



# Governance Committee Meeting

Monday, December 2, 2024

5:30 p.m.

Norfolk Room, Education Centre

## AGENDA

### A - 1 **Opening Call to Order**

- (a) Roll Call
- (b) Declaration of Conflict of Interest
- (c) Welcome/Land Acknowledgement

*The Grand Erie District School Board recognizes Six Nations of the Grand River and Mississaugas of the Credit First Nation, as the longstanding peoples of this territory. We honour, recognize, and respect these communities as well as all First Nations, Métis and Inuit Peoples who reside within the Grand Erie District School Board. We are all stewards of these lands and waters where we now gather, learn and play, and commit to working together in the spirit of Reconciliation.*

### B - 1 **Approval of the Agenda**

#### **Recommended Motion:**

*"THAT the Governance Committee agenda be approved."*

### C - 1 **Approval of the Minutes**

\*

#### **Recommended Motion**

*"THAT the Minutes of the Governance Committee meeting dated October 17, 2024, be approved."*

### D - 1 **Business Arising from Minutes and/or Previous Meetings**

### E - 1 **New Business – Governance Items**

\*

- (a) Amendments to the General Working By-Law and the General Governance Policy

#### **Recommended Motion:**

*"THAT the amendments to General Working By-Law and the General Governance Policy be forwarded to the December 9, 2024 Regular Board Meeting for approval."*

### F - 1 **Other Business**

### G - 1 **Adjournment**

#### **Recommended Motion:**

*"THAT the Governance Committee meeting be adjourned."*

### H - 1 **Next Meeting Date:** December 5, 2024



# Governance Committee Meeting

Thursday, October 17, 2024

6:30 p.m.

MS Teams

## MINUTES

**Present:** Committee Chair: S. Gibson, Trustees: J. Bradford, C. VanEvery-Albert

**Administration:** Director: J. Roberto, Executive Assistant: C. Dero, Recording Secretary: K. Ireland-Aitken

**Guests:** J. Bell, General Legal Counsel

**Visiting Trustee:** C.A. Sloat

**Regrets:** Trustees: B. Doyle, T. Waldschmidt

A - 1 **Opening**

(a) **Roll Call**

The meeting was called to order at 6:35 p.m. by Chair S. Gibson and roll call was completed.

(b) **Declaration of Conflict of Interest**

There were no conflicts of interest.

(c) **Welcome /Land Acknowledgment Statement**

Committee Chair S. Gibson read the Land Acknowledgement Statement.

B - 1 **Approval of the Agenda**

Moved by: J. Bradford

Seconded by: C. VanEvery-Albert

That the Governance Committee agenda be approved.

**Carried**

C - 1 **Approval of the Minutes**

THAT the Minutes of the Governance Committee meeting, dated August 22, 2024, be approved.

Moved by: J. Bradford

Seconded by: C. VanEvery-Albert

**Carried**

D - 1 **Business Arising from the Minutes/Previous Meeting** - Nil

E - 1 **New Business – Governance Items**

(a) **Amendments to the General Working By-Law and the General Governance Policy**

Moved by: J. Bradford

Seconded by: C. VanEvery-Albert

THAT the amendments to General Working By-Law and the General Governance Policy be forwarded to the October 28, 2024 Regular Board Meeting for approval.

**Carried**

(b) **Terms of Reference 2024-2025**

Presented as printed.



## Governance Committee Meeting

Thursday, October 17, 2024

6:30 p.m.

MS Teams

### MINUTES

F - 1 **Other Business** – Nil

G - 1 **Adjournment**

Moved by: C. VanEvery-Albert

Seconded by: J. Bradford

That the Governance Committee meeting be adjourned at 6:56 p.m.

**Carried**

**GRAND ERIE DISTRICT SCHOOL BOARD**

GENERAL WORKING BY- LAW- GB1

Effective 30th day of May 2022

Revised ~~10~~<sup>28</sup>th day of ~~October~~<sup>December</sup> 2024

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## INTERPRETATION

### 1.1 Meaning of Terms

In this By-law, terms have the following meaning:

- (a) **“Annual/Organizational Meeting”** means the first Board meeting in December unless otherwise required by legislation;
- (b) **“Board”** means the Board of Trustees of the Grand Erie District School Board;
- (c) **“Chair”** means the Chair of the Board, exercising the authority as conferred by [Section 218.4 of the Education Act](#), except where otherwise indicated as meaning Chair of a Committee of the Board;
- (d) **“Committee”** means a statutory, standing, or special ad hoc committee of the Board, as further described in Article 4 of this By- law;
- (e) **“Committee Member”** means a person appointed by the Board to be voting member of a Committee of the Board as per section 4.6 ;
- (f) **“Director of Education”** means the Chief Education Officer, Chief Executive Officer and Secretary of the District School Board;
- (g) **“Education Act”** means the [Education Act, R.S.O.1990, chapter E.2](#), as amended from time to time, and includes, where the context requires, the Ontario Regulations enacted thereunder;
- (h) **“In-Camera”** means a committee meeting from which the public has been excluded in accordance with [S.207\(2\)](#) of the *Education Act*;
- (i) **“Inaugural Meeting”** means Board meeting following the municipal election of that year;
- (j) **“Motion”** is a proposal for approval by the Board;
- (k) **“Resolution”** means a main motion expressed in writing and approved by a majority of the Trustees present;
- (l) **“Trustee”** means a member of the Board, elected, acclaimed or appointed to the office pursuant to the provisions of the [Municipal Elections Act](#) or the *Education Act*, as the case may be.
- (m) **“Vice-Chair”** means the Vice-Chair of the Board, except where otherwise indicated as meaning Vice-Chair of a Committee of the Board.



## 1.2 General

The Grand Erie District School Board (Grand Erie) recognizes that the *Education Act*, other relevant statutes, the Regulations made thereunder, relevant common law and Ministry of Education policies and guidelines have superior authority to this By-law.

For this By-law and all other By-laws of the Board unless the context otherwise requires, the singular includes the plural, and the plural includes the singular.

Each of the provisions of this By-law shall be independent and severable, and the invalidity or unenforceability in whole or in part of any one or more of such provisions shall not be deemed to impair or affect in any manner the validity, enforceability or affect the remainder of the By-law, and in such event all the other provisions of this By-law shall continue in full force and effect as if such invalid provision had never been included herein.

## 1.3 Trustees

The number and distribution of elected Trustees on the Grand Erie District School Board is determined by regulation, and a report comes to the Board for approval in an election year.

One (1) trustee, nominated by the Six Nations of the Grand River Territory Elected Council, will be appointed by the Board to represent the interests of Six Nations of the Grand River Territory students covered under the Education Services Agreement with Indigenous Service Canada on behalf of Six Nations of the Grand River Territory attending schools under the jurisdiction of the Board as outlined in [O. Reg. 462/97](#).

One (1) trustee, nominated by the Mississaugas of the Credit First Nation Elected Council, will be appointed by the Board to represent the interests of Mississaugas of the Credit First Nation students covered under the Education Services Agreement with Indigenous Service Canada on behalf of Mississaugas of the Credit First Nation attending schools under the jurisdiction of the Board as outlined in [O. Reg. 462/97](#).

Appointment of each First Nations Trustee will occur every fourth year. Once appointed, the First Nations Trustees serve under the same terms and conditions as elected Trustees, in accordance with the *Education Act* and current regulations.

Student Trustee(s) will be appointed according to General Governance Policy section 10.

## INAUGURAL AND ANNUAL/ORGANIZATIONAL MEETINGS

### 2.1 Inaugural Meeting

In the years in which there is a municipal election, the Board shall hold an Inaugural Meeting no later than seven days after the day on which the Board's term of office commences.

### 2.2 Declaration and Oath of Office

*The Education Act* requires the declaration is taken on or before the day fixed for the Inaugural Meeting, or on or before the day of the first meeting that the person attends and assumes their duties. Each person elected or appointed to the Board shall make and subscribe the declaration in English or French before the Director or Education or before any person authorized to





administer an oath or affirmation as prescribed in [Section 209 \(1\)](#) (3) of the [Education Act](#).  
Annual/Organizational Meeting

In each year that is not a municipal election year, an Annual/Organizational Meeting shall be held at the first regularly scheduled Board meeting in November ~~or December~~ where possible.

### **2.3 Election of the Chair and Vice-Chair**

At the Inaugural and Annual/Organizational Meetings, the Director of Education, or designate shall preside until such time as the Chair for the coming year has been elected.

The election of the Chair shall be conducted by the Director of Education or designate, as follows:

- (a) Nominations shall be received in writing or electronically by the Director of Education for the positions of Chair and Vice-Chair, from November 15 until 12 noon the day of the Inaugural and Annual/Organizational Meetings, by trustees.
- (b) Nominations can also be requested on the floor, and if accepted by the person so nominated, shall stand.
- (c) The Director shall confirm with each nominee, their acceptance of the nomination.
- (d) A Trustee may be nominated for both Chair and Vice-Chair, but if elected as Chair, must either decline the position or withdraw from the ballot for Vice-Chair;
- (e) A Trustee may nominate only one (1) Trustee for each position. This includes the Trustee making the nomination;
- (f) After nominations are closed, the Director of Education will prepare secret ballots containing the names of the Trustee candidates for each position;
- (g) Where there is only one (1) nominee, the Director of Education shall declare that person to be the Chair for the coming year;
- (h) Prior to each election taking place, each nominee is encouraged to give a brief statement.
- (i) Where there are two (2) or more nominations, an election shall be conducted by secret written ballot, to be distributed to each Trustee, consisting of the names of the two (2) or more nominees for Chair, and an open box for a check mark beside each name;
- (j) If there is a request by a trustee to participate electronically, or by any other means due to extenuating circumstances, the trustee will consult with the chair of the board and director of education, and voting will take place by email to [directorservices@granderie.ca](mailto:directorservices@granderie.ca). Two (2) Superintendents, appointed by the Director of Education or designate, shall serve as two scrutineers to distribute and count the ballots;
- (k) A Trustee may voluntarily withdraw their name any time before the votes are taken;
- (l) The Director of Education or designate shall publicly announce the election of Chair but not the results of individual voting or final count, which shall be held in confidence;
- (m) A person must have received a majority of the total votes cast to be elected to the Office of the Chair;



- (n) If after the first ballot no nominee has received a majority of votes cast, a further ballot shall be taken, where the name of a nominee who received no votes, and the name of the nominee otherwise receiving the lowest number of votes, shall be dropped from the ballot;
- (o) At any time that there are three (3) or more names remaining on a ballot and two (2) or more nominees are tied with the least number of votes, the tied nominees shall be determined by the drawing of straws. The nominee that draws the short straw shall be dropped from the ballot;
- (p) The balloting shall so continue until one (1) nominee has received a majority of the votes cast, or where all of the votes are divided equally between the nominees, the nominees shall draw straws to fill the position;
- (q) Upon being elected, the Chair shall preside over the remaining portion of the meeting;
- (r) The election of the Vice-Chair shall follow and proceed in the same manner as the election of the Chair;;
- (s) In the event that the position of Chair or Vice-Chair becomes vacant for any reason throughout the year, a new Chair or Vice-Chair shall be elected in the same manner as at an Annual/Organizational Meeting, as soon after the position has been vacated as is reasonably possible.
- (t) Upon the completion of all elections by secret ballots, the Board shall make a motion that the ballots be destroyed.
- (u) The election of the Ontario Public School Boards' Association (OPSBA) Director [Voting Delegate \(and an alternate that may attend the Annual Meeting and vote if the Voting Delegate is unable to\)](#) will take place in [Mayspring](#), following the same process above. Timelines will be confirmed on an annual basis and this process will be in accordance with OPSBA's guidelines.

## 2.4 Seating

At the first meeting following the Inaugural or Annual/Organizational meetings of the Board, the Chair of the Board, or designate, shall determine the seating arrangements for Trustees for the coming year.

## BOARD MEETINGS

### 3.1 Regular Meetings of the Board

Regular meetings of the Board shall be held at the Education Centre commencing at 7:15 p.m. on the fourth (4<sup>th</sup>) Monday of each month, except July, ~~and August,~~ [December, and March](#) or where the fourth (4<sup>th</sup>) Monday is a statutory holiday, in which case the Board will meet at the next Monday following the holiday, [where possible](#). ~~In the month of December, the regular meeting of the Board will take place no later than the second Monday of the month.~~ Board and standing committees, where permitted by law, will be available virtually to members of the public.

Trustees will convene, if necessary, an in-camera session as a committee at 6:30 p.m., [where possible](#).



### **3.2 Special Meetings of the Board**

A special meeting of the Board may be held:

- (a) at the call of the Chair or Vice-Chair; or
- (b) at the written request of the majority of the Board stating the business to be discussed.

Trustees shall be notified of a special meeting a minimum of twenty-four hours prior to the meeting date, when possible. [Special Board meetings may be held virtually.](#) The notice should include the issue(s) to be addressed unless it is an in-camera meeting. The special meeting shall also be advertised publicly.

### **3.3 Public Meetings**

Meetings of the Board or Committees of the Board shall be open to the public, except that such meetings may be closed to the public and held in-camera when the subject-matter under consideration involves:

- (a) the security of the property of the board;
- (b) the disclosure of intimate, personal, or financial information in respect of a member of the board or committee, an employee or prospective employee of the board or a pupil or their parent/caregiver;
- (c) the acquisition or disposal of a school site;
- (d) decisions in respect of negotiations with employees of the board; or
- (e) legal issues affecting the Board.

In-camera agenda items will be accessible online and not printable. Numbered hardcopies will be made available to trustees prior to an in-camera meeting. Such copies shall be collected at the conclusion of the in-camera meeting. Trustees shall not retain or possess in-camera materials after an in-camera meeting has concluded. This applies to any in-camera attachments and minutes.

### **3.4 Notice of Meetings**

Trustees shall be entitled to receive written or electronic notice of the date and time of Regular, Special Board, and committee meetings no later than the Friday by noon prior to the meeting when possible, except that a special meeting of the Board may be convened on twenty-four (24) hours' notice for a matter of urgency.

Notice of a meeting shall include an agenda, as well as sufficient background information for Trustees to participate meaningfully in the proceedings and make an informed decision on matters before the Board.

An inadvertent error or omission in providing notice of a meeting shall not affect the validity of any action or thing thereafter undertaken by the Board.

Notice of Board meetings, along with the agenda, for the meeting will be made available to the public by 5 p.m. on the Friday prior to the meeting.



A “laydown” report at a Board or committee meeting may be considered in extenuating circumstances.

### **3.5 Trustee Attendance**

Trustees shall make all reasonable efforts to participate in Board meetings, and the meetings of Committees to which they have been appointed.

[A Trustee proposing to attend a regular Board meeting by electronic means shall submit a written request with reasons to the Chair of the Board \(or, in the case of the Chair of the Board to the Vice-Chair of the Board\) before the meeting begins \[Regulation 463/97, section 7\(3\) and \(4\)\]. The Chair \(or Vice-Chair as applicable\) may approve a request in accordance with Regulation 463/97 and the board's General Governance Policy. Approval will not be unreasonably withheld. A Trustee who does not have advance written approval to participate in a regular Board meeting electronically must attend in-person in accordance with Regulation 463/97.](#)

[In accordance with Section 228\(1\)\(b\) of the Education Act, “A member of the Board vacates their seat if they absent themselves without being authorized by resolution entered into the minutes, from three consecutive regular meetings of the Board.”](#)

### **3.6 Quorum**

The presence of a majority of Trustees shall constitute a quorum for meetings of the Board.

If a quorum is not present within thirty minutes after the time appointed for the start of a meeting, or if a quorum is lost after a meeting has been called to order, the Director of Education or designate shall record the names of those present and the Chair shall declare the meeting adjourned.

Quorum is not lost due to declarations of conflict of interest.

### **3.7 Recess**

The Chair may call a temporary recess to a meeting, for a period of not more than ten (10) minutes, provided a motion is not on the floor.

### **3.8 Length of Meetings**

No meeting shall continue in session past 10 p.m., provided that the Board may resolve, by 2/3 majority, to extend the length of the meeting for up to one (1) additional hour. Such resolution must take place for each additional one-hour extension.

The Chair may seek the approval of the Board in re-ordering outstanding items on the agenda if it appears that urgent business may not be considered by the Board within the time remaining.

### **3.9 Adjournment**

The Chair shall call for a motion to adjourn the Board meeting at such time as the business of the agenda has been completed, or the time limit for the meeting has expired and has not been extended, which if approved by a majority shall close the meeting.



### 3.10 Cancellation

Where the amount of business is insufficient to warrant a regular meeting of the Board or Committee, or in the event of inclement weather or emergency, the Chair in consultation with the Vice-Chair and the Director of Education or designate, may cancel the meeting. If after reasonable efforts the Chair cannot be reached, the Vice-Chair in consultation with the Director or designate may cancel a meeting.

The Director of Education or designate will notify Trustees of the cancellation, and post a public notice on the Board's website, as well as on social media, at the earliest possible opportunity.

### 3.11 Minutes

The Director of Education shall be responsible for ensuring that minutes are taken for all Board and committee meetings, in accordance with Section 198(1)(a) of the Education Act and following the sample format attached hereto as Appendix B. Minutes should capture the main motion, the mover and seconder and a brief description of the discussion and/or debate.

Minutes of Board meetings shall be presented to the Board for approval at the following meeting.

Approved Public Session Board minutes shall be available for the current year and the preceding year on the Board's website. Subsequent years shall be made available upon request by contacting: [directorservices@granderie.ca](mailto:directorservices@granderie.ca). In appropriate cases, a fee may be charged. This provision applies to all committees.

## COMMITTEES

### 4.1 Committees of the Board

### 4.2 The Education Act recognizes the Board's duty to constitute certain prescribed Statutory Committees. The Board may also form non-statutory committees as necessary.

The Board shall have the following Statutory Committees, constituted in accordance with legislative requirements as referenced:

- (a) Special Education Advisory Committee (O. Reg. 464/97);
- (b) Supervised Alternative Learning Committee (O. Reg. 374/10);
- (c) Suspension Appeal Committee: (Education Act, S. 309(12))
- (d) Expulsion Hearing Committee (Education Act, S.311.3(9));
- (e) Audit Committee (O. Reg. 361/10);
- (f) Parent Involvement Committee (O. Reg. 612/00); and
- (g) such other committee as may be prescribed by statute or regulation, from time to time.

The number of Trustee committee members, and the Terms of Reference for each of these committees, shall be as prescribed by the Act and applicable Regulation with the exception of Student Trustees who may wish to attend any of the available committees where it is permissible.



### 4.3 Non-Statutory Committees

[Section 171\(1\)](#) of the *Education Act* states that the Board may also establish committees:

- (a) comprised of Trustees, to make recommendations to the Board in respect of education, finance, personnel, and property; and
- (b) that may include persons who are not Trustees, in respect of matters other than education, finance, personnel and property.

Such Non-Statutory Committees may be either Standing or Special Ad Hoc Committees.

Non-Statutory Committees may make recommendations to the Board, but do not have the authority to make decisions which are binding of the Grand Erie District School Board.

### 4.4 Standing Committees

The Board may from time to time by resolution the formation of one or more standing committees, to provide reports and/or recommendations in an area of Board responsibility.

The formation of a standing committee shall include the following through the committees' Terms of Reference:

- a) the purpose of the committee;
- b) the maximum number of members;
- c) the Board's expectations regarding the content and frequency of committee reports and recommendations to the Board.

The term of a standing committee will expire upon resolution from the Board, taking into account any recommendation from the Standing committee.

A recommendation for the renewal of the term of a Standing committee shall be accompanied by a rationale, goals, and projected outcomes for the renewal period.

Notwithstanding the foregoing, the Board may dissolve a standing committee at any time.

At the request of the Board or a Standing committee, the Director of Education may appoint staff to provide resource or administrative support, information, and expertise to a Standing committee.

Standing committees may make recommendations to the Board, but do not have the authority to make decisions which are binding of the Grand Erie District School Board.

### 4.5 Special Ad Hoc Committees

The Board may from time to time by resolution the formation of a Special Ad Hoc Committee, to provide a recommendation to the Board on a specific matter.

[The formation of a standing committee shall include the following through the committees' Terms of Reference:](#)

~~A resolution to approve the formation of a Special Ad Hoc Committee shall state:~~



- a) the purpose of the committee;
- ~~b)~~ the maximum number of members
- ~~e)~~b) the date by which the committee will report to the Board;
- ~~d)~~c) the date of dissolution,

~~which shall collectively form the committee's Terms of Reference.~~

Any recommendation for a deferral of the dissolution date shall be accompanied by a rationale, and projected date of completion of the committee's report or recommendation to the Board.

Notwithstanding the foregoing, the Board may disband a Special Ad Hoc Committee at any time.

At the request of the Board or the Special Ad Hoc Committee, the Director of Education may appoint staff to provide resource or administrative support, information, and expertise to an *Ad Hoc* Committee.

#### **4.6 Committee Appointments**

Prior to the Annual/Organizational or Inaugural meeting, a list of standing committees will be provided to the Trustees to which they may indicate their order of preference for membership.

Taking into consideration the preferences, competencies, and attributes of Trustees, and with a view to an equitable distribution of opportunity and workload, the Chair and Vice-Chair shall prepare a draft committee membership list, which shall be presented to the Board for approval at the first regular Board meeting following the Annual/Organizational or Inaugural meeting.

Trustees shall be appointed as members of Statutory committees for the length of the Board's term, or as determined by the Board.

Trustees shall be appointed members of a non-statutory committee for a term of one-year, expiring on the date of the next Annual/Organizational meeting. Following the Annual/Organizational or Inaugural Meeting, committee representation will be put into effect.

The number of Trustee members for each Standing and Special Ad Hoc Committee shall be defined in that committee's Terms of Reference, provided that no such committee shall have fewer than two (2) Trustees, in addition to the Chair and Vice-Chair.

The Chair and Vice-Chair may be appointed as *ex officio* voting members of all Standing, Special Ad Hoc Committees of the Board, and unless the appointment is declined, shall be counted in determining quorum and shall be entitled to vote on all matters.

#### **4.7 Election of Committee Chair and Vice-Chair**

At its first meeting following the Board meeting at which committee members have been appointed, unless otherwise prescribed in General Governance Policy. Committees shall choose a Chair and Vice-Chair, following as closely as practicable the election process for the Chair and Vice-Chair of the Board.



#### 4.8 Committee Meetings

Committee meetings may be convened at the call of the Committee Chair or upon the written request of a majority of Committee members and will be held at the Education Centre, unless otherwise determined in advance by the Committee.

Trustees shall receive written or electronic notice of a committee meeting no later than three (3) days prior to a meeting where possible, which shall include an agenda, as well as sufficient background information for Trustees to participate meaningfully in the proceedings and make an informed decision.

Note: Finance and Policy and Program meeting by no later than the Friday by noon prior to the meeting, when possible.

#### 4.9 Attendance at Committee Meetings

The Chair of a Committee may attend a regular meeting of a committee virtually if (a) his/her designate is physically present in the meeting room or (b) another member of the Committee who is also a member of the Board is physically present in the meeting room. If neither of these conditions is met, the Chair must be physically in the room at every regular meeting of a committee of the Board [Regulation 463/97, section 6]. This requirement does not apply to any standing or special committee meetings or to committee chairs who are not also members of the Board. This requirement also does not apply to the Student Discipline Committee or the Supervised Alternative Learning Committee.

A committee member, other than the Chair or their designate, may attend committee meetings in-person or by electronic means, in accordance with the Education Act and regulations made under the Act, and the Board's General Governance Policy, Section 8, Electronic Meetings.

A Trustee, who is not a committee member may nevertheless attend a committee meeting, which is open to the public, provided that the Trustee identifies themselves as a non-member, and does not participate as a committee member, either in discussion, debate or decision-making, this applies to being physically in the room or virtually. ~~If virtual,~~ Trustee(s) must send an email notice to the Chair of the Board and Director of Education no later than two (2) hours prior to the meeting so it can be announced and captured in the minutes of the agenda.

If an individual Trustee is unable to attend a scheduled committee meeting, contact the Chair of the Board and inform Director Services to assist in finding a replacement for the committee meeting. However, where there is a designate assigned to a committee, the individual trustee is to contact the committee alternate and the Chair of the Board, where applicable. ~~they are to contact the committee alternate where applicable.~~ Where there is not a designated alternate or if the alternate is not available the Trustee representative will contact the Chair of the Board who will seek to find a replacement for that meeting.

If a Trustee is unable to continue to represent the Board on a committee, they are to communicate this to the Chair of the Board in writing. The Chair and Vice-Chair of the Board will then choose another Trustee for the committee for the duration of the term.

#### 4.10 Quorum

The presence of a majority of the Trustee members of a Board committee shall constitute a quorum for meetings of Standing and Special Committees.





#### **4.11 Committee Reports**

Committees shall ensure that minutes are taken for each meeting, using the sample format outlined in Appendix B; that a copy of the [approved](#) minutes are available to Trustees at the ~~next~~ Board meeting, if applicable; and that oral or written reports are provided as appropriate, in standard template format for a written report, by the Chair of the Committee and the relevant Superintendent. If questions arise pertaining to Committee minutes, trustees should forward them to the Chair in advance of a Regular Board meeting. Responses will be collated and shared with all trustees via email where and when possible.

#### **4.12 Trustee Appointments**

The Board may from time to time receive requests for the appointment of Trustees on staff, community, and provincial committees, which shall be filled according to the Board's Committee appointment procedure as outlined in Article 4.6 herein.

#### **4.13 Resignation from Committee**

A member may resign from any committee at any time by notice in writing to the Board.

#### **4.14 Committee Vacancy**

A vacancy on a committee shall be filled by Board appointment, as soon as reasonably possible.

### **FINANCIAL**

#### **5.1 Source of Funding to be Specified**

The Board shall not authorize expenditures that have not been included in the approved budget unless the motion proposing the expenditure specifically identifies the source of funding.

### **RULES OF ORDER**

#### **6.1 Decorum**

Decorum at Board meetings will be strictly upheld. All persons attending meetings of the Board shall show respect for others in their language and conduct. No person shall speak at a meeting of the Board, except as recognized by the Chair of the Board. Disorderly noise, disturbance and heckling will not be permitted. The Chair of the Board or other presiding officer, as the case may be, may expel any person from the meeting who has in the opinion of the Chair of the Board, or other presiding officer, been guilty of improper conduct at the meeting, or who interrupts or disrupts a meeting of the Board, from the Boardroom and Education Centre in accordance with their authority to do so under [Section 207\(3\) of the Education Act](#).

#### **6.2 Robert's Rules of Order**

In all cases for which no specific alternate provision is made in this By-law, the rules and practices set out in the latest revised edition of [Robert's Rules of Order](#) shall govern so far as applicable.



### **6.3 Trustee Code of Conduct**

Trustees shall conduct themselves in an ethical, transparent, professional, and lawful manner, at all times preferring the interests of the students, parents/caregivers, staff, and ratepayers of the Grand Erie District School Board to their own, as further described in the Trustee Code of Conduct Governance Policy 4.

### **PRESIDING OFFICER**

The Chair of Board shall preside at meetings of the Board and in the absence of the Chair, the Vice-Chair shall preside. [At times, the Vice-Chair may preside over the in-camera meetings in consultation with the Chair of the Board.](#)

If neither the Chair of the Board nor the Vice-Chair are present, the Trustees present may elect one of themselves to Chair the meeting.

Board Committees shall be similarly presided over by the Committee Chair, or if the Committee Chair is not present and the committee has appointed a Vice-Chair, then the Vice-Chair shall preside, and if neither the Committee Chair nor the Vice-Chair if applicable is present, then the Trustee members of the committee shall choose a person from amongst themselves to preside.

The person presiding may express an opinion on any main or subsidiary motion on the floor but shall first leave the Chair of the Board until the disposition of the main motion, and call upon the Vice-Chair to preside, provided that the Vice-Chair is not the mover or seconder of the motion or subsidiary motion on the table and has not yet spoken to the motion. If the Vice-Chair is thus disqualified from presiding, the Chair of the Board call upon a Trustee who has not moved or seconded or yet spoken to the motion to preside.

### **AGENDA**

#### **8.1 Meeting Agenda**

The Agenda for Board meetings shall be the responsibility of the Chair pursuant to [Section 218.4\(c\) of the Education Act](#), in consultation with the Director of Education. This responsibility shall not be assumed by or delegated to any other persons.

The Agenda for Board meetings shall follow the sample format of the sample agenda attached as Appendix A to this By-law.

As the first order of business at a meeting of the Board, a resolution to approve the agenda as for the meeting shall be considered by the Board.

If in the opinion of the Chair of the Board or the Director of Education, a matter not on the agenda requires urgent attention, and provided no person or interest shall be prejudiced by the lack of prior notice, the Chair of the Board may call for a motion to amend the agenda to allow for the additions of any urgent business.

The Chair of the Board shall conduct the meeting in accordance with the agenda, once approved, subject to approval to amend the order of items in accordance with priority if an adjournment of the meeting is imminent.



## **TRUSTEE MOTIONS**

### **9.1 Notice of Motion**

A Trustee may give the Director of Education written notice of a motion, along with explanatory rationale, regarding any matter with respect to which the Trustee has a right to vote, and the motion shall be included in the Board agenda, provided it is received by the Director of Education by no later than 5:00 p.m., on the Tuesday before the meeting at which it will appear on the agenda.

A notice of motion so received may not be the subject of debate or resolution until a Board meeting following the meeting for which it first appears on the agenda.

Notwithstanding the above, a Trustee may bring a motion at a Board meeting without prior notice provided that a 2/3 majority of those present and eligible to vote waive the notice requirements.

Matters not requiring a decision by the Board, including minutes from committee meetings, may be distributed to Trustees at any time, and where received by Trustees prior to the start of a Board meeting may be the subject of discussion but not resolution.

### **9.2 Reconsideration**

Any matter which has been decided upon by the Board shall not be reconsidered by the Board during the subsequent twelve (12) month period unless approved for reconsideration by 2/3 majority of those present and eligible to vote or unless required by legislative or judicial law.

## **PROTOCOL FOR DEBATE**

### **10.1 Protocol During Debate**

A Trustee may only speak to a matter on the agenda after the item has been introduced by the Chair of the Board, and where the matter is a motion before the Board, after the motion has been moved and seconded.

### **10.2 Debate of a Motion**

The author of a motion may alter the wording, or withdraw the motion, up until such time as the motion is stated by the Chair of the Board. Once so stated, and thereby recorded in the minutes, the motion belongs to the floor and cannot be amended or withdrawn without a motion to do so, approved by a majority of the Board.

The Trustee moving a motion shall be given the opportunity to speak first.

A Trustee wishing to speak shall raise a hand and await recognition by the Chair of the Board.

A Trustee shall at all times during debate:

- (a) maintain a courteous tone;
- (b) avoid referring to personality or personal traits;
- (c) avoid allusion to motives of other Trustees;



- (d) address all debate, remarks, and questions to the Chair of the Board; and
- (e) confine all remarks, questions, and the like to the substance of the motion which is the subject of debate.

### **10.3 Time Limit on Speakers**

No Trustee shall speak more than once nor longer than five (5) minutes on the same motion without the leave of the Board, except that the mover of the main motion may have an additional three (3) minutes to reply. A Trustee's time limit shall include any preamble and shall not include staff responses and/or procedural discussions.

The content of a Trustee's question shall be relevant to the discussion, report, matter, or motion, as the case may be.

The frequency of a Trustee's questions shall be comparable to the opportunity for, and frequency of, questions by other Trustees.

### **10.4 Time Limit on Debate**

Except in the case of a special meeting, no main motion, including subsidiary motions (if any) that apply to it, and points of information and answers related to any such main or subsidiary motions (if any), shall be debated for longer than thirty (30) minutes after it has been moved and seconded, unless such time limit is extended by resolution for an extension of time not longer than fifteen (15) minutes.

- (a) The Board may resolve to allow more than one fifteen (15) minute extension of time for any one motion.
- (b) Upon the expiration of the time approved by the Board, the Chair of the Board shall have the authority to interrupt a speaker for the purpose of enforcing the time limit.

### **10.5 Student Trustees**

A Student Trustee is not a member of the Board but may participate in discussion and debate of matters before the Board or a committee of the Board if a member of the committee. Student Trustees may be appointed as ex officio members of a committee where it is permissible. A Student Trustee may exercise a non-binding vote on any motion and may ask for a recorded vote.

## **VOTING**

### **11.1 Call for a Vote**

The Chair of the Board shall put a motion to a vote at the earlier of:

- a) the expiration of the time limit and any extensions thereof described in Article 10; or
- b) when the Chair of the Board is satisfied that all Trustees who would like to speak to the motion have had the opportunity to do so.

After the Chair of the Board has put a question to vote, there shall be no further debate.



## 11.2 Methods of voting

Each Trustee present, including the Chair of the Board, but excluding those that have declared an interest as required by the [Municipal Conflict of Interest Act](#), shall vote.

Every matter considered by the Board shall be disposed of by a show of hands of those in favour followed by those opposed, except that at the request of any Trustees, the Chair of the Board shall conduct a recorded vote. The method of the recorded vote shall be at the discretion of the Chair of the Board. The Chair of the Board shall vote last, to state for the minutes whether they are in favour or opposed to the motion.

## OFFICERS

### 12.1 Chair as Spokesperson

The Chair of the Board shall act as the public spokesperson for the Board and may issue statements to the media and communicate with outside agencies on behalf of the Board, provided that where the Chair of the Board has any doubt as to the policy of the Board, the Chair of the Board shall not speak publicly on an issue without first seeking direction from the Board.

- (a) When communicating with parents, students or ratepayers of another Trustee's constituents, the Chair of the Board shall have regard to the best interests of the organization before issuing a public statement.
- (b) Individual Trustees or groups of Trustees shall not undertake any action, communication or negotiation that may be construed as acting on behalf of the Board, except by explicit direction of the Board. A Trustee may nevertheless act individually as an elected official, providing that they indicate that they are not acting or speaking on behalf of the Board.

### 12.2 Officers

The officers of the Board shall be:

- (a) the Chair;
- (b) the Vice-Chair;
- (c) the Director of Education, who serves as the Secretary of Grand Erie;
- (d) the Superintendent of Business and Chief Financial Officer, who serves as the Treasurer.

### 12.3 Signing Authorities

Deeds, Agreements of Purchase and Sale, conveyances, mortgages, bonds, debentures, Collective Bargaining Agreements, , contracts as per Purchasing Policy (BU-O6) approved by the Board shall be signed by one of:

- (a) the Chair of the Board;
- (b) the Vice-Chair of the Board;

together with one of:



- (c) the Director of Education, who serves as Secretary of the District School Board;
- (d) the Superintendent of Business and Treasurer.

Electronic signatures of the Chair of the Board and Superintendent of Business & Treasurer shall be used for signing General Account cheques produced by the Board's financial accounting system.

All other legal documents are to be signed by the Director of Education and the Superintendent of Business and Treasurer or authorized designate as per Purchasing Policy (BU-06).

Such documents that require the seal of the Board shall be so sealed only after all other portions of the document are in proper order.

#### **12.4 Minutes**

Minutes of Board meetings which have been approved by a majority of the members present of the Board shall be signed by the Director of Education or designate, and the Chair of the Board, or designate.

#### **AMENDMENTS TO BYLAWS**

#### **12.5 Amendment with Notice**

By-laws of the Board may be amended from time to time by Resolution of the Board provided that a written report containing recommendations has been received from the Governance Committee which contains a brief statement of the intended purpose of the amendment.

#### **12.6 Amendment without Notice**

At any time, the By-law may be amended without notice upon the unanimous vote of all Trustees.

#### **RESCIND PRIOR BY-LAW**

#### **14.1 Rescinding of Prior By-law**

All prior versions of relevant By-law addressed herein are hereby rescinded.

The rescinding of prior By-law, resolutions and other enactments shall not impair in any way the validity of any act or thing done pursuant to any such rescinded By-law, resolution, or other enactment.

#### **EFFECTIVE DATE**

#### **15.1 Effective Date of By-law**

This By-law shall come into force immediately following the Board meeting at which this By-law is approved.

---

Director of Education & Secretary of the Board

---

Board Chair





## Regular Board Meeting

Monday, Month, Year

7:15 p.m.

Education Centre Boardroom

### AGENDA

#### A - 1 Opening

- (a) Roll Call
- (b) Declaration of Conflict of Interest
- (c) In-Camera Session **(6:30 pm)**
  - (i) Personnel
  - (ii) Legal
  - (iii) Property
- (d) Welcome to Open Session / Land Acknowledgement Statement  
*The Grand Erie District School Board recognizes Six Nations of the Grand River and Mississaugas of the Credit First Nation, as the longstanding peoples of this territory. We honour, recognize, and respect these communities as well as all First Nations, Métis and Inuit Peoples who reside within the Grand Erie District School Board. We are all stewards of these lands and waters where we now gather, learn and play, and commit to working together in the spirit of Reconciliation.*
- (e) Call to Order
- (f) Additions/Deletions/Approval of the Agenda  
**Recommended Motion:**  
*"THAT the Agenda be approved."*
- (g) Memorials
- (h) In-Camera Report
- (i) Student Showcase/Learn Lead Inspire Award
- (j) Delegation

#### B - 1 **Approval of Minutes** [Consent Agenda](#)

##### **Recommended Motion:**

##### **"THAT the Board:**

- [a\) Approve the minutes of the Regular Board Meeting dated XXX be approved](#)
- [b\) Approve the minutes of the Special Board Meeting dated XXX be approved](#)
- [c\) Accept the Minutes of the XXX Committee Meeting dated XXX as information](#)
- [d\) Receive the Correspondence from XXX dated XXX as information"](#)

#### C - 1 **Committee Recommendations and Reports**

#### D - 1 **Business Arising from Minutes and/or Previous Meetings**

#### E - 1 **Report of the Director**

#### F-1 **Student Trustees' Report**

#### G - 1 **New Business - Action / Information Items**



~~+~~ ~~+~~ **Committee Minutes for Information**

~~+~~ ~~+~~ **OPSBA Report**

~~+~~ ~~+~~ **Correspondence**

~~+~~ ~~+~~ **Adjournment**



APPENDIX A

## Regular Board Meeting In-Camera

Monday, Date, Year

6:30 p.m.

Education Centre Boardroom

### AGENDA

A - 1 **Approval of Minutes**

\* (a) Date 6:30 p.m. (Regular Board Meeting)

**Recommended Motion:**

*"THAT the In-Camera Minutes of the Regular Board meeting, dated Month, Day, Year, be approved."*

B - 1 **Personnel Matters**

(a) Personnel Updates

C - 1 **Legal Matters**

(a) Legal Updates

D - 1 **Property Matters**

(a) Property Updates

E - 1 **Rise and Report**

**Recommended Motion:**

*"THAT the Board Rise and Report."*







## Regular Board Meeting

Monday, Month, date, year

Education Centre Boardroom

### MINUTES

#### Present:

#### Administration:

#### Guests:

#### A - 1 **Opening**

##### (a) **Roll Call**

The meeting was called to order by Chair X at 6:30 p.m.

##### (b) **Declaration of Conflict of Interest**

##### (c) **In-Camera Session (6:30 pm)**

Moved by:

Seconded by:

THAT the Board move In-Camera.

**Carried**

##### (d) **Welcome to Open Session/Land Acknowledgment Statement**

Chair \* read the Land Acknowledgement Statement.

##### (e) **Call to Order**

Chair \* called the Regular Board meeting to order at \* p.m.

##### (f) **Additions/Deletions/Approval of the Agenda**

Moved by:

Seconded by:

THAT the agenda be approved.

**Carried**

##### (g) **Memorial**

##### (h) **In-Camera Report**

Moved by:

Seconded by:

That the Board of Trustees approve

##### (i) **Presentations/Showcase & Learn Lead Inspire Award**

##### (j) **Delegations**

#### B - 1 **Approval of Minutes** [Consent Agenda](#)



Moved by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

**"THAT the Board:**

(a) Approve the minutes of the Regular Board Meeting dated XXX be approved

(b) Approve the minutes of the Special Board Meeting dated XXX be approved

(c) Accept the Minutes of the XXX Committee Meeting dated XXX as information

(d) Receive the Correspondence from XXX dated XXX as information"

**Carried**

~~(a) Month, Date, Year (Regular Board)~~

~~Moved by: \_\_\_\_\_~~

~~Seconded by: \_\_\_\_\_~~

~~THAT the Minutes of the Regular Board Meeting, dated \* be approved.~~

**~~Carried~~**

C - 1 **Committee Recommendations and Reports**

D - 1 **Business Arising from Minutes and/or Previous Meeting** - Nil

E - 1 **Report of the Director**

F - 1 **Student Trustees' Report**

G - 1 **New Business – Action / Information Items**

~~H - 1 **Committee Minutes for Information**~~

~~I - 1 **OPSBA Report**~~

~~J - 1 **Correspondence**~~

~~K - 1 **Adjournment**~~

~~Moved by: \_\_\_\_\_~~

~~Seconded by: \_\_\_\_\_~~

~~THAT the Regular Board meeting be adjourned at \* p.m.~~

**~~Carried~~**

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Director of Education and Secretary of the Board



**GRAND ERIE DISTRICT SCHOOL BOARD**  
GENERAL GOVERNANCE POLICY

Effective May 30, 2022  
Revised ~~October 28~~[December 10](#), 2024

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## **1.0 By-law, Policies and Procedures**

### **1.1 By-law**

- a) The By-law is a set of rules and directives that the Board of Trustees follows with respect to conducting the business of the Board of Trustees.
- b) A General Governance By-law will outline how the Board of Trustees conducts business at the Board table and with respect to committees, meetings, agendas, and the like.
- c) The By-law will be available on the Board's website.
- d) Failure to comply with the strict letter of a By-law does not automatically render any decision made or action taken thereunder a nullity. Generally, a failure to comply is an irregularity which can be corrected, if necessary, by appropriate means.

#### **1.1.1 Adopt, Amend, Suspend or Rescind of the By-law**

- a) The need to adopt, amend, suspend, or rescind, the Board By-law can be due to many factors, including new or amended legislation, change in the common law relevant to the Board of Trustees, direction by the Ministry of Education, financial covenants, best practices or some other factor as identified to the Director of Education or Chair of the Board.
- b) If the need to adopt, amend, suspend, or rescind, the Board By-law is identified and verified from any source, the Chair of the Board, in consultation with the Director of Education, will refer the matter to the Governance Committee who will make recommendations to the board.

### **1.2 Policies**

Board Policies will be categorized as Governance Policies or Policies:

- a) Governance Policies will outline expectations for the work of the Board of Trustees.
- b) Policies will outline expectations for the work of the school board.
- c) Board Policies will be available on the school board's website.
- d) Failure to comply with the strict letter of a policy does not automatically render any decision made or action taken thereunder a nullity. Generally, a failure to comply is an irregularity, which can be corrected, if necessary, by appropriate means.

The Board of Trustees may be required to adopt or amend a Board Policy, or Governance Policy, due to many factors including, but not limited to new or amended legislation, changes in the common law relevant to the Board of Trustees, identified best practices, new or revised Ministry regulations or initiatives, changes to the Multi-Year Strategic Plan or other factors as identified to the Director of Education or Chair of the Board.

In the event a Board Policy is linked to a corresponding Board Procedure, any necessary review shall include both documents and take place concurrently, where possible.



### 1.2.1 Adopt, Amend, Suspend or Rescind of Governance Policies

- a) Governance Policies relate to matters of process regarding the work of the Board of Trustees. The need to adopt, amend, suspend, or rescind a Governance Policy may be identified due to many factors including those set out in section 1.2 above.
- b) If the need to adopt or amend, suspend, or rescind a Governance Policy is identified and verified from any source, the Chair of the Board, in consultation with the Director of Education will refer the matter to the Governance Committee, who will make recommendations to the Board of Trustees.

### 1.2.2 Adopt, Amend, Suspend or Rescind of Policies

- a) Policies may be further categorized in accordance with the nature of the policy. For example, all policies dealing with facility matters may be categorized under a unique numbering sequence which may differentiate them from those of other departments.
- b) Each Board Policy will identify a senior staff member responsible to the Director of Education, for establishing and maintaining the contents and currency of the policy. The policy will contain a date for the next scheduled review so that currency can be maintained. As such, a cycle for review will be established to adopt, amend, suspend, or rescind policies that will be brought for approval to the Board of Trustees through the Policy / Program Committee.
- c) Notwithstanding the review cycle above, a policy that requires change may be, amended, suspended, or rescinded and brought forward at any time.
- d) Policies may be adopted, amended, suspended, or rescinded using many processes, depending on the nature of the policy. The senior staff member responsible for the policy will establish, with the approval of the Director of Education, the means of consultation used, if any, to amend suspend or rescind the policy. Some policies will benefit from stakeholder consultation which may include unions, associations, parents, members of the public or subject matter experts. ~~These consultations should take place prior to the draft policy being reviewed by the Policy / Program Committee.~~ The resulting draft policy will be posted on the school board website for public comment for a period of 30 calendar days (excluding statutory holidays, winter, spring, and summer break) where possible. Public comments will be made available for trustees upon request. The resulting new, adopted, amended, suspended, or rescinded policy will then be brought forward to the Policy/Program Committee for review and discussion. The Policy and Program Committee will then forward the policy to the Board of Trustees for review and decision.
- e) If the need to adopt, amend, suspend, or rescind a policy is identified and verified from any source, the senior staff member responsible, with the approval of the Director of Education, shall forward a report to the Policy/Program Committee who will then make a recommendation to the Board of Trustees.



### **1.3 Procedures, Guidelines, Protocols and Manuals**

- a) The above tools are operational documents intended to provide staff with guidance on specific matters and may be applicable to only a segment of school board staff. Every effort will be made to consolidate these documents into procedures. Guidelines, Protocols and Manuals will be consolidated into an existing procedure and phased out wherever possible.
- b) Procedures may be further categorized in accordance with the nature of the procedure. For example, all procedures dealing with business matters may be categorized under a unique numbering sequence which may differentiate them from those of other departments.
- c) Each procedure will identify a senior staff member responsible to the Director of Education, for establishing and maintaining the contents and currency of the document. All procedures will contain a date for the next scheduled review so that currency can be maintained (e.g., every four years or as deemed necessary by the senior staff member). As such, a cycle for review will be established under the direction of the Director of Education. Recommendations to adopt, amend, suspend or rescind and unchanged procedures will be brought for discussion and approval to Executive Council.
- d) In the event that a Board Policy is up for review and a procedure is linked to the corresponding Board Policy the procedure will be reviewed and aligned with the Board Policy as necessary to reflect any changes.
- e) Notwithstanding the review cycle established in section 1.3 c) above, a procedure that requires change may be amended and brought forward at any time.
- f) Procedures may be amended using many processes, depending on the nature of the procedure. The senior staff member responsible for the procedure will establish, with the approval of the Director of Education, the means of consultation used, if any, to establish, amend or rescind the procedure. Some procedures may benefit from stakeholder consultation, which may include unions, associations, or subject matter experts. These consultations should take place prior to the procedure being reviewed by Executive Council.
- g) New or revised procedures may be brought to the Board of Trustees for information should the Director of Education be of the opinion that there would be benefit to the Board of Trustees.
- h) Only staff shall comment on procedures.
- i)        All procedures shall be accessible on the school board website.





## **2.0 Use of Grand Erie DSB Resources by Trustees**

### **2.1 Context**

It is the responsibility of the Grand Erie District School Board to ensure that in compliance with the [Municipal Elections Act, 1996](#), the [Election Finances Act, 1990](#), and the [Canada Elections Act, 2000](#), public funds are not used for any election-related purposes, including the promotion of, or opposition to, the candidacy of a person for elected office.

The Board of Trustees believes that all trustees, candidates for any elected position and staff members, as representatives of the Grand Erie District School Board, are entrusted with the responsibility for appropriately using Board resources at all times including during election campaign periods. This supports accountable stewardship of Board of Trustees' school board resources and contributes to confidence in public education.

### **2.2 Application**

School board resources provided or available to trustees are for the exclusive purpose of carrying out their legal duties as an elected official of the Grand Erie District School Board.

The use of school board resources for partisan activities or to campaign for any political office is not permitted.

### **2.3 Campaign Periods**

The Grand Erie District School Board has identified the following parameters with regard to campaign periods.

- a) The municipal election campaign period shall begin on May 1 until Voting Day in a regular municipal election year. This period applies to everyone, regardless of whether nomination papers have been filed.
- b) For a provincial election, the campaign period begins the day an individual is declared as a candidate and lasts until Voting Day. At a minimum, this period shall last from the date the Writ of Election is signed by the Lieutenant Governor until Voting Day.
- c) For a federal election, the campaign period begins when an individual is declared as a candidate and lasts until Voting Day. At a minimum, this period shall last from the date the Governor General dissolves Parliament to Voting Day.
- d) The campaign period for any by-election is determined by the appropriate legislation including the [Municipal Elections Act](#), [the Ontario Election Act](#) and the [Canada Elections Act](#).

### **2.4 Use of Staff Resources**

Staff resources may not be used for partisan activities or campaigning. This includes, but is not limited to:



- a) preparing or disseminating materials, including, but not limited to newsletters, school newsletters, pamphlets, buttons, information tables, business cards, flyers, social media, speeches/greetings, brochures, websites, photos or videos;
- b) scheduling and providing support at meetings or events with school board staff, students or other groups;
- c) preparing speaking remarks or correspondence related to any campaign or which may be perceived to be partisan;
- d) supplying personal information about students, parents, community members or staff members for the purposes of campaigning;
- e) consolidating information available publicly; and
- f) discussing or providing political or campaign advice.

## **2.5 During the Campaign**

Trustees will not use their school board-issued resources for any campaign-related purposes.

This includes displaying election-related materials in school board offices, board meetings, school board events or school-related events.

Trustees will not distribute or use school board logo(s) or school board telephone number(s) or other contact information, including any school board branding in any campaign-related material.

Trustees must ensure that all campaign-related material is funded by the trustee in their capacity as a candidate.

Trustees will not use the school board email system to distribute election-related electronic messages and will not use the school board's voicemail system to record election-related messages.

Trustees will use their personal information technology resources to create and use social media accounts created for campaign purposes. These are to be separate and distinct from any accounts used by the candidate in their position as a trustee.

Trustees will not distribute (print, electronic or other method) any election-related materials via students or parents/ caregivers.

## **2.6 Other Activities during the Campaign Period**

### **2.6.1 School Visits – by Trustees**

Trustees who are seeking re-election may continue to perform their duties which may include their continued participation in local events held in schools while they serve their term of office. Trustees should not participate in activities at school events that could be perceived as campaigning.

### **2.6.2 School Visits – by Candidates**



Requests for visits by candidates, for the purposes of campaigning, are not considered appropriate. All Candidates Meetings are encouraged and may occur on school property. These are sometimes arranged by school councils and community groups during non-school hours.

### **2.6.3 School-Related Events**

Candidates are not permitted to campaign at school-related events intended for the students and parents/ caregivers of that school. Current trustees may continue to attend and participate in school-related activities but shall not campaign or conduct themselves in any way that may be perceived as campaigning.

### **2.6.4 Campaign Involvement – Student**

Students are encouraged to participate in curriculum-based activities (Civics) and democratic awareness programs such as Student Vote. Secondary students may choose to earn their Community Involvement Hours by participating in a legitimate election campaign. Any campaign or election activities must be done outside of school hours and not on school property.

## **3.0 Requests for Information by Trustees and Reports**

### **3.1 Trustee Requests at the Board Table**

- a) Trustees may require information from school board staff through the Director of Education to effectively perform their governance role. Consideration should be given to the time necessary to complete the request and the relevance to the governance matter for which it is sought.
- b) Such requests must be made by a Board of Trustee motion and should be directed to the Director of Education. If approved by the Board of Trustees, the Director of Education will delegate the request to the appropriate staff member for completion.
- c) The information may be provided to the Board of Trustees orally or in the form of a written report.
- d) The Board of Trustees may direct that such reports be returned after presentation at a Standing Committee of the Board of Trustees. All reports provided in-camera shall be returned at the end of the presentation.

### **3.2 Ad Hoc Trustee Requests for Information**

- a) Individual trustees shall not directly request information from staff. All requests for information, oral or written reports should be made to the Director of Education, or the Chair of the Board, by motion. In this way the entire Board of Trustees can ensure they are informed of the request, and that the request ties to the governance role of the Board of Trustees.

### **3.3 Reports for Information and Approval**



- a) Reports will be regularly provided to the Board of Trustees in order that they may evaluate progress with respect to the Multi-Year Strategic Plan, to make necessary decisions regarding budget allocations, to consider policies and to fulfill other governance related responsibilities. Such reports may be forwarded to the Board of Trustees through one of its standing committees.
- b) Reports to the Board of Trustees will be labelled as 'For Information' (I) or a 'Recommended Motion'. In general, reports will be for information purposes unless related to the governance responsibilities of the Board of Trustees. Finance and Policy and Program reports will go to the board for information. The Chair or Vice-Chair will provide an overview and all information items will be treated as information items and only those items treated as business items will be listed on the agenda in the form of a recommended motion.

All board reports moving information items will be treated as information items without a motion and all business items necessitating a motion will include a motion for approval.

- c) In order to manage workload and ensure that decisions are made in a timely manner, the Director of Education, in consultation with the Chair and Vice-Chair of the Board, will compile a schedule of reports 'For Information' and 'For Approval' for the upcoming school year for presentation to the Board either at the May, June, or September Board Meeting for information. Nothing will preclude the Board of Trustees from receiving reports throughout the year that were not initially scheduled in order to provide flexibility to address emerging or unforeseen issues. Committee reports and/or minutes will be accessible by the Board of Trustees.

#### **4.0 Trustee Expenses**

The Grand Erie District School Board will reimburse Trustees, including Student Trustees, for recognized out-of-pocket expenses and will provide funds in its annual budget to cover in-service expenses of Trustees and Student Trustees who attend conferences, seminars, and professional meetings. Trustees and Student Trustees will have a budget of \$2000 annually to attend conferences. Trustees and Student Trustee are expected to share the results of their Professional Learning with other Trustees by reporting to the Board, by circulating a written synopsis or by making materials acquired through the Professional Learning available to other Trustees. The Chair of the Board, in appropriate circumstances, has the discretion to approve expenses in excess of the \$2,000 limit.

#### **4.1 Travel on Board Business**

The Grand Erie District School Board's annual budget will include a travel expense fund for Trustees. Trustees using their personal vehicles will be reimbursed for travel expenses (to the following) at the rate per kilometer established by the Board of Trustees:

- a) Board meetings, Statutory, Standing and Special Ad Hoc Committee meetings to which they are appointed;
- b) Ontario Public School Boards' Association (OPSBA);/ Ontario Student Trustees' Association (OSTA-AECO);
- c) Other conferences, workshops or meetings as approved by the Chair or Vice-Chair of the Board;



- d) Visits to schools and school functions;
- e) Functions of other organizations where the Chair of the Board or designate is representing the Grand Erie District School Board; and
- f) Other events as authorized by resolution of the Board of Trustees.

Please note that a Student Trustee must, if practicable, gain the approval of the Chair of the Board at least one month in advance of the event in order to attend any conference.

#### **4.2 Other Expenses**

Trustees may incur other expenses in their position, such as:

- a) Meals when authorized school board business takes them away from home at a normal mealtime – amounts claimed must be consistent with Travel and Expense Claims Procedure (BU-10);
- b) Long distance telephone charges while on school board business; and
- c) Parking charges while on school board business.

Please note the following:

- Alcoholic beverages are not eligible for expense claims;
- Expenses incurred to attend community fundraising events, charity functions and political activities are not eligible for expense claims; and
- Donations to community groups, charities or schools are not eligible for reimbursement.

#### **4.3 Expenses re: Conferences, Workshops and Seminars**

The Grand Erie District School Board encourages learning for all, and its annual budget will include a professional development fund for Trustees. This fund will be used for Trustee expenses incurred for:

- a) Registration;
- b) Accommodation; and
- c) Other eligible expenses not covered by registration fees.

All registration fees for conferences, workshops and seminars will be paid via Director Services. Trustees should manage their own registrations and accommodations.

Eligible expenses for conferences, workshops and seminars include:

- a) Economy air, bus, train or mileage expenses incurred on school board business;
- b) Hotel room charges for accommodation in a standard room. No additional reimbursement will be made for suites, executive floors, concierge;
- c) Meals, if not included in registration, as stated in Travel and Expense Claims Procedure (BU-10);



- d) Tips and gratuities;
- e) Phone calls for school board business;
- f) Taxi fares;
- g) Necessary parking fees; and
- h) Other business expenses such as fax and internet.

In all cases, appropriate receipts must be provided for reimbursement.

Before a payment is processed, Business Services will confirm that the expense claim has received appropriate authorization.

Please note the following will not be reimbursed:

- Recreational costs (movies, mini-bar, and fitness facility expenses);
- Alcoholic beverages;
- Charges incurred by a spouse or other companion; and
- Parking tickets or traffic infractions.

#### **4.4 Computer and Office Equipment and Supplies**

- a) Each Trustee, at the beginning of their term, will be allotted an amount of money from the Trustee and Governance budget to use towards the purchase of a school board-owned device to facilitate communication. Acceptable devices include cell phones, laptops, tablets, and printers. A list of supported devices will be provided and must be purchased through the school board.
- b) Annually, each Trustee will be allotted an amount of funding, to be approved each year through the budget process, from the Trustee and Governance budget to cover expenses such as monthly cellphone charges. If cellphone charges are reimbursed, cellphone numbers must be posted on the school board's website. In the event that the school board provides cellphones to trustees they will remain the property of the school board and therefore subject to all applicable legislation. If school board business is conducted on these cellphones, they could be subject to Freedom of Information (FOI) requests.
- c) All equipment provided by the school board will be returned to Director Services when the Trustee's term of office ceases.
- d) All office supplies (paper, printer ink etc.) and equipment will be purchased via Director Services. Expense claims for such items are not eligible for reimbursement.

#### **4.5 Expenses for Internet Connection**

- a) The Grand Erie District School Board's annual budget will include an amount for internet connection services. The maximum amount a Trustee can claim monthly for internet connection services will be a predetermined amount communicated annually through the budget process. Where applicable non-board cell phone reimbursements can be combined with internet reimbursements to the maximum amount allotted.

#### **4.6 Claiming Expenses**



- a) Requests for reimbursement for travel or other expenses must be made on a signed Trustee Expenses claim form supported by receipts for all expenses. Claims approved by the Chair or Vice-Chair of the Board will be submitted to the Superintendent of Business for the purpose of reimbursement.
- b) Claims are for reimbursement of expenses incurred and services provided. Claims will not be approved for future dates whether for travel or services such as Internet or cellphone.
- c) To substantiate reimbursement, the claim form is supported by the following:
  - Original documentation including proof of payment to support the expenditure (except for mileage claim);
  - Reasons for the expenditure;
  - Signature of the claimant to certify the expense claim; and
  - Scanned electronic copy of receipts where claims are sent electronically for approval.

Please note the following:

Credit/debit card point of sale slips that are not accompanied by a receipt are not valid for the purpose of reimbursement.

- d) Expense forms are to be submitted either monthly or quarterly. They shall not span more than one school year.
- e) To be eligible for reimbursement all expenses related to a fiscal year end must be submitted within the first two weeks of September.
- f) The following verification and approval process is to be followed for all Trustee expense claims:
  - The Chair or Vice-Chair of the Board, in the absence of the Chair of the Board of Trustees certifies that individual Trustee expense claims meet the requirements of the General Governance Policy and approves payment of the claim.
  - Should there be a dispute about the eligibility of any expense, (e.g., if deemed as inappropriate or unreasonable), the item(s) in dispute will be referred to the Board of Trustees and the affected party shall contest the decision during a public session of the Board of Trustees.
  - Before a payment is processed, Business Services will confirm that the expense claim has received appropriate authorization.
  - The Vice-Chair of the Board is responsible to sign and approve the Chair of the Board's expense claim.

Please note the following:

- Trustees do not receive purchasing/credit cards.
- A Student Trustee may, upon request, be provided with a cash advance for an approved expense. This privilege is not extended to other Trustees.
- Before a payment is processed, the Superintendent of Business and Business Services will confirm that the expense claim has final approval and received appropriate authorization.



## 4.7 Records and Reports

- a) A report will be made to the Board of Trustees in April and November each year on the status of the following Trustee budget lines and Trustee expenses claimed:
- Trustee Professional Development Fund;
  - Trustee Travel Expenses Fund; and
  - Trustee Internet Service/[Cell Phone](#) Fund.
- b) A record of each Trustee's expenses will be kept at the Education Centre and will be available to the public on the school board's website annually.
- c) Trustees attending conferences, seminars, or workshops may be asked to report briefly to the Board of Trustees on the highlights of the activity attended.

## 5.0 Trustee Honoraria

### 5.1 Compliance with Regulation

The Grand Erie District School Board is committed to providing, in a transparent, public way, fair levels of honoraria for the Board of Trustees in accordance with [Regulation 357/06](#). Trustee Honoraria calculations shall be updated annually prior to November 1st and by October 15th in an election year.

### 5.2 Trustee Honoraria Components

The honorarium for Trustees of the Grand Erie District School Board, excluding student trustees, for any year of their term of office shall consist of the following components:

- a) 100% of the maximum base amount for the year;
- b) 100% of the enrolment amount for the year;
- c) 100% of the maximum allowable attendance amount
- The attendance amount is an amount that does not exceed the attendance amount limit of \$50; and
  - The attendance amount may be paid to a member for attending any meeting of a committee of the board that is required to be established by an Act or a regulation made under an Act; and
  - The following committees would fulfill this criterion:
    - Special Education Advisory Committee
    - Supervised Alternative Learning Committee
    - Suspension Appeal Committee
    - Expulsion Hearing Committee
    - Audit Committee
    - Parent Involvement Committee; and
- d) 0% of the distance amount for the year.





## **6.0 Communication**

### **6.1 Communication at the Board Table**

- a) When expressing individual views, Trustees shall respect the differing points of view of other Trustees, staff, students and the public.
- b) Trustees shall at all times act with decorum and shall be respectful of other Trustees, staff, students and the public.
- c) Trustees shall express individual opinions on issues under consideration, refraining from personal, demeaning or disparaging comments.
- d) All Trustees will endeavour to work with other Trustees and staff in a spirit of respect, openness, courtesy, and cooperation.

### **6.2 Communication to the Board**

- a) Any correspondence addressed to the Board of Trustees, the Chair of the Board or the Director of Education, will be made available to the Board of Trustees at the next Board meeting. Communications received by the Director of Education will only be made available if the substance of the correspondence deals with school board matters.
- b) Communication received from OPSBA will be shared with all Trustees by the OPSBA Director, provided that information is not embargoed.
- c) Requests by outside agencies or organizations to meet with the Chair of the Board will be shared with Trustees prior to the meeting taking place so that Trustees are informed and able to offer input as appropriate.

### **6.3 Communication to and from the Board**

- a) All correspondence from the Chair of the Board on behalf of the school board, must be approved by Board motion or Board direction and will be shared with all Trustees and the Director of Education for input prior to being sent.
- b) Correspondence with the community, including media releases, being sent out by, or on behalf of the Chair of the Board, will be shared with all Trustees when sent.

## **7.0 Absences**

### **7.1 Trustee Attendance**

- a) Trustees shall make all reasonable efforts to participate in Board meetings, and the meetings of committees to which they have been appointed.
- b) A vacancy will be created if a Trustee is absent for three consecutive Board meetings unless an authorized resolution is entered in the minutes prior to the adjournment of the third consecutive Board meeting.

### **7.2 Trustee Pregnancy and Parental Leave**



Section 228 of the [Education Act, Subsection 2.1](#) states that a Member of a Board is permitted to be absent from meetings of the Board for 20 consecutive weeks or less if the absence is a result of the member's pregnancy, the birth of the member's child or the adoption of a child by the member.

- a) The Trustee exercising the leave will notify the Chair of the Board in writing at least six (6) weeks in advance of the leave, if possible. The Director of Education and Trustees will be notified by the Chair.
- b) Trustees on pregnancy and/or parental leave shall continue to receive the Trustee's honorarium, as specified in General Governance Policy 1, Article 5.
- c) Trustees on pregnancy and/or parental leave will continue to have relevant expenses paid in accordance with General Governance Policy 1, Article 4.
- d) Trustees on pregnancy and / or parental leave will be exempt from attending meetings of the Board and any committee of which the trustee is a member.

## 8.0 Electronic Meetings

### 8.1      Compliance with Regulation

[Regulation 463/97](#) requires that ~~"every district school~~the board shall develop and implement a policy providing for the use of electronic means for the holding of meetings of ~~the a~~ board and meetings of a committee of the board." [\[Regulation 463/97, section 2\(1\)\]](#) ~~(Board Meetings can be virtual up to November 15<sup>th</sup> 2022)~~ The foregoing shall include the following:

- a)      Electronic meetings of the Board and/or Committees of the Board, as defined in the Board's General Working By-law-GB1 section 3.5, are recognized as being a legitimate means of the Board conducting its business.

Any member who wishes to attend a regular Board meeting by electronic means must obtain advance written approval. All members of the Board who do not have advance written approval to participate electronically are required to be physically present in the meeting room of the Board at every regular meeting of the Board [Regulation, 463/97, section 7]. This requirement does not apply to any special board meetings. Electronic meetings are a legitimate means of the Board conducting special board meetings (other than for the Director of Education or their designate).

- a)
- b) The provision of electronic means for participation in meetings and/or Committees of the Board is intended to allow for the participation of Board members in meetings where extenuating circumstances [as set out in Regulation 463/97](#) make it impossible for the Board member to physically attend.
- c) The Board of Trustees recognizes the necessity of providing Trustees with the ability to participate in all meetings arranged by the Board that require representative attendance and participation.
- d)  ~~Electronic meetings of the Board and/or Committees of the Board are intended to provide for more efficient use of time and productive resources in circumstances where time and/or availability of trustees and/or staff make it a better means of conducting a Board and/or Committees of the Board meeting.~~



- d) ~~At the request of a Board member or student trustee, in situations where it is not possible for the member to attend a regularly scheduled or Special meeting of the Board and/or Committees of the Board, as defined in the Board's By-laws,~~ the Board shall provide electronic means for participation in the meeting of the Board or its Committees. ~~However, the Board may refuse to provide a member with electronic means of participation in a meeting of the Board or its committees if approval to participate by electronic means is required and has not been granted or where refusal is necessary to ensure compliance with Regulation 463/97 [Regulation 463/97, section 3].~~
- e) ~~The electronic means for participation in a meeting of the Board or its Committees by a member of the Board or a student trustee will:~~
- ~~(i) permit all persons participating in the meeting to communicate with each other simultaneously and instantly [Regulation 463/97, section 3(1)(2)];~~
  - ~~(ii) be provided in such a way that the rules governing conflict of interest of members are complied with [Regulation 463/97, section 3(1)(3)];~~
  - ~~(iii) ensure the security and confidentiality of proceedings that are closed to the public [Regulation 463/97, section 3(3)].~~
- f) ~~Student Trustees who are participating in any meeting through electronic means must not participate in any proceedings that are closed to the public under clause 207(2)(b) of the Education Act [Regulation 463/97, section 3(2)]~~
- g) ~~The Board will provide members of the public with electronic means for participating in meetings of the Board or its Committees that are not closed to the public. The electronic means for participation will permit all persons participating in the meeting to communicate with each other simultaneously and instantly. The public may not participate in any proceedings that are closed to the public in accordance with the Education Act. [Regulation 463/97, section 4(1)].~~

~~f)h)~~ Board Meetings

As required, the ~~following persons~~ Director of Education or their designate must be physically present in the Board meeting room for any meeting of the Board [Regulation 463/97, section 8] ~~and/or Committees of the Board (meetings can be virtual up to November 15<sup>th</sup> 2022):~~

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

~~The Chair of the Board, the Vice-Chair, or a Board Committee Chair, or their designate, may participate electronically and preside over the meeting when the situation warrants, such as, but not limited to, inclement weather and health related issues, etc. as Article 5.1(1) of Regulation 463/97.~~



A member proposing to participate in a regular meeting of the Board by electronic means shall submit a written request with reasons to the Chair of the Board (or, in the case of the Chair of the Board to the Vice-Chair of the Board) before the meeting begins [Regulation 463/97, section 7(3) and (4)]. The Chair (or Vice-Chair as applicable) may approve a request if they are satisfied that one or more of the following circumstances exist:

1. The member's primary place of residence within the area of jurisdiction of the Board is located 125 kilometres or more from the meeting location.
2. Weather conditions do not allow the member to travel to the meeting location safely.
3. The member cannot be physically present at a meeting due to health-related issues.
4. The member has a disability that makes it challenging to be physically present at a meeting.
5. The member cannot be physically present due to family responsibilities in respect of,
  - i. the member's spouse,
  - ii. a parent, step-parent or foster parent of the member or the member's spouse,
  - iii. a child, step-child, foster child, or child who is under legal guardianship of the member or the member's spouse,
  - iv. a relative of the member who is dependent on the member for care or assistance, or
  - v. a person who is dependent on the member for care or assistance and who considers the member to be like a family member. O. Reg. 313/24, s. 4.

[Regulation 463/97, section 7(5)]

The Chair (or Vice-Chair as applicable) will not unreasonably withhold approval of a request to participate in a regular Board meeting electronically.

A request will not be approved if approval would result in fewer than one member, in addition to the Chair of the Board or their delegate, being physically present in the meeting room [Regulation 463/97, section 7(6)].

In the case of a request by the Chair, a request will not be approved unless the Chair's designate will be physically present in the meeting room [Regulation 463/97, section 7(7)].

The Chair or designate shall be physically present in the meeting room for at least half of the meetings of the Board during each 12 month period beginning November 15, 2022 and members shall be physically present for at least three regular meetings of the Board during each 12 month period beginning November 15, 2022. [Regulation 463/97, section 7(8)]. If a member is elected or appointed to fill a vacancy on or after November 15, 2022, the member shall be physically present in the meeting room of the Board for at least one regular meeting of the Board for each period of four full calendar months that occurs between the member's election/appointment and the following November 14. [Regulation 463/97, section 7(9)].



If, due to extreme circumstances, a regular Board meeting cannot be held in person in accordance with Regulation 463/97, the regular Board meeting may be cancelled and a virtual special Board meeting may be scheduled with appropriate notice to trustees and the public. Alternatively, if any matter on the agenda should not be deferred, the board may proceed virtually, and any motions passed by the board virtually, shall be further approved by the Board at its subsequent meeting held in accordance with Regulation 463/97.

If all schools of the Board are closed under an order made in accordance with Regulation 463/97 then the requirements for physical attendance at board meetings (and committee meetings as set out below) by members of Board and the director of education do not apply and attendance may be virtual without approval. [Regulation 463/97, section 10]

#### g) Committee Meetings

~~As required and amended by Article 5 (2) of Regulation 463/97, the Director of Education or their designate following persons must be physically present in a committee meeting room for any meetings of the Board's committee's (meetings can be virtual up to November 15<sup>th</sup> 2022): [Regulation 463/97, section 8]~~

~~a) The Chair of the Committee or designate or one other committee member if the chair or designate can not be present; and~~

~~b) The Director of Education or designate.~~

The Chair of a Committee may attend a regular meeting of a committee virtually if (a) his/her designate is physically present in the meeting room or (b) another member of the Committee who is also a member of the Board is physically present in the meeting room. If neither of these conditions is met, the Chair must be physically in the room at every regular meeting of a committee of the Board [Regulation 463/97, section 6].

The requirement for the Chair of a Committee or their designate to be physically present at committee meetings (and to only participate electronically if another Committee member who is also a member of the Board is physically present) applies only to regular committee meetings. This requirement does not apply to any special committee meetings [Regulation 463/97, section 6] or to committee chairs who are not also members of the Board. This requirement also does not apply to the Student Discipline Committee or the Supervised Alternative Learning Committee. Electronic meetings are a legitimate means of the Board conducting special committee meetings (other than for the Director or their designate).

## **9.0 Board Committees**

As defined in the Board's General Working By-law-GB1, Article 4, the Board has a duty to constitute certain prescribed statutory committees and may also form non-statutory Standing and Special Ad Hoc committees. Trustees will be appointed to Statutory and Standing committees in accordance with the procedures outlined in By-law-GB1 at the first regular meeting of the Board following the Annual or Inaugural Meeting. ~~(Meetings can be virtual up to November 15, 2022)~~  
The Terms of Reference for all committees, where permitted by law, will be reviewed and amended, if necessary, annually and included in the committee package.



The Terms of Reference of Board Committees will be available on the Board's Committee webpage after the first committee meeting of the school year (where applicable) and once approved the final Terms of Reference will be added as a separate link. All other Terms of Reference will be maintained in Director Services.

### **9.1 Statutory Committees**

- a) The Board's Statutory committees are outlined in General Working By-law-GB1, Article 4.2.
- b) The number of Trustee committee members and the terms of reference for Statutory committees shall be as prescribed by the *Education Act* and applicable Regulation.

### **9.2 Standing Committees**

The Chair of the Board shall be an Ex Officio voting member and the Director of Education shall be an Ex Officio non-voting member of all Standing Committees.

- a) The following Standing committees will be established to provide recommendations to the Board:
  - (i) Policy and Program Committee;
  - (ii) Finance Committee;
  - (iii) Indigenous Education Advisory Committee (IEAC);
  - (iv) Six Nations Advisory Committee (SNAC);
  - (v) Director of Education Performance Review Committee; and
  - (vi) Governance Committee.
- b) The Committee will develop new and/or review existing Terms of Reference that contain the following:
  - (i) The mandate and responsibilities of the Committee;
  - (ii) The composition of the Committee;
  - (iii) The procedures of the Committee;
  - (iv) The role of Staff on the Committee; and
  - (v) The role of the Board.
- c) Policy and Program Committee
  - The Policy and Program Committee will consist of five Trustees in addition to the Chair and Vice-Chair of the Board.
  - The Chair of the Board will chair the Policy and Program Committee.



- The Director of Education or designate will be the Staff liaison to the Committee.
- The Policy and Program Committee will receive information related to the development and revision of Board policies, governance issues, as well as, Student Achievement and Curriculum related matters.
- The Policy and Program Committee will meet on the second Monday of every other month when possible (alternating with the Finance Committee), excluding July and August.
- The Committee will make recommendations to the Board of Trustees.

d) Finance Committee

- The Finance Committee will consist of five Trustees in addition to the Chair and Vice-Chair of the Board.
- The Vice-Chair of the Board will chair the Finance Committee.
- The Superintendent of Business will be the staff liaison to the Finance Committee.
- The Finance Committee will receive information on governance matters relating to financial issues including capital and property issues.
- The Finance Committee will meet on the second Monday of every other month when possible (alternating with the Policy and Program Committee), excluding July and August.
- The committee will make recommendations to the Board of Trustees.

e) Indigenous Education Advisory Committee (IEAC)

The Indigenous Education Advisory Committee will consist of a Mississaugas of the Credit First Nation Trustee to the Board, one (1) Trustee of the Board, and community stakeholders as follows:

- A representative from the Six Nations of the Grand River Territory Elected Council or Alternate Six Nations Confederacy Council;
- A representative from the Mississaugas of the Credit First Nation (MCFN) or Alternate;
- Mississaugas of the Credit First Nation Education Pillar Lead;
- An additional Representative from Mississauga of the Credit First Nation Métis;
- Representative(s) from no more than five (5) local associations. Local association is defined as an association or organization that operates locally within the area of jurisdiction of the Board which further the interest of Indigenous education;
- Up to 10 Parent /Family Designate(s)
- Up to two (2) advocates of Indigenous Education as approved by the Indigenous Education Lead – Teacher Consultant and Chair of IEAC;

The IEAC may make recommendations from IEAC to the Board at any time providing a consensus of community members are present to approve the recommendation.





The Director of Education will appoint a Superintendent of Education to act as staff liaison to the committee.

- IEAC will advise, consult and collaborate on how best to improve Indigenous student outcomes and provide advice on initiatives including, but not limited to, student programs, Native studies, student retention and alternative education programs. The committee will advocate both provincially and locally for the specific needs of Indigenous students, provide input into supports to build the capacity of educators to develop strategies to improve the integration of Indigenous perspectives in the classroom and school community. The committee will identify community issues that impact education and reflect the opinions and interests of the groups represented by the members of the committee. The Indigenous Education Advisory Committee will meet at the call of the Chair, holding a minimum of four (4) meetings between September and June. The committee will make recommendations to the Board of Trustees.

f) Six Nations Advisory Committee

- (i) The Six Nations Advisory Committee will consist of a Six Nation Trustee to the Board, One Trustee of the Board, Six Nations community representative appointed by the Committee, Six Nations Elected Council representative (appointed by SNEC), Haudenosaunee Confederacy Council representative (appointed by HCC), Education Services Agreement Native Advisor-Teacher Consultant, Education Services Agreement Native Education Counsellors (3), Education Services Agreement Community Liaison Worker, Grand District School Board Principal Leader of Indigenous Education, Grand Erie Director of Education and/or Superintendent responsible for Indigenous Education, Indigenous Services Canada Director of Federal Schools and/or designate, Grand Erie Indigenous Student Trustee, Kawennio Immersion School, representative, Everlasting Tree School representative. Others may be invited to participate as resource members as required by the agenda.
- (ii) The purpose of the Six Nations Advisory Committee is to
  - a) Ensure the educational services purchased through the Education Services Agreement are maintained at a high-quality level; and
  - b) To represent the interests of the students from Six Nations of the Grand River Territory enrolled in Grand Erie schools by providing the board appropriate and accurate advice on matters related to their education.
- (iii) The Director of Education will appoint a Superintendent of Education to act as staff liaison to the committee.
- (iv) The Six Nations Advisory Committee shall:
  - a) Hold a minimum of four regular committee meetings during the school year.
  - b) Advise the Board/board on matters for negotiation on the Education Services Agreement with Indigenous Services Canada and make recommendations to the Grand Erie Director of Education revisions to the Education Services Agreement.
  - c) Provide direction on the preparation of the Education Services Agreement Annual Report.
  - d) After the normal process for communicating concerns has been exhausted, act as a body for the hearing of concerns from parent(s)/caregiver(s) of students from Six Nations of the Grand River Territory in respect to services provided by the Board covered by the Education Services Agreement and shall advise/make recommendations to the Board or the Grand Erie Director, as is appropriate for the matter, regarding resolution to concerns.





(v) The committee will make recommendations to the Board.

g) Director of Education Performance Appraisal Committee

- (i) The Director of Education Performance Appraisal Committee will be composed of not fewer than three and not more than seven Board members, one of whom shall be elected by a majority of the committee to act as its Chair.
- (ii) The Director of Education Performance Appraisal Committee shall fulfill its mandate in accordance with Section 169.1 (1)(h) of the Education Act, O. Reg. 83/24, and the Director of Education Performance Appraisal - Governance Policy #5 and will submit to the Board of Trustees the evaluation report for approval.
- (iii) The Director of Education Performance Appraisal Committee will meet, if required at the call of the Chair a minimum of two (2) times a year.
- (iv) The Director's Performance Appraisal Committee will make recommendations to the Board.

h) Governance Committee

- (i) The Governance Committee will consist of the Chair, of the Board, Vice-Chair of the Board, three (3) Trustees appointed by the Chair of the Board, and the Director of Education (non-voting member).
- (ii) The Chair of the Board will chair the Governance Committee.
- (iii) The Governance Committee will discuss matters related to the Board By-law and Governance policies.
- (iv) The Governance Committee will meet at the call of the Chair of the Board at a minimum of two (2) times a year. Trustees can request additional meeting(s) through the Chair of the Governance Committee

The Governance Committee will make recommendations to the Board.

### 9.3 Special Ad Hoc Committees

- a) The Board may from time to time approve by resolution the formation of a Special Ad Hoc committee, to provide a recommendation to the Board on a specific matter.
- b) A resolution to approve the formation of a Special Ad Hoc committee shall state:
  - (i) the purpose of the committee;
  - (ii) the maximum number of members;
  - (iii) the date by which the committee will report to the Board; and
  - (iv) the date of dissolution.



- Which shall collectively form the committee's Terms of Reference.
- c) Special Ad Hoc committees will determine the need for staff resources, the method of reaching consensus and other matters necessary to the mandate of the committee.

## **10. Student Trustees**

### **10.1 Election and Term**

- a) Three (3) Student Trustees will be elected each February or renewed by written request issued to the Director and Chair from the Student Trustees(s) in Grande 11, on or before December 15<sup>th</sup>, prior to the selection process. A letter of confirmation will be issued.
- b) One (1) Student Trustee will be elected from the northern part of the Board (Brantford/Brant County); one (1) Student Trustee will be elected from the southern part of the Board (Haldimand and Norfolk Counties); and one (1) Student Trustee will be appointed from the Indigenous student community of Grand Erie through a consensus model.
- c) The term of the Student Trustees will be for one (1) year, from August 1 to July 31, unless the Student Trustee is in Grade 11 and a written request to remain for a second term is issued to the Director of Education.

### **10.2 Qualifications**

- a) Any student may apply to be a Student Trustee who:
  - (i) will be registered as a full-time student in the senior division on August 1st in a secondary school of the Grand Erie District School Board;
  - (ii) will be a full-time pupil in the senior division;
  - (iii) has written parental consent (if under 18 years of age) (to be issued annually); and
  - (iv) agrees to adhere to the Provincial Code of Behavior for Schools, Governance Policy, GB-1 By-law, and the Trustee Code of Conduct at all times while performing the functions of a Student Trustee.
- b) Any student who applies for the position of Student Trustee must indicate a willingness to make the necessary commitment to attend scheduled Board meetings.
- c) Student Trustee applicants must complete the Student Trustee Permission Form and the Application (to be issued annually) and forward both documents to the Principal.
- d) Indigenous Student Trustee

This position is open to Indigenous students who attend Grand Erie schools under the Educational Service Agreement, or who self-identify as Indigenous.

### **10.3 Trustees and Staff Liaison**

- a) Three (3) Grand Erie District School Board Trustees will be appointed by the Chair of the Board to act as liaison to the Student Trustees. In addition to the Board Trustee liaison,



the outgoing Student Trustees of the Grand Erie District School Board shall act as contact persons for information and advice to the incoming Student Trustees.

- b) The Director of Education will appoint a Superintendent of Education to act as staff liaison to support the Student Senate on matters related to Student Trustees.

#### **10.4 Selection of Student Trustees**

- a) The Director shall notify secondary school Principals by December 15th of the Student Trustee application process. A copy of the process and application form will be provided to the Principal for distribution.
- b) Any student who is interested in the position of Student Trustee must apply in writing to the Principal by the third Friday in January in accordance with the identified process.
- c) Each secondary school principal will forward the eligible applications from their school to the Director of Education (c/o [directorservices@granderie.ca](mailto:directorservices@granderie.ca)) by the first Friday in February.
- d) The Selection Committee will be the Grand Erie District School Board Student Senate. Each secondary school has the right to have two (2) voting members on the Student Senate. Schools with Indigenous student clubs will also have one (1) voting Indigenous student member on the Student Senate. For the purposes of this selection process, the Student Senate may meet separately as a North, South and Indigenous Senate (selecting the Student Trustees from their group). Indigenous Senate may proceed with their appointment by consensus. To be considered eligible, Student Trustee applicants must attend the student Senate elections. If there are exceptional circumstances and a candidate cannot be in attendance, the Director of Education will be consulted to assist with a resolution. The Selection Committee will invite all eligible candidates for interviews. All candidates will be asked the same questions and will be asked to elaborate on their written applications. Interview questions will be sent out 24 hours prior to the election.
- e) After completion of all interviews, the Selection Committee will conduct secret ballot votes to elect one Student Trustee for each group. Balloting will be conducted by removing the candidates' name(s) receiving the fewest votes until one name from each area of the Board achieves a simple majority. *Where there is a tie for the candidates receiving the most votes in an area of the Board, a second vote will be conducted for the candidates tied with the most votes. If the tie remains after the second vote, then straws will be drawn. The candidate that draws the shortest straw shall be dropped from the ballot.* The election process will be completed no later than the last day of February each year.
- f) The names of the elected Student Trustees will be presented to the Board of Trustees as information at the Board meeting in March of each year.

#### **10.5 Dismissal of a Student Trustee**

- a) If a Student Trustee misses three (3) regularly scheduled, consecutive Board meetings without the permission of the Board, they will be deemed to have vacated their seat.
- b) A Student Trustee who ceases to be qualified according to the [Education Act](#) and the associated Regulation shall resign.



- c) A Student Trustee shall be disqualified if they fail to adhere to the [Regulation 246/18: Members of School Boards – Code of Conduct](#) and Governance Policy #4 -Trustee Code of Conduct.

#### **10.6 Filling a Vacated Seat During the Year**

If a Student Trustee seat is vacated during the term, the Board will determine if the vacancy shall be filled. If it is the determination of the Board of Trustees that the vacancy be filled, applicants will be sought, and a by-election process will be held by the Student Senate as appropriate.

#### **10.7 Type and Extent of Participation**

- a) Student Trustees are non-voting members at the Board table. Student Trustees may participate fully in discussions on all matters before the Board except as defined in part (c) of this section.
- b) On any motion, the Student Trustee may have their position officially recorded in the minutes, but their vote is non-binding.
- c) Student Trustees may sit on Board committees. They may not take the place of an elected Trustee on committees that have a legislated requirement for Trustee participation.
- d) Student Trustees are expected to host Student Senate meetings with support from the appointed staff liaison.
- e) Student Trustees under the age of 18 are permitted to attend Student Trustee events with parental/ caregiver permission provided they are accompanied by Board administrative or academic staff, an elected Trustee, or their parent /caregiver.
- f) Student Trustees must have prior approval from the Chair of the Board and their school Principal before registering for Student Trustee events.



## **10.8 Honoraria and Expenses**

- a) Student Trustees will be paid an honorarium in the amount of \$2,500.00 per year. This honorarium shall be prorated for a student trustee who holds office for less than a complete term. Student Trustees can choose to have the honorarium paid bi-monthly or at the end of the term on July 31.
- b) Student Trustees will be eligible to claim travel and previously approved professional development expenses following the process for reimbursement as outlined in Article 4, above - Trustee Expenses.

## **10.9 Cooperative Education Credit**

Service as a Student Trustee may be eligible for either a Cooperative Education credit or community service hours, with the approval of the Student Trustee's Principal and Cooperative Education teacher. The Director of Education shall support the Student Trustee in working through the requirements for a Cooperative Education credit.

## **10.10 Communication with Students**

Student Trustees are responsible for communicating with students from their area (North/South/Indigenous). Student Senate meetings, and the Grand Erie District School Board website are available to the Student Trustees as a means of communicating with all students.

