation
- Updates to the policy review or establishment process

Appendices

- Update to the quick reference guide for Roberts Rules of Order
- Updates to the agenda templates and Delegation application as required

Action

Recommendation 1: That Trustees approve the changes to the Preamble, the updates in relation to the Role of the Trustees section, the updates and additions to the Terms and Definitions, and the updates to the Appendices.

Recommendation 2: That Trustees approve the recommended changes to Procedural By-law 1: Determination and Communication of Meeting Schedules

Recommendation 3: That Trustees approve the recommended changes to Procedural By-law 2: The Presiding Officer

Recommendation 4: That Trustees approve the recommended changes to Procedural By-law 3: Trustee Attendance at Meetings of the Board.

Recommendation 5: That Trustees approve the recommended changes to Procedural By-law 4: Quorum

Recommendation 6: That Trustees approve the recommended changes to Procedural By-law 5: Inaugural Meeting and Annual Organizational Meeting of the Board

Recommendation 7: That Trustees approve the recommended changes to Procedural By-law 6: Regular Meetings of the Board

Recommendation 8: That Trustees approve the recommended changes to Procedural By-law 7: Committee of the Whole Meetings of the Board

Recommendation 9: That Trustees approve the recommended changes to Procedural By-law 11: Special Meetings of the Board

Recommendation 10: That Trustees approve the recommended changes to Procedural By-law 12: Electronic Participation in Meetings

Recommendation 11: That Trustees approve the recommended changes to 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

Recommendation 12: That Trustees approve the recommended changes to Procedural By-law 14: Delegations to the Board

Recommendation 13: That Trustees approve the recommended changes to Procedural By-law 15: Board Committees

Recommendation 14: That Trustees approve the recommended changes to Procedural By-law 16: Establishing Borrowing By-laws

Recommendation 15: That Trustees approve the recommended changes to Procedural By-law 17: Officers and signing authorities of the Board

Recommendation 16: That Trustees approve the recommended changes to Procedural By-law 18: Board By-laws and Policies

Recommendation 17: That Trustees approved the recommended changes to the Appendices to the By-laws.

Preamble

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

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

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

Name and Jurisdiction of the Board

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

Role of a Trustee

A Trustee's primary responsibility is establishing and supporting good governance in a school board. In spring 2026 the Ministry of Education made changes to the role of the Trustee under Bill 101: Putting Student Achievement First Act which have been reflected in these updated By-laws where applicable.

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

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

While in office, a Trustee balances varied responsibilities including participating in setting the TLDSB's strategic directions, establishing TLDSB policies, providing input regarding the TLDSB budget and allocation of resources, and holding the system accountable receiving system updates from through the Director of Education the Chief Executive Officer (CEO) (formerly known as the Director of Education).

Role of Student Trustee

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

Student Trustees:

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

Terms and Definitions

Ad Hoc Committee

Means a committee of Trustees (which may include staff or other members) -formed to address a specific matter. An Ad Hoc Committee will be struck via board motion, and will disband once the matter for which the committee is struck is resolved.

Advisory Committee

Means a committee that includes Trustees representation, staff members, and community partners (if applicable) that is advisory in nature. While an advisory committee member can provide general input and suggestions at the committee table, the committee cannot table motions to be advanced to the board for ratification.

Adjourn

Means to end a meeting.

Agenda

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

Amend

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

Annual Organizational Meeting

Occurs annually in November or December (except in an election year when an Inaugural Meeting occurs in place of the Annual Organizational Meeting) of each year. The election of the Chair and Vice Chair for the Board of Trustees, and the establishment of Chair's Council, the determination of the Board meeting schedule for the upcoming calendar year, and the presentation of the Annual Report occurs at the Annual Organizational Meeting. Committee reports may be presented at the Annual Organizational Meeting if required in order to comply with Ministry (or other) due dates or deadlines.

Board

Means the Board of Trustees and the Chief Executive Officer of the Trillium Lakelands District School Board.

By-laws

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

Chair

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

Chair's Council

Is defined in Section 8.234. The Executive Assistant to the Director of Education or designate may attend Chair's Council to record the minutes of Chair's Council meetings. The Executive Assistant is not a member of Chair's Council.

Chief Education Officer (CEdO)

Is an individual appointed by the CEO; must have pedagogical qualifications for advancing student achievement and well-being as outlined in Regulation 206/26: Directors of Education and Chief Education Officers. The CEO may undertake the CEdO role if they meet the required qualifications.

Chief Executive Officer (CEO)

Means an individual with business related qualifications and experience in financial and operational oversight as outlined in Regulation 206/26: Directors of Education and Chief Education Officers. This Chief Executive Officer (CEO) role was previously referred to as the Director of Education. Under the Education Act, the CEO is considered a member of the Board by virtue of office. Despite being a member of the Board the CEO not entitled to exercise a binding vote, nor are they a member of the Board for the purpose of electorate approval of compensation.

Clear Majority

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

Committee of the Whole Meeting

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

Delegation

Means the action of speaking or submitting a written statement by a delegate, to present a delegation at a Regular Public Meeting of the Board or committee as decided by the Chair and the CEO pursuant to Procedural By-law 14: Delegations. ~~4 of these By-Laws.~~

Director

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

Director's Council Chief Executive's Council (CEC)

Is a meeting typically attended by ~~comprised of~~ the CEO Director of Education and Superintendents and the Executive Officer for Facilities Services (collectively sometimes referred to as the Senior Team). The CEC Director's Council meets on a weekly basis during the school year to discuss pedagogy and operational matters of the Board. The Executive Assistant to the CEO Director of Education attends CEC Director's Council Meeting to maintain minutes of the meeting. The Manager of Communications Services attends the meeting as required.

Inaugural Meeting

The first meeting of the Board following the commencement of the new term of office for Trustees following a municipal election. The Municipal Elections Act s. 6(1) requires that the

four-year term of office for elected Trustees is to begin on November 15 following the Municipal Election. Boards are required to hold their first meeting within seven days of the new term commencing; therefore, an inaugural meeting must be called within seven business days of November 15 following each Municipal Election. The announcement of municipal election returns, swearing in of new Trustees, elections for Chair, Vice Chair and Chairs Council Alternate (if required), presentation of the Annual Report, and presentation of a proposed meeting schedule for the following calendar year occurs at the Inaugural Meeting. Committee or other reports may be added to the agenda if required to comply with Ministry (or other) due dates or deadlines.

In-Camera

Means a Committee of the Whole Meeting, Board meeting or other Committee meeting from which the public has been excluded in accordance with S.207(2); (2.1) or s.218.3 (10) of the Education Act. Business that may be discussed in a meeting closed to the public must be in relation to:

- the security of the property of the TLDSB;
- the disclosure of intimate, personal or financial information in respect of a member of the Board or committee, an employee or prospective employee of the TLDSB or a pupil or his or her parent or guardian;
- the acquisition or disposal of a school site;
- decisions in respect of negotiations with employees of the TLDSB;
- litigation affecting the TLDSB;
- Breach of the BD-2045 Trustee Code of Ethics / Code of Conduct that involves matters listed above; or,
- Ombudsman investigation.

Minutes

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

Motion

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

Presiding Officer

Means the individual who presides over a meeting.

Quorum

Means the minimum number of members of the Board or committee that must be present at a meeting of an organization to enable it to validly transact business. A quorum for TLDSB Board or committee meetings is a simple majority of all members of the Board or committee, as the case may be. For example, when all elected Trustee positions are occupied, at a Board meeting, 5 five Trustees must be present (in person or by electronic means) in order to form a

quorum and formally conduct business at the meeting because the Board is constituted with 9 nine Trustees. In years where an Indigenous Trustee is named by a first nation within the board in alignment with Ontario Regulation 462/97: First Nations Representation on Board, the Board would be constituted of 10 Trustees, and a quorum for Board Meetings would be six (6) trustees.

Regular Meeting of the Board

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

Statutory Committee

Means any committee established by requirement of statute or regulation.

Standing Committee

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

Student Trustee

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

Two-Thirds Vote

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

Trustee

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

Vice-Chair

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

Year

Will be distinguished by either 'calendar year' (between January and December) or 'school year' (the timeframe in which staff and students are engaged in a learning cycle based on the board calendar created under Regulation 304: School Year Calendar, and approved by the Ministry of Education; typically, the timeframe of a school year occurs between end of August and/or the beginning of Sept and the end of June each year).

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

Established schedule of meetings

- 1.1 A minimum of six (6) meetings of the Board of Trustees (five regular meetings and either an Annual Organizational Meeting or an Inaugural Meeting if it is an election year) will be scheduled during each school year.
- 1.2 Regular Meetings of the Board in public session shall normally be held on the fourth Tuesday of the following months: August, October, February and April, and on the second or third Tuesday of June during all school years of a Trustee Term.
- 1.3 The Annual Organizational Meeting of the Board will occur on the fourth Tuesday in November or on the first Tuesday in December (depending on the school year calendar), in all school years of a Trustee Term, with the exception of during a municipal election year.
- 1.4 During a municipal election year there will be no Annual Organizational Meeting, rather, an Inaugural Meeting of the Board will be held on third Tuesday in November (to align with requirements under the Municipal Elections Act that the Inaugural meeting be held within seven days of the first day of the term, which is established as November 15) ~~on the fourth Tuesday of each month unless otherwise approved by a motion of the Board,~~
- 1.5 All meetings of the Board, including the Annual Organizational Meeting and the Inaugural Meeting shall and shall commence at approximately 5:30 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).~~
- 1.6 The Board, at each Annual Organizational Meeting or Inaugural Meeting, will ~~approve~~ ~~determine~~ a schedule of locations and dates for all Regular Meetings and the Annual Organizational Meeting (or Inaugural Meeting in an election year) of the Board for the following calendar year.
- ~~1.1.7~~ Changes to the Board Meeting schedule must be adopted via Board motion per item 1.87, 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.
- ~~1.2.1.8~~ A resolution to cancel or alter the date of a future meeting may be approved at any meeting of the Board.
- ~~1.3.1.9~~ 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

Considerations for calling Committee of the Whole (Public or In-Camera) meetings

- ~~1.4.1.10~~ 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.

~~4.5~~4.1.11 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 ~~an~~as-required basis.

~~4.6~~4.1.12 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.

~~4.7~~4.1.13 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.

~~4.8~~4.1.14 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..

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

~~4.9~~4.1.15 The local news media shall be notified by the ~~CEO-Director~~ or designate of all meetings of the Board, including Public Committee of the Whole Meetings.

~~4.10~~4.1.16 The schedule of Board meeting locations and the corresponding agenda(s) can be accessed by members of the public at tldsb.ca or by contacting info@tldsb.on.ca. If you require a printed copy or a copy in an accessible format you may request one at 1-888-526-5552 or via info@tldsb.on.ca.

2. Procedural By-law 2: The Presiding Officer

The Presiding Officer

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

The Presiding Officer: Duties

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

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-f.~~ 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-g.~~ provide leadership to the Board in maintaining the Board's focus on the Board's mission and vision; and,
- ~~i-h.~~ 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 ~~CEO Director~~ or delegate shall call the meeting to order and the Board shall elect one of themselves to act in the capacity of be eChair 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 (section 228 (1)(b) and (e)) and Ontario Regulation 463/97: *Electronic Meetings and Meeting Attendance*.

4. Procedural By-law 4: Quorum

Quorum

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

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)~~ (7) business days following the first day of the term of office of the Trustee (November 15).

~~8.18.2~~ The meeting shall commence at 5:30p.m.

~~8.28.3~~ At ~~t~~The Inaugural Meeting the Board the following business will be conducted ~~shall proceed in the following manner:~~

a. The CEO shall act as the Presiding Officer until the election of the Chair, and shall call the meeting to order

~~a.b.~~ The ~~CEO~~ Director shall proceed to read the returns of election to the Board as certified by the municipal clerks.

~~b.c.~~ The ~~CEO~~ Director shall arrange for Trustees to take the Declaration and Oath/Affirmation of Allegiance.

~~e.d.~~ Elections for Chair, Vice-Chair, Chair's Council Alternate (if required) shall take place following the election process as outlined starting in section 8.6 of these ~~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.~~

e. Brief updates from the CEO or from Trustees may be shared

f. The Annual Report from the previous year will be presented by the CEO

g. A schedule of Board meetings for the following calendar year will be proposed

~~d.h.~~ Committee or other administrative reports will only be presented if required to meet legislated or other timelines

~~8.38.4~~ If elections for OPSBA are in effect, At 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

~~8.48.5~~ 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 p.m., and at this meeting the following business will be conducted:

- a. The CEO shall act as the Presiding Officer until the election of the Chair, and shall call the meeting to order
- a-b. 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~~ process starting in section 8.5 of this by-law as outlined in these bylaws.
 - i. ~~The Director shall preside over the election of the Chair.~~
 - ii. ~~The election of the Vice Chair will be presided over by the Chair.~~
 - i. ~~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.~~
- c. Brief updates from the CEO or from Trustees may be shared
- d. The Annual Report from the previous year will be presented by the CEO
- e. A schedule of Board meetings for the following calendar year will be proposed
- f. Committee or other administrative reports will only be presented if required to meet legislated or other timelines

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

Election of Chair

~~8-58.6~~ The ~~CEO Director~~ shall preside over the election of the Chair.

~~8-68.7~~ The ~~CEO Director~~ shall name the scrutineers appointed for the election of the Chair.

~~8-78.8~~ The ~~CEO 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.

~~8-88.9~~ 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.

~~8-98.10~~ 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.

~~8-108.11~~ A vote, by secret ballot, shall be conducted.

~~8-118.12~~ The member receiving a Clear Majority shall be declared elected.

~~8-128.13~~ The final count shall not be declared.

~~8.13~~8.14 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~~8.15 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~~8.16 The Chair shall preside over the election of the Vice-Chair. The procedure shall be as set out for the election of the Chair starting in section 8.6 of these by-laws.

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

~~8.16~~8.17 The position of past Chair will be assumed by the last individual who was the Chair.

~~8.17~~8.18 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. Further information related to the Chairs Council can be found starting in section 8.24 of these by-laws.

Term of the Chair and Vice Chair

~~8.18~~8.19 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~~8.20 If OPSBA elections are in effect, The the Board shall elect an OPSBA delegate/ voting member and an OPSBA voting member alternate.

~~8.20~~8.21 The process for election shall follow the election process as outlined for the Chair.

~~8.21~~8.22 If there is only one nominee, the individual may be acclaimed.

~~8.22~~8.23 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~~8.24 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 ~~CEO~~ Director or designate will attend all meetings of Chair's Council, except any meeting regarding the ~~CEO's~~ Director's employment.

~~8.24~~8.25 The Executive Assistant to the ~~CEO~~ Director will attend Chair's Council to maintain minutes.

~~8.25~~8.26 Chair's Council shall meet at minimum once per month during the school year. 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.

8.27 The business of Chair's Council shall be limited to

- a. planning and discussion related to the Regular Meeting of the Board and Committee of the Whole Meeting Agendas,
- b. recommending to the Board the names of Trustees to be appointed to the Standing Committees, Statutory Committees, Ad Hoc Committees, and Advisory ~~Special~~ Committees,
- c. discussing agendas for Trustee learning sessions and,
- a.d. any discussion related to the ~~Director's~~ CEO's performance appraisal as required in alignment with O. Reg.83/24: Director of Education Performance Appraisal.. Note that Chairs Council will act as the appraisal committee and seek input from the whole board of Trustees. (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.

~~8.26~~8.28 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 outlines describes the ability of members of the public to attend Regular Meetings of the Board in-person as observers or via ~~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 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 CEO 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 CEO 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 CEO 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 receiving reports that may include recommendations brought forward from the Senior Team, Committee of the Whole, or any Statutory or other Standing Committees of the Board, and receive reports for information from the Senior Team, Trustees, and Advisory 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 ~~CEO~~ 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 Committee of the Whole meetings of the board shall be called by the Chair on an as-needed basis and in alignment with Procedural By-law 1: Determination and Communication of Board Meeting Schedules, and with s. 15.9 of these By-laws. 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 outlines~~ the ability of members of the public to attend committee meetings of the Board ~~both~~ in-person as observers or via ~~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.
- ~~10.6~~ 10.7 During a regular meeting of the Board there may be urgent cause to move into an In- Camera Committee of the Whole meeting to discuss matters that fall under section 207(2) of the Education Act. If it is required for the Board to move into an In-camera meeting during the course of a public meeting, the public meeting of the board would temporarily recess, and at the conclusion of the In-Camera Committee of the

Whole meeting a motion will be tabled to rise and report back to the public meeting of the Board.

~~10.7~~10.8 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

10.9 Written notice of all public Committee of the Whole meetings (~~both public and In-Camera~~), together with the Agenda and supporting information, shall be transmitted by the CEO 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.

~~10.8~~10.10 Written notice of any pre-planned In-Camera Meetings will be posted without disclosing the details of an In-Camera meeting and the agenda will be distributed to Trustees at least ninety-six (96) hours before the time of the meeting. In the event that the Board has cause to move into an In-Camera Meeting during the course of a public meeting of the Board, the requirement for a formal In-Camera meeting agenda and noticed is waived.

~~10.9~~10.11 Notice of cancellation of a meeting will be transmitted by the CEO Director or designate in the same manner and within the same timelines as Section 10.98

~~10.10~~10.12 In the event of inclement weather or an unanticipated emergency, the CEO 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~~10.13 The Chair/ Presiding Officer for the Committee of the Whole meeting (public and In-Camera) will be the Vice-Chair.

~~10.12~~10.14 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 CEO 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~~10.15 A quorum for meetings of Committee of the Whole Board shall be as defined in Procedural By-law 4: Quorum.

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

Special Meetings of the Board

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

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

Public access in person or 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 option choice to attend to public Board meetings or Committee of the Whole Meetings either via in-person attendance (at the host site for the meeting) as observers or to observe the meeting via virtual live viewing at tldsb.ca. 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~~ 12.3 In order to maintain the integrity as a publicly accessible meeting, in the event that a livestream is halted for an extended period of time 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~~ 12.4 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 approved by the Chair for the reasons outlined in TLDSB BD-2050 Electronic Meetings and Trustee Meeting Attendance Policy and Regulation 463/97: Electronic Meetings and Meeting Attendance.
- ~~12.6~~ 12.5 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.
- 12.6 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.
- 12.7 Trustees who are approved under BD-2050 to participate in a meeting via electronic means must ensure their camera and microphones are in working order and that their camera remains on throughout the meeting to protect the integrity of voting and participation opportunities.

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 ~~CEO~~ 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 ~~CEO~~ Director to review a draft Agenda, and to discuss reports, and recommendations to be distributed as part of the ~~with~~ the Agenda package.
- 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 or presentations from the ~~CEO~~ Director;
 - b. Recommendations/reports of all Board committees;
 - c. Recommendations from Committee of the Whole Board meetings – In-Camera session (if/ where applicable);
 - d. Administrative reports and recommendations from the Senior Team ~~Director's Council~~;
 - e. Topics arising from Board members' requests; ~~Such~~ such requests must be received by the ~~Director~~ CEO prior to the Chair's Council meeting and approved by Chair's Council for inclusion in an Agenda;
 - f. Report of the Student Trustees;
 - ~~Report of OPSBA Representative;~~
 - g. Trustee Community Updates
 - ~~h.~~ Correspondence;
 - ~~h.i.~~ Items for future business from previous meetings, including Notices of Motion; and
 - ~~i.i.~~ Presentations and/or approved 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 All Board meeting Agendas will include the TLDSB logo and mission statement.
- 13.6 ~~The Regular Meeting of the Board or In-Camera Committee of the Whole Meeting~~ Agendas will generally be prepared in accordance with the templates outlined in the appendices to these By-laws.
- a. The order of business for a Regular Meeting of the Board shall be in accordance with appendix 2 of these By-laws.
 - b. In-Camera Committee of the Whole Meeting shall be in accordance with appendix 3 of these By-laws.
 - c. 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 Acknowledgement: Moments of silence

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

13.713.8 When appropriate, a moment of silence may be held following the National Anthem, at the discretion of the CEO and Chair, and at the direction of the Chair to Trustees, to honour or recognize global tragic events or the passing of a current student or staff member.

Roll Call

13.813.9 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*.

13.913.10 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.

13.1013.11 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

13.1113.12 Any report for action (written) or 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

13.1213.13 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

13.1313.14 Minutes of meetings shall be taken at each Regular Meeting of the Board, special meeting of the Board, and Committee of the Whole meetings.

~~13.14~~ 13.15 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.

~~13.15~~ 13.16 Approved meeting minutes will be printed, signed by the CEO Director and the Chair and stored in accordance with the TLDSB Records Retention Procedure.
Approved minutes shall be posted in the 'Board Meetings' section of the public website.

Motions

13.17 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 public, Regular Meeting of the Board.

13.18 Motions brought forward from a Statutory or Standing Committee Meeting, are typically done so as part of an administrative report that includes a recommendation related to the motion for consideration.

~~13.16~~ 13.19 Motions brought forward from an In-Camera Committee of the Whole meeting may be presented verbally following the motion to rise and report from In-Camera to a public session of the Board.

~~13.17~~ 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.

~~13.18~~ 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.

13.21 An electronic index of all motions passed by the Board shall be maintained and updated by the CEO's office.

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

Delegations to the Board

~~14.1~~ An individual or a group ~~with a designated speaker who reside~~ residing in the geographic area of the TLDSB may apply for one designated speaker to present to the Board of Trustees as a delegate. Applications will be considered only in relation matters that fall under the scope and purview of the role of the Trustee under the Education Act, Bill 101, and any other associated legislation or regulations, and fall within the jurisdiction of TLDSB. and have an interest in matters related to public education may apply to be a Delegation to the Board.

~~14.1~~ 14.2 Trustees are not responsible for the day-to-day operations and therefore cannot receive delegations or make formal recommendations related to operational matters of the Board. Concerns about operational matters should be addressed with the school principal and/or relevant superintendent.

14.3 All Delegations shall request the opportunity to appear before the Board through the CEO's office ~~Director~~ by submitting a written application.

~~14.2~~ 14.4 All approved delegates must understand that the purpose of a delegation is to be heard; debate at the time of the presentation will not occur. Questions may be asked by Trustees for clarification during the presentation. The delegate will be contacted following the Board meeting regarding any follow up action.

~~14.3~~ For further clarity, the following list includes (but is not exhaustive) examples of matters that are operational in nature and therefore are matters for which D delegations will not be received:

- a. by individuals or commercial enterprises who wish to promote products or services to the Board;
- b. regarding personal issues related to the Delegation, a staff member or a student;
- c. regarding employment issues that are covered under TLDSB collective agreements or other employment contracts;
- d. about matters which are the subject of litigation with the Board, or where all rights to a hearing, appeal or review under the Education Act or its regulations have not been commenced or concluded;
- ~~e. until after the Delegation has pursued all other Board processes that currently exist to address their concern(s);~~
- ~~f.e.~~ about matters that are currently the subject of a complaint or investigation by the Ontario Ombudsman, the Board's Human Rights Commissioner, or the Trustee Code of Conduct;
- ~~g. regarding matters that are not within the jurisdiction of the TLDSB;~~
- ~~h. twice within a 12-month period, unless the subject matter has changed substantially;~~
- ~~i. regarding subjects for which there are other opportunities for the Delegation to provide input to the Board, such as School Accommodation Review Meetings and the Board's Multi-Year Strategic Planning Process, Policy input process, etc.;~~
- f. for the purposes of attempting to appeal a decision that has been made in clear alignment with TLDSB established procedure
- g. regarding any matter that has fiscal implications for the Board.

~~If the delegation is a matter that is reasonable to come before the Board, the Chair, in consultation with the Director will decide whether or not a delegation request should be heard at a Committee of the Whole meeting, a Regular Meeting of the Board, or any other committee of the Board or referred to a staff member for follow up.~~

14.5 ~~Delegations will not be received twice in a 12-month period unless the subject matter has changed substantially.~~

~~14.4~~14.6 After consultation with the Chair's Council, the CEO Director will inform all Trustees and the Delegation of the decision and, if appropriate, the date of the meeting and the time the presentation will be heard.

~~14.5~~14.7 A copy of this By-law will be provided to the designated speaker.

Requirements of the Delegation

~~14.6~~14.8 Individuals or groups wishing to make a Delegation to the Board must submit an application to the CEO Director. The application package can be found in appendix 5 of the TLDSB Board By-laws.

~~14.7~~14.9 Once informed of the date and time of the meeting, a person or a Delegation shall submit to the CEO Director, at least six (6) business days prior to the date of the meeting at which the Delegation wishes to address, a written submission, stating in full the governance matter on which a presentation is to be made, naming the organization or interested parties to be represented and stating the authority of the spokesperson.

~~14.8~~14.10 Only one spokesperson will be allowed for the Delegation regardless of the number of individuals attending as part of the Delegation.

~~14.9~~14.11 If a Delegation is referred to a Board or committee meeting to present, five (5) minutes at the meeting will be allocated for the Delegation (to clarify the written submission and to answer questions of further clarification requested by Trustees.) Major modifications to any written submission are to be in writing. The matter will not be debated with the Board.

Delegations- General

~~14.10~~14.12 Delegations will generally be heard at Regular meetings of the Board unless determined otherwise during the approval process. The Delegation shall be notified by the Director CEO of of the time and date of the Board or committee meeting of the Board at which such issue is on the agenda, ~~and all final decisions in connection with the matter.~~

~~14.11~~14.13 Delegations shall be scheduled on the agenda as heard at the time designated by the Presiding Officer of the meeting and usually will follow the order of business for agendas outlined in these By-laws. ~~in the Agenda.~~

~~14.12~~14.14 Five (5) minutes at the meeting will be allocated for the delegation (to clarify the written submission and to answer questions of further clarification requested by ~~t~~Trustees.) The time limit may be extended on a Clear Majority vote of the Trustees present and voting.

~~14.13~~ 14.15 Trustees may *only* ask questions of clarification of the Delegation. Opportunity for debate or for new business related to the Delegation shall not be entertained.

~~14.14~~ 14.16 As soon as the Chair is satisfied that all points have been clarified or the time limit has been reached, the speaker of the Delegation will be thanked by the Chair or Presiding Officer.

~~14.15~~ 14.17 The Presiding Officer of the meeting reserves the right to terminate the presentation.

~~14.16~~ 14.18 A ~~decision~~ recommendation of the Board will not be made at the time of the presentation/Delegation, but must be deferred for further consideration.

~~14.17~~ 14.19 In consideration of the material/information presented, the Board may elect to;

- a. Receive the brief and oral presentation as information only;
- b. Recommend to the CEO that the matter be referred ~~Refer the matter to staff~~ for further study with relevant stakeholder and that ~~with~~ subsequent reports be shared prior to the decision to ~~the being rendered~~ ~~appropriate committee~~;
- c. Refer the matter to the CEO ~~Director for disposition~~ for disposition.

14.20 The CEO's office will communicate any action taken with respect to the delegation, to the delegation spokesperson.

14.21 The directive of the Trustees regarding the delegation is final and cannot be appealed.

15. Procedural By-law 15: Board Committees

- 15.1 The Board will establish and dissolve committees as necessary and/or in alignment with legislation.
- 15.2 Trustees will be given a list of committees requiring Trustee participation in alignment with section 15.10 of this By-law.
 - a. In line with the timelines outlined in section 15.10, below, Trustees will identify their preferences for the available committees that Trustees serve on, they wish to sit on and submit their ir preferences ~~se~~ 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. 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 If Elections for the Ontario Public School Boards Association (OPSBA) requirements for Boards to elect a voting delegate and alternate voting delegate are in effect, elections 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 (unless an associated regulation outlines the committee terms);
 - 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

Committee Membership Term

Length of Term for Standing, Advisory and select Statutory Committees

The length of the term for all Standing and Advisory Committees, and for select Statutory Committees (that do not have a term specified in legislation) will be as follows:

~~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)~~

Committee participation term 1:

- 1. At the time of the new Trustee Orientation OR the Inaugural Meeting of the Board (whichever comes first), Trustees will be provided with a description and meeting dates of Standing, Statutory, and Advisory Committees with available Trustee positions, and asked to identify via submission the top three that they are interested in serving on.**
- 2. Chairs Council will review the Trustee submissions, and, based on a combination of Trustee preference and membership needs, assign Trustees to Committees**

3. The Chair of the Board will share the Committee Membership list with Trustees, who may begin to attend their committee meetings as scheduled
4. A report will come to the following meeting of the Board, for approval, regarding Committee participation; should the report not pass or alterations to membership be required, Chairs Council will revisit any changes or concerns shared by Trustee(s)
5. Unless otherwise required by legislation or regulation, Trustees will serve on their assigned Committee for approximately 2 years (until the second Annual Organizational Meeting following the Inaugural Meeting)

Committee participation term 2

1. Prior to the second Annual Organizational Meeting following the Municipal Election/ Inaugural Meeting, Trustees will be provided with a description and meeting dates of Standing, Statutory and Advisory Committees with available positions and asked to identify the top three that they are interested in serving on
2. Chairs Council will review the selections, and, based on a combination of Trustee preference and membership needs, assign Trustees to Committees
3. A report will come to the Annual Organizational Meeting of the Board for approval, regarding Committee participation.
4. Unless otherwise required by legislation or regulation, Trustees will serve on their assigned Committee until the next municipal election/ end of the Trustee term

* 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 and the Indigenous Trustee appointed by a First Nation with whom the Board has an Educational Services Agreement (ESA). In the event there is no Indigenous Trustee appointed an; the additional Trustee on the Committee will be selected each term.

** The Audit Committee will be comprised of the members of Chairs Council elected as Chair and Vice Chair, and either the past Chair or Chairs Council Alternate (in the event there is no past chair) at the Inaugural Meeting . Due to the training involved in Audit Committee, Chairs Council will serve as the Committee for the duration of the four-year Trustee term.

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

** The following 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	<u>Committee Term</u>
Supervised Alternative Learning*	<u>Determined by Committee</u> <u>Trustee member</u>	1 Trustee, 1 Alternate	Members	Within 20 school days after receipt of referral	<u>2 years</u>
Special Education Advisory Committee*	<u>The Chair is a community representative</u> <u>Elected by Committee; one of the serving Trustees reports to Board</u>	2 Trustees 1 Alternate	Members	At least 10x per year	<u>4 years</u>
Audit Committee*	<u>Trustee Chairperson or Trustee</u> Elected by the Committee	<u>3 Trustees (incl. Chair) Three Trustees voted to serve as Chairs Council as of the Inaugural Meeting</u>	Members	At least 3x per year <u>to meet legislative requirements</u>	<u>4 years</u>
District School Council/ Parent Involvement Committee*	<u>N/A; Superintendent-led Parent Representative</u>	1 Trustee	<u>Members</u> <u>N/A</u>	At least 4x per year	<u>2 years</u>
Suspension and Expulsions	Chair or Vice Chair	4 Trustees <u>as assigned by the Chair of the Board</u>	N/A	As required	<u>N/A</u>

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

Board (non-statutory) Standing Committees

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

Committee Name	<u>Committee Chair</u>	Trustee Membership	Voting privileges	Meeting Frequency	<u>Committee Term</u>
Finance and Administration <u>Committee</u>	<u>Trustee elected by Committee</u>	5 Trustees	Members	3-4x per year	<u>2 years</u>
Program, ~~and~~ Planning, <u>Equity and Leadership Committee</u>	<u>Trustee elected by Committee</u>	5 Trustees	Members	3-4x per year	<u>2 years</u>
Governance and Policy <u>Committee</u>	<u>Trustee elected by Committee</u>	5 Trustees	Members	3-4x per year	<u>2 years</u>

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

Board Advisory Committees

Committees ~~that are~~ is advisory in nature.

Members cannot make recommendations to the Board

~~May include~~ Includes community partner, staff, and Trustee membership.

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

Ad Hoc Committees of the Board

- Established for a special purpose or to complete a particular task;

- Dissolved by Board motion when they have served the function for which they were created.

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

Borrowing Bylaws

16.1 In alignment with section 247 of the *Education Act* and subject to any other provisions of the *Education Act* and regulations made under the Act, TLDSB may borrow money or incur debt for any permanent improvements.

~~16.1 From time to time, as required by the Board or by the Ministry of Education, a Borrowing By-law needs to be established.~~

~~16.2 An administrative report for a Borrowing By-law will be created by the Superintendent of Business. This report will be presented to Trustees for approval at a Regular Meeting of the Board.~~

~~16.3 A recommended motion will be presented to Trustees as part of the administration report. See example below:~~

~~a. That the borrowing By-law (capital) be approved.~~

~~b. That the borrowing By-law (current operations) be approved.~~

~~This also applies to a By-law created to authorize the issue of replacement debentures.~~

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

Officers and Signing Authorities of the Board

- 17.1 The ~~CEO Director~~ shall be empowered to delegate record keeping duties including Minutes. All reporting functions shall be made to the Board through the ~~CEO Director~~.
- 17.2 The signing officers of the Board shall be ~~the Chair,~~ the ~~Director~~ Chief Executive Officer, ~~and~~ the Chief Financial Officer and Treasurer of the Board, and any two signatures shall be sufficient for banking or other related transactions.
- 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.
- 17.4 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 proposed~~ amendments to the by-laws as a result of the scheduled review will be presented at a Governance and Policy Committee Meeting and advanced 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 the request of the Trustees 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.

~~18.5~~ 18.6 The By-laws may be amended or update out of cycle and may be presented directly to Trustees at a Board meeting for approval in a manner that differs from the process as established in this By-law if the proposed updates are as a result of a Ministry directive or a requirement to secure compliance with new Ministry of Education regulations or legislation.

Establishment of or updates to Board Policies

~~18.6~~ 18.7 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 via recommendations from the Governance and Policy Committee.

~~18.7~~ 18.8 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 and the operational Procedure related to TLDSB policy and procedure development.
- a-b. Reviews shall occur by an assigned Trustee, and other appropriate stakeholders (including the opportunity for public input via Engage with TLDSB website) before being presented, with recommended changes marked up, at a ~~the~~ Governance and Policy Committee;
- b-c. The policy shall be introduced at a Governance and Policy Committee Meeting, and if so recommended by the Committee, will be advanced to ~~and voted on at~~ the next Regular Meeting of the Board for recommended changes to be ratified;
- c-d. Approval of a new or updated policy will require a Clear Majority vote.

Appendices

Appendix 1: Robert's Rules of Order Quick Reference Chart

Appendix 2: Regular Meeting of the Board Agenda Template

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

Appendix 4: Inaugural Meeting/ Annual Organizational Meeting Agenda Template

Appendix 5: Presentations/ Delegations Application

Appendix 1: Roberts Rules of Order Quick Reference

This reference document has been adapted from Robert's Rules of Order, and is intended as a summary guide only to support extended understanding of process. Refer to Procedural By-law 6: Rules of Order, and/or the most recent edition of Robert's Rules of Order for any additional questions or clarification.

Guiding Principles

1. All board members have a right to participate in discussion, if they wish, before anyone else may speak a second time.
2. Only urgent matters may interrupt another speaker
3. Only one motion can be discussed at a time

Motions

A motion represents what is being discussed and considered by the board. Any board member can put a motion on the table after being recognized by the Chair, and as long as there is not a current outstanding motion on the table.

A motion requires a seconder to be discussed and considered. If there is not seconder, there is to be no further discussion on the matter. Each motion must be properly disposed of (passed, defeated, tabled, referred to committee etc.) before moving on.

Members must be recognized to speak, except in specific circumstances

A member must raise their hand and be recognized by the Chair before speaking. A member may interrupt a speaker for these reasons *only*:

- to get information about business –point of information to get information about rules– parliamentary inquiry
- if you can't hear, safety reasons, comfort, etc. –question of privilege
- if you see a breach of the rules –point of order
- if you disagree with the president of the board's ruling –appeal
- if you disagree with a call for Unanimous Consent –object

Examples- how to proceed with certain actions during a meeting

You want to bring a recommendation forward

After recognition by the Chair of the Board, present your motion.

A second is required for the motion to go to the floor for discussion, or consideration.

You want to change some of the wording in a motion under discussion.

After recognition by the Chair of the board, move to amend by

- adding words,
- striking words or
- striking and inserting words.

You want more time personally to study the proposal being discussed.

Move to postpone to a definite time or date.

You are tired of the current discussion.

Move to limit debate to a set period of time or to a set number of speakers.

Requires a 2/3rds vote.

You have heard enough discussion.

Move to close the debate. Also referred to as calling the question.

This cuts off discussion and brings the assembly to a vote on the pending question only.

Requires a 2/3rds vote.

You believe the discussion has drifted away from the agenda and want to bring it back.

"Call for orders of the day."

You want to take a short break.

Move to recess for a set period of time.

You want to end the meeting.

Move to adjourn.

You are confused about a procedure being used and want clarification.

Without recognition, call for "Point of Information" or "Point of Parliamentary Inquiry."

The Chair of the board will ask you to state your question and will attempt to clarify the situation.

You want to change an action voted on at an earlier meeting.

Move to rescind. If previous written notice is given, a simple majority is required.

If no notice is given, a 2/3rds vote is required.

Quick reference for the most common motions

	<u>Must Be Seconded</u>	<u>Open for Discussion</u>	<u>Can be Amended</u>	<u>Vote Count Required to Pass</u>	<u>May Be Reconsidered or rescinded</u>
<u>Main Motion</u>	<u>✓</u>	<u>✓</u>	<u>✓</u>	<u>Majority</u>	<u>✓</u>
<u>Amend Motion</u>	<u>✓</u>	<u>✓</u>		<u>Majority</u>	<u>✓</u>
<u>Kill a Motion</u>	<u>✓</u>			<u>Majority</u>	<u>✓</u>
<u>Limit Debate</u>	<u>✓</u>		<u>✓</u>	<u>2/3rds</u>	<u>✓</u>
<u>Close Discussion</u>	<u>✓</u>			<u>2/3rds</u>	<u>✓</u>
<u>Recess</u>	<u>✓</u>		<u>✓</u>	<u>Majority</u>	
<u>Adjourn (End meeting)</u>	<u>✓</u>			<u>Majority</u>	
<u>Refer to Committee</u>	<u>✓</u>	<u>✓</u>	<u>✓</u>	<u>Majority</u>	<u>✓</u>
<u>Postpone to a later time</u>	<u>✓</u>	<u>✓</u>	<u>✓</u>	<u>Majority</u>	<u>✓</u>
<u>Table</u>	<u>✓</u>			<u>Majority</u>	
<u>Postpone Indefinitely</u>	<u>✓</u>	<u>✓</u>	<u>✓</u>	<u>Majority</u>	<u>✓</u>



Regular Meeting of the Board Agenda Template

Date:

Location: Time:

Commencement of the Committee of the Whole Meeting (*only if 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. Motion to Rise and Report to a Public Meeting of the Board ~~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) and/or swearing in of New Student Trustees (August only)
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 (if/as required)
 - ~~Elections where required~~
10. ~~Administrative Updates~~ CEO's Update on the Strategic Plan
Director's CEO's Recognition Report on the Strategic Plan
~~Director's CEO' Report~~ Recognitions
 Superintendent Updates or presentations
11. Administrative and Committee Reports
 - For Action- Written
 - For Information- Written
 - For Information- Verbal
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



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

In-Camera Committee of the Whole Meeting Agenda Template

Date:**Location:****Time:**

1. Call to Order
2. Declaration of Conflict of Interest
3. Delegation(s) (for matters that fall under section 207(2) of the *Education Act*)
4. Approval of the agenda
5. 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
- ~~8.~~ Confidential OPSBA Report
- ~~8.9.~~ Confidential Correspondence
- ~~9.10.~~ Next Meeting details
- ~~10.11.~~ Motion to Rise and Report to Board of Trustees in a public Board meeting

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



Appendix 4: Inaugural Meeting/ Annual Organizational Meeting Template

Inaugural Meeting / Annual Organizational Meeting Agenda Template

Date:

Location:

Time:

1 Call to order

2 Territory Acknowledgement

3 National Anthem

4. Student presentation (as applicable)

5. Announcement of Election Returns (Inaugural Meeting only)

6. Declaration of Office and Oath of Allegiance (Inaugural Meeting only)

~~7~~ 5. Roll call

~~8~~ 6. Declaration of Conflict of Interest

~~7. Announcement of Election Returns (Inaugural Meeting only)~~

~~8. Declaration of Office and Oath of Allegiance (Inaugural Meeting only)~~

9. Elections

Chair

Vice Chair

Chair's Council Trustee Alternate (if required)

~~OPSBA Delegate and Voting Member (Inaugural Meeting only, otherwise April)~~

10. Approval of Agenda/ Additions

11. Administrative Reports

Annual Report Presentation

Board Meeting Schedule for Approval

Board Committees Information

Reports from Committee (if required to meet legislated deadlines)

12. Trustee Reports

Student Trustee Report

OPSBA Report

Trustee Community Updates

13. Next Meeting

14. Adjournment

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





Appendix 5: Delegation Application

Presentation or Delegation to the Board Application

Please complete the following and submit to the office of the Chief Executive Officer (CEO)
Director of Education:

Date:

Name:

Address:

Phone:

Email:

Please attach a brief description of the purpose of the presentation/delegation that is no more than one page in length. Please review your presentation topic and content to confirm that it aligns with By-law 14: Delegations.

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

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

Signature:

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