



**Approved Minutes – Governance and Policy Committee Meeting  
Wednesday, January 29, 2025 7:00 p.m., Hybrid**

**1. Call to Order**

Trustee Kelly Miller, Committee Chair, called the meeting to order at 7:30 p.m.

Members Present: Tracy Brown, Emma Cunningham, Donna Edwards, Mark Jacula, Stephen Linton (virtual), Carolyn Morton, Deb Oldfield, Shailene Panylo, Christine Thatcher (virtual)

Regrets: Trustee Michelle Arseneault, Student Trustees Kayla Hoare, Nitishan Poopalasundaram, Shampavi Vijayakumar

Staff Present: Director of Education Camille Williams-Taylor, Associate Director Jim Markovski, General Counsel Patrick Cotter, Superintendent Heather Mundy, Senior Manager Dervla Kelly

Recording Secretary: Gillian Venning

**2. Land Acknowledgment**

Trustee Kelly Miller gave the Land Acknowledgement: the Durham District School Board acknowledges that many Indigenous Nations have longstanding relationships, both historic and modern, with home to many Indigenous peoples from across Turtle Island (North America). We acknowledge that the Durham Region forms a part of the traditional and treaty territory of the Mississaugas of Scugog Island First Nation, the Mississauga Peoples and the treaty territory of the Chippewas of Georgina Island First Nation. It is on these ancestral and treaty lands that we teach, learn and live.

**3. Declarations of Interest**

There were no declarations of interest.

**4. Approval of Agenda**

MOVED by Trustee Donna Edwards

THAT THE AGENDA BE APPROVED.

CARRIED

## **5. Minutes**

### **(a) Draft minutes of the Governance and Policy Committee meeting of December 11, 2024**

MOVED by Trustee Tracy Brown

THAT THE DRAFT MINUTES OF THE DECEMBER 11, 2024 GOVERNANCE AND POLICY COMMITTEE MEETING BE APPROVED.

CARRIED

## **6. Recommended Actions**

### **(a) Draft Accessibility Policy**

Superintendent Heather Mundy provided an overview of the report and proposed new policy, which has been drafted in response to a March 2024 resolution of the Governance and Policy Committee that directed staff to create a new policy in consultation with accessibility partners. The policy is intended to work alongside DDSB's Accessibility Procedure and the Human Rights Policy and procedures in supporting the DDSB in upholding its legislated responsibilities and commitments.

Discussion took place and Trustee questions were answered.

MOVED by Trustee Donna Edwards

THAT THE GOVERNANCE AND POLICY COMMITTEE APPROVE THE DRAFT ACCESSIBILITY POLICY ATTACHED AS APPENDIX A, AND THAT THE MATTER PROCEED TO THE BOARD OF TRUSTEES FOR CONSIDERATION AT ITS NEXT MEETING.

CARRIED

### **(b) Clarification and Implementation of Trustee Attendance Requirements**

General Counsel Patrick Cotter provided an overview of the report, which outlines recent amendments to the Education Act and its Regulations related to requirements for in person and electronic trustee attendance at regular Board and regular Committee of the Whole meetings. It was noted that the requirements are not applicable to special meetings and other meetings as identified in Appendix E of the report. Appendices included in the report are intended to support a common understanding of the attendance requirements and to provide guidance around implementation and individual trustee responsibilities. DDSB's Bylaws have been amended to account for the new requirements, however it is proposed that a policy also be drafted to support implementation and so that questions of interpretation and process are formalized through policy.

Discussion took place and Trustee questions were answered.

MOVED by Trustee Tracy Brown

THAT STAFF DRAFT A TRUSTEE ATTENDANCE POLICY CONSISTENT WITH THE TERMS INCLUDED IN APPENDIX D AND E.

CARRIED

## **7. Information Items**

### **(a) Board Member Code of Conduct – Complaints Protocol Flowchart**

General Counsel Patrick Cotter provided an overview of the report, noting that the flowchart is being presented to the Committee for discussion and feedback in response to a previous motion that the flowchart be revised to improve clarity around the process for having a complaint addressed through the Integrity Commissioner. It was noted that all costs associated with the Complaints Protocol are the responsibility of the DDSB.

Discussion took place and trustee questions were answered. A few minor amendments were suggested and General Counsel Cotter confirmed that the suggested changes would be adopted into the flowchart before posting.

### **(b) Bylaws – Filling Trustee Vacancies**

General Counsel Patrick Cotter provided an overview of the report, which includes draft policy around filling of trustee vacancies as well as proposed amendments to Section 6 of the Bylaws to support discussion and feedback. The policy has been drafted in response to feedback gathered from trustees following the most recent vacancy process which took place in the spring of 2024. The General Counsel reviewed each section of the draft policy.

Discussion took place and trustee questions were answered.

MOVED by Trustee Shailene Panylo

THAT THE GOVERNANCE AND POLICY COMMITTEE ADOPT THE DRAFT REVISIONS TO SECTION 6 OF THE BYLAWS AND THE DRAFT POLICY INCLUDED AT APPENDICES A AND B AND THAT THE MATTER PROCEED TO THE BOARD OF TRUSTEES FOR CONSIDERATION AT ITS NEXT MEETING.

## **8. Adjournment**

MOVED by Trustee Tracy Brown  
THAT THE MEETING ADJOURN.

CARRIED

The meeting adjourned at approximately 8:09 p.m.