



## Governance Committee Meeting

Thursday, October 17, 2024

6:30 p.m.

MS Teams Only

### 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 dated August 22, 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 October 28, 2024 Regular Board Meeting for approval."*

\*

(b) Terms of Reference 2024-25 (I)

F - 1 **Other Business**

G - 1 **Adjournment**

**Recommended Motion:**

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

H - 1 **Next Meeting Date:** TBD



## Governance Committee Meeting

Thursday, August 22, 2024

6:00 p.m.

MS Teams

### MINUTES

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

**Administration:** Director: J. Roberto, Recording Secretary: C. Dero

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

A - 1 **Opening**

(a) **Roll Call**

The meeting was called to order at 6:12 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: B. Doyle

That the Governance Committee agenda be approved.

**Carried**

C - 1 **Approval of the Minutes**

THAT the Minutes of the Governance Committee meeting, dated March 21, 2024, be approved.

Moved by: T. Waldschmidt

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 Borrowing By-law and Trustee Code of Conduct**

Moved by: T. Waldschmidt

Seconded by: J. Bradford

THAT the amendments to the Trustee Code of Conduct be forwarded to the September 23, 2024 Regular Board meeting for approval; and

THAT the amendments to the Borrowing By-law be forwarded to the November 25, 2024 Regular Board meeting for approval.

**Carried**

Legal counsel summarized updates that were made to the Trustee Code of Conduct to align with new Legislation.



# Governance Committee Meeting

Thursday, August 22, 2024

6:00 p.m.

MS Teams

## MINUTES

F - 1 **Other Business** – Nil

G - 1 **Adjournment**

Moved by: C. VanEvery-Albert

Seconded by: B. Doyle

That the Governance Committee meeting be adjourned at 6:36 p.m.

**Carried**

**GRAND ERIE DISTRICT SCHOOL BOARD**

GENERAL WORKING BY- LAW- GB1

Effective 30th day of May 2022

[Revised 28th day of October 2024](#)

~~Revised 30<sup>th</sup> day of October 2023~~

## 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. The appointment of the First Nations Trustee will occur every fourth year. Once appointed, the First Nations Trustee serves 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

On or before the day fixed for the Inaugural Meeting, or on or before the day of the first meeting that the person attends, 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 \(1\)](#) of the [Education Act](#). *The Education Act* requires the declaration is taken on or before the day before holding the meeting of the Board after election before the trustee assumes their duties. [Section 209 \(3\)](#) of the [Education Act](#), also permits a trustee to take an Oath before the Director of Education or before any person authorized to administer an oath or affirmation in the form set out in that section.

### **2.3 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.

### **2.4 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; ~~and OPSBA Delegate~~, 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;



## E-1-a

- (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; ~~followed by the election of the Ontario Public School Board Association Director/Voting Delegate and Alternate Director/Voting Delegate;~~
- (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 Board Association \(OPSBA\) Director will take place in May, following the same process above. Timelines will be confirmed on an annual basis and this process will be in accordance with OPSBAs guidelines.](#)

## 2.5 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, 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. In the month of December, the regular meeting of the Board will take place ~~on the~~ [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.

### **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. 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.



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

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~~ ~~Where possible, following prior to the~~ Annual/Organizational or Inaugural meeting, ~~Trustees shall provide the Chair and Vice-Chair with a~~ list of standing committees will be provided to the Trustees to which they may indicate ~~would like to be appointed, indicating~~ 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; ~~depending on the regulation.~~

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.



**4.13 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.

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





## 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

#### 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

#### H - 1 ~~Other Business~~ [Committee Minutes for Information](#)

#### I - 1 OPSBA Report

#### J - 1 Correspondence

#### K - 1 Adjournment





## 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**



- (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 ~~Other Business~~ [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**

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Chair

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Director of Education and Secretary of the Board



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

Effective May 30, 2022  
~~Revised March 25, 2024~~  
[Revised October 28, 2024](#)

- 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, last meeting in June, or first meeting in~~ 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 ~~the Executive Assistant to the Board of Trustees~~ [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](#) ~~the Executive Assistant to the Board of Trustees~~ when the Trustee's term of office ceases.
- d) All office supplies (paper, printer ink etc.) and equipment will be purchased via ~~the Executive Assistant to the Board of Trustees~~ [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;



As required and amended by Article 5 (2) of [Regulation 463/97](#), the following persons must be 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):

- 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.

### 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. ~~Standing Committees may be held virtually.~~

- 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: ~~excerpts from the 2022-23 Terms of Reference:~~
- (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)



- 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 ~~Review~~-Appraisal Committee
- (i) The Director of Education Performance ~~Review~~-Appraisal Committee will ~~consist of two (2) Trustees in addition to the Chair and Vice-Chair of the Board.~~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 Chair of the Board will chair the Director of Education Performance Review Committee.~~
  - ~~(iii)~~(ii) The Director of Education Performance ~~Review~~-Appraisal Committee shall fulfill its mandate in accordance ~~to~~with Section 169.1 (1)(h) of the Education Act, O. Reg. 83/24, and the Director of Education Performance ~~Review~~-Appraisal - Governance Policy #5 and will submit to the Board of Trustees the evaluation report for approval.
  - ~~(iv)~~(iii) The Director of Education Performance ~~Review~~-Appraisal Committee will meet, if required -at the call of the Chair ~~at~~ a minimum of two (2) times a year.
  - ~~(v)~~(iv) The Director's Performance ~~Review~~-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.



# Governance Committee Terms of Reference 2024-2025

## 1.0 Statement of Purpose and Responsibility

The Governance Committee will be responsible for monitoring and reviewing the governance of this Board.

## 2.0 Committee of the Composition

The Governance Committee will be comprised of:

- 2.1 Chair of the Board
- 2.2 Vice-Chair of the Board
- 2.3 Three (3) Trustees appointed by the Chair of the Board
- 2.4 Director of Education (non-voting member)

## 3.0 Term of Appointment

- 3.1 Reviewed annually as per General Working Bylaw Section 4.6

## 4.0 Committee Operating Procedures and Scope:

The Governance Committee will:

- 4.1 Receive and Review the Minutes of the Committee.
- 4.2 Recommend any appropriate changes for its improvement.
- 4.3 Make recommendations to the Board as appropriate and necessary.

## 5.0 Role of the Board:

- 5.1 Support the work of the Committee.
- 5.2 Receive and review the Report.
- 5.3 Respond to appropriate recommendations of the committee.

## 6.0 Meetings

- 6.1 Meeting Minutes will be provided to all members.
- 6.2 The Chair and/or Director will set the agenda.
- 6.3 The Chair and/or Director may call on an external expert to support this committee.
- 6.4 The Governance Committee will meet at the call of the Chair and a minimum of two (2) meetings between September and June.

## 7.0 Reporting

The Governance Committee will make appropriate recommendations to the Board.