



DURHAM DISTRICT SCHOOL BOARD

NOTICE OF MEETING - REVISED

GOVERNANCE AND POLICY COMMITTEE PUBLIC SESSION

Chair: Kelly Miller
Vice Chair: Mark Jacula

DATE:	Wednesday, May 28, 2025
TIME:	6:00 p.m.
LOCATION:	Hybrid
ATTACHMENTS:	Agenda

Copies to:

All Trustees and Student Trustees
Director of Education
All Superintendents

AGENDA - GOVERNANCE AND POLICY COMMITTEE MEETING
Wednesday, May 28, 2025, 6:00 p.m.

	PAGE
1. <u>Call to Order</u>	Verbal
2. <u>Land Acknowledgement</u>	Verbal
<p>The Durham District School Board acknowledges that many Indigenous Nations have longstanding relationships, both historic and modern, with the territories upon which our school board and schools are located. Today, this area is home to many Indigenous peoples from across Turtle Island. 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.</p>	
3. <u>Declarations of Interest</u>	Verbal
4. <u>Motion to Approve Agenda</u>	Verbal
5. <u>Minutes</u>	
(a) DRAFT Minutes of the Governance and Policy Committee Meeting of April 30, 2025	1 – 5
6. <u>Recommended Actions</u>	
(a) Revised Consolidated Bylaws (General Counsel Patrick Cotter)	6 – 48
(b) Revised Student Trustees and Student Senate Policy (General Counsel Patrick Cotter)	49 – 57
(c) Revised Equitable Recruitment Policy (Superintendent Heather Mundy)	58 – 76
7. <u>Information/Discussion Items</u>	
(a) Process for Electing Chairs and Vice Chairs to Committees of the Board (General Counsel Patrick Cotter)	77 – 87
(b) Update on DDSB Regulations (General Counsel Patrick Cotter, Senior Manager Dervla Kelly)	88 – 90
8. <u>Adjournment</u>	Verbal



Draft Minutes – Governance and Policy Committee Meeting
Wednesday, April 30, 2025, 6:00 p.m., Hybrid

1. Call to Order

Trustee Kelly Miller, Committee Chair, called the meeting to order at 6:03 p.m.

Members Present: Tracy Brown, Emma Cunningham (virtual), Donna Edwards, Mark Jacula, Stephen Linton (virtual), Carolyn Morton, Deb Oldfield, Christine Thatcher (virtual), Student Trustees Nitishan Poopalasundaram, Shampavi Vijayakumar

Regrets: Trustees Michelle Arseneault, Shailene Panylo, Student Trustee Kayla Hoare

Staff Present: Director of Education Camille Williams-Taylor, Associate Director Jim Markovski, General Counsel Patrick Cotter, Superintendents Heather Mundy and Michael Bowman, 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 Mark Jacula

THAT THE AGENDA BE APPROVED.

CARRIED

5. Minutes

(a) Draft minutes of the Governance and Policy Committee meeting of February 26, 2025

MOVED by Trustee Tracy Brown

THAT THE DRAFT MINUTES OF THE FEBRUARY 26, 2025 GOVERNANCE AND POLICY COMMITTEE MEETING BE APPROVED.

CARRIED

6. Recommended Actions

(a) Rescission of the Recovery of Salary Overpayment Policy and Regulation

Superintendent Heather Mundy provided an overview of the report, which proposes the rescission of the Recovery of Salary Overpayment Policy and Regulation. Following a review of the Policy and Regulation, which were last reviewed in 2013, it was determined that they contained operational direction more appropriately placed in procedure. Through a consultation process with internal and external education partners, the new Recovery of Overpayments Procedure has been created. Any relevant operational provisions from the Policy and Regulation were retained in the new Procedure, therefore making the Policy and Regulation redundant.

Discussion took place and trustee questions were answered.

MOVED by Trustee Tracy Brown

THAT THAT GOVERNANCE AND POLICY COMMITTEE APPROVE THE RESCISSION OF THE RECOVERY OF SALARY OVERPAYMENT POLICY AND REGULATION AS INCLUDED IN APPENDICES A AND B OF THIS REPORT, AND THAT THE MATTER PROCEED TO THE BOARD OF TRUSTEES FOR CONSIDERATION AT ITS NEXT REGULAR MEETING.

CARRIED

(b) Revised Consolidated Bylaws

General Counsel Patrick Cotter provided an overview of the report, which proposes amendments to several sections of the Bylaws, including Section 3.1 (Purpose of Organizational Meeting), Section 4.2 (Committee of the Whole and Committee of the Whole – Standing), Section 5.5 (Scheduling and Agendas) and Section 5.7 (Attendance at Meetings). It was noted that the proposed revisions are in response to a combination of regulatory amendments, discussion at

previous meetings of the Committee and to address concerns around clarity of processes which have been brought forward by members of the Committee. The General Counsel reviewed the proposed amendments section by section. Discussion took place and trustee questions were answered. The General Counsel suggested that the few suggestions made at the meeting be incorporated into a final draft that would come back to the Committee at its next meeting on May 28, 2025.

7. Information Items

(a) Trustee Professional Learning and Trustee Expenses

Associate Director Jim Markovski provided an overview of the report, which outlines the various sources of professional development available to trustees and the associated funding in place to support participation in professional development, in accordance with established DDSB policy and Ministry of Education funding guidelines. The report also details findings of a jurisdictional scan which reviewed the relevant trustee expense policies of other school boards in Ontario. It was noted that the report was prepared in response to a February 2025 motion of the Governance and Policy Committee requesting staff to provide this information.

Discussion took place and trustee questions were answered. In response to questions raised, staff will prepare a memo to trustees which will be appended to a future meeting agenda which will include information as to what items are included in the School Board Administration Fund, the source of funding used for trustee participation in Ontario Public School Board's Association (OPSBA) events and conferences and what percentage of DDSB trustees participate in OPSBA organized conferences.

(b) Bullying Prevention and Intervention Practices

Associate Director Jim Markovski and Superintendent Michael Bowman provided an overview of the report, which provides information on all DDSB policies, procedures, directives, guidelines and practices related to bullying. The report also reviews DDSB's compliance with legislated requirements regarding bullying in schools. It was noted that the report was prepared in response to a February 2025 motion of the Governance and Policy Committee requesting staff to provide this information.

Discussion took place and trustee questions were answered. Trustees expressed concern with the data presented in the report and requested that staff provide additional information on the work being done to improve student experiences in schools as well as whether there are any opportunities to improve existing policies.

MOVED by Trustee Tracy Brown

SECONDED by Trustee Mark Jacula

THAT THE CURRENT POLICIES PERTAINING TO BULLYING BE FORMALLY REVIEWED TO ENSURE THAT THEY ARE COMPREHENSIVE, EFFECTIVE,

AND IN ALIGNMENT WITH BEST PRACTICES FOR PREVENTION, INTERVENTION, AND SUPPORT AND THAT A REPORT BE PROVIDED BACK TO THE GOVERNANCE AND POLICY COMMITTEE AT THE EARLIEST OPPORTUNITY.

Discussion took place. It was noted that staff are currently undertaking a review of DDSB's policies and regulations related to Positive School Climates with the intent to consolidate all relevant information into a single policy document.

A subsequent motion was moved which took precedence:

MOVED by Trustee Tracy Brown

SECONDED by Trustee Deb Oldfield

THAT THE MOTION BE POSTPONED INDEFINITELY.

Trustee Stephen Linton called for a recorded vote.

The motion was carried on the following recorded vote:

Yes	No	Absent	Abstain
		Michelle Arseneault	
Tracy Brown			
	Emma Cunningham		
Donna Edwards			
Mark Jacula			
	Stephen Linton		
Carolyn Morton			
Deb Oldfield			
		Shailene Panylo	
	Christine Thatcher		
Kelly Miller			

Student Trustee Non-Binding Vote:

Yes	No	Absent	Abstain
		Kayla Hoare	
Nitishan Poopalasundaram			
		Shampavi Vijayakumar	

Further discussion took place.

Trustee Christine Thatcher called a Point of Order due to Chair Kelly Miller not handing the Chair duties to the Vice Chair prior to speaking on the matter. The Point of Order was not approved and discussion continued.

Staff will provide a memo outlining the next steps and timeline regarding the ongoing positive school climates policy review and consolidation process.

8. Adjournment

MOVED by Trustee Mark Jacula

THAT THE MEETING ADJOURN.

CARRIED

The meeting adjourned at approximately 8:37 p.m.

DURHAM DISTRICT SCHOOL BOARD ADMINISTRATIVE REPORT

REPORT TO: Governance and Policy Committee

DATE: May 28, 2025

SUBJECT: Revised Consolidated Bylaws

PAGE: 1 of 2

ORIGIN: Patrick Cotter, General Counsel

The Durham District School Board recognizes Indigenous rights are distinct. In the exercise of those rights, Indigenous staff and students shall not be subjected to actions with the aim or effect of depriving these distinct rights.

The Durham District School Board is committed to providing learning and working environments that centre human rights and equity and are safe, welcoming, respectful, equitable, accessible, inclusive, and free from all forms of discrimination, oppression, harassment, and harm.

1.0 Purpose

The purpose of this report is to present proposed revisions to several sections of the Board's Consolidated Bylaws to the Governance and Policy Committee for consideration.

2.0 Background and Analysis

A report was previously presented to the Committee on April 30, 2025, with the suggested changes in track changes. The changes reviewed on April 30 were generally agreeable to the Committee.

Based on the discussions that occurred on April 30, some additional changes to the Bylaws have been made and are reflected in the attached updated track changes version attached at Appendix A.

Attached at Appendix B, for your reference is the covering report for the changes that were presented on April 30, which outlines the rationale for the proposed changes.

3.0 Communication/Implementation Plan

Once adopted, the revised Bylaws will be posted to the website.

4.0 Recommended Action

It is recommended that the Governance and Policy Committee approve the revised language of the Consolidated Bylaws as included in Appendix A and that the matter proceed to the Board of Trustees for consideration at its next meeting.

5.0 **Appendices**

Appendix A: Proposed Revised Consolidated Bylaws (track changes)

Appendix B: April 30, 2025 Revised Consolidated Bylaws Report to the Committee (without appendices)

Report reviewed and submitted by:



Patrick Cotter, General Counsel



BYLAWS

Consolidated Bylaws

1.0 PURPOSE AND APPLICATION

- 1.1 These Bylaws are enacted by the Board of Trustees (the “Board” or the “Board of Trustees”) of the Durham District School Board (the “DDSB”) to govern the Board and Committees of the Board and to advance good governance practices at the Board in accordance with the governance structure for school boards established under the *Education Act*. These Bylaws advance democratic decision making with rules that facilitate fair and respectful debate.
- 1.2 Committees of the Board are Committees with only trustees as voting members. Advisory Committees are not Committees of the Board and they are not governed by these Bylaws (except that certain Advisory Committees are established by the Bylaws and except that the Board is bound by these Bylaws in establishing or dissolving any such committee).
- 1.3 Subject to any applicable legislation or regulation, any procedural rule(s) in these Bylaws may be suspended by a two-thirds majority vote of the members present and voting.
- 1.4 The rules contained in the latest edition of Robert’s Rules of Order (“RONR” or “Robert’s Rules of Order”), shall govern all matters of procedure provided they are not inconsistent with these Bylaws or any special rules of order that the Board may adopt, or with any applicable statutes or regulations.
- 1.5 Subject to any applicable legislation or regulations, these Bylaws may be amended by a two-thirds majority vote of the members present and voting. A proposed amendment should come to the Board in the same manner as a policy amendment under Section 5.5.8.

SECTION 2: ROLES AND RESPONSIBILITIES

2.1 Board of Trustees

- 2.1.1 The Board of Trustees is the governing body of the DDSB. Decision-making authority for matters before the Board of Trustees rests with the Board, as a whole, and not with individual trustees.
- 2.1.2 The Board of Trustees is required to carry out its mandate as stipulated in the *Education Act*, and in particular, as set out in Section 169.1(1).
- 2.1.3 Board members shall each comply with the provisions of section 218.1 of the *Education Act* and the DDSB's Member Code of Conduct.
- 2.1.4 The DDSB's Member Code of Conduct is attached to these Bylaws as Appendix "A".

2.2 Chair/Vice-Chair

- 2.2.1 The Chair of the Board of Trustees, as an individual member, has no greater rights or powers than any other member of the Board but does have a unique role as expressly set out in the *Education Act*.
- 2.2.2 Consistent with the terms of s.218.4 of the *Education Act*, the role of the Chair of the Board of Trustees ~~(or Vice-Chair in the Chair's absences)~~ is to: as set out in the *Education Act* and is to:
 - (a) Preside over meetings of the Board in an impartial and fair manner;
 - (b) Conduct meetings in accordance with these Bylaws;
 - (c) Establish draft agendas for Board meetings in consultation with the Director;
 - (d) Ensure the members of the Board have the information needed for informed discussion of the agenda items;
 - (e) Act as spokesperson to the public on behalf of the Board, unless otherwise determined by the Board;
 - (f) Convey the decisions of the Board to the Director;
 - (g) Provide leadership to the Board in maintaining the Board's focus on the Multi-Year Strategic Plan and the Board's mission and vision;
 - (h) Share with the Board of Trustees any correspondence delivered to the Chair in that capacity that addresses the business of the Board of Trustees. Subject to any issue of urgency, such correspondence shall be shared at the next meeting of the Board of Trustees. However, the Chair shall not share any correspondence that contains personal attacks against any individual Trustee or staff member. In any such case, the Chair shall consider the Code of Conduct in determining how best to respond to the correspondence;
 - (i) **Sit on the Durham Student Transportation Services (DSTS) Governance Committee; and,**
 - (j) Assume such other responsibilities as may be assigned by the Board of Trustees.

- 2.2.3 The role of the Vice-Chair is to stand-in for the Chair in the Chair's absence in relation to the obligations set out above (except in relation to the Chair's obligations on the

DSTS Governance Committee, as there are specific provisions in these Bylaws for the election of a “Trustee Designate” to stand-in for the Chair on the DSTS Governance Committee).

2.3 Committee Chair or Vice-Chair

2.3.1 The role of the Committee Chair (or Vice-Chair in the Chair's absence) is to:

- (a) Preside over meetings of the Committee in an impartial and fair manner;
- (b) Establish agendas for Committee meetings, in consultation with the Director;
- (c) Conduct meetings in accordance with these Bylaws;
- (d) Ensure that members of the Committee have the information needed for informed discussion of the agenda items;
- (e) Liaise with the Director to bring forward Committee recommendations to the Board, or to the Committee of the Whole – Standing, through a staff report delivered on behalf of the Committee.

2.4 Student Trustees

2.4.1 Student Trustees are students elected by their peers to sit on the Board as non-members. They play an important role in representing the interests of students through their participation in meetings of the Board and its Committees. The nature and scope of the role of Student Trustees is set out in the Education Act and the regulations made thereunder, as may be amended from time to time.

2.4.2 Student Trustees shall serve a one-year term starting on August 1 of the year in which they are elected and ending on July 31 of the following year.

2.4.3 Student Trustees:

(a) Have a right to:

- i. Attend Board and Committee meetings;
- ii. Attend closed session of a Committee, except for when matters that include the disclosure of intimate, personal or financial information with respect to a member of the Board or Committee, an employee or prospective employee of the DDSB, a pupil or their parent or guardian are being considered;
- iii. Require that a matter before the Board be put to a recorded vote;
- iv. Suggest a motion to be moved by a member;
- v. Raise a point of order, question of privilege, parliamentary inquiry, or point of information as described in Section 5 of these Bylaws;
- vi. Except as limited by the Act, the same opportunities for participation at meetings of the Board and its Committees as a member has.

(b) May not:

- i. Move or second motions, including an appeal of a ruling of the Chair;
- ii. Exercise a binding vote on a matter.

(c) Where they have a pecuniary interest, direct or indirect on a matter, must disclose any interest to the Board or Committee, and shall not, thereafter, participate in the discussion, attempt to influence members, suggest a motion, or exercise a non-binding vote on the matter.

2.4.4 A person is qualified to act as a Student Trustee if they are enrolled in the senior division and are a full-time pupil of the DDSB or an exceptional pupil.

- 2.4.5 Despite section 2.4.4, a student is not qualified to be elected or to act as Student Trustee if they are serving a sentence of imprisonment in a penal or correctional institution, or if they are absent from three (3) consecutive meetings of the Board without prior authorization from a resolution of the Board. A person who ceases to be qualified to act as Student Trustee shall resign from the position.
- 2.4.6 Student Trustees shall be expected to:
- (a) Freely advocate in the interest of students and report students' matters to the Board;
 - (b) Attend regular Board meetings and notify the Secretary of the Board when unable to;
 - (c) Provide a Student Trustee report at meetings of the Committee of the Whole – Standing;
 - (d) Participate in and ensure that the Student Senate is organized and fulfills its mandate;
 - (e) Communicate and forward all resolutions passed and recommendations made by the Student Senate to the Board;
 - (f) Refer students' operational concerns to appropriate staff members;
 - (g) Comply with Board policies, procedures, and Bylaws, including the Member Code of Conduct;
 - (h) Not disclose confidential information acquired by virtue of their office or during closed session to any member of the public.
- 2.4.7 The amount of the honorarium for Student Trustees as referenced-in subsection 5.5 (8) of the Education Act is:
- (a) \$2,500, if the Student Trustee holds office for a complete term of office;
 - (b) \$2,500 prorated according to the proportion of a term for which the Student Trustee holds office, if the Student Trustee holds office for less than a complete term of office.
- 2.4.8 The term of office of a Student Trustee starts on August 1 of the year in which he or she is elected and ends on July 31 of the following year as long as they remain eligible

SECTION 3: ORGANIZATIONAL MEETING

3.1 Purpose of Organizational Meeting

- 3.1.1 An inaugural meeting of the Board shall take place at the first meeting of the Board in November of each year (the “Organizational Meeting”) during which the Board shall:
- (a) Elect the Chair and Vice-Chair of the Board;
 - (b) ~~Elect~~ establish and review Committees of the Board;
 - (c) ~~Elect~~ Appoint members to Committees of the Board;
 - (d) Elect the Vice-Chair of the Committee of Whole – Standing and appoint the Vice Chair of the Board as the Chair of the Committee of the Whole – Standing;
 - (e) ~~Elect~~ Appoint members to represent the Board on external organizations;
 - ~~(e)~~(f) Elect Appoint the “Trustee Designate” that may stand in for the Chair of the Board on the DSTS Governance Committee if the Chair is unable to attend one or more meetings for any reason; and
 - ~~(f)~~(g) Adopt an annual schedule of meetings for Board and Committee of Whole - Standing meetings.

3.2 Scheduling of Organizational Meeting

- 3.2.1 In an election year, the Board will hold the Organizational Meeting within seven (7) days after the day on which the term of office of the Board commences and then, in each subsequent year, at the first meeting on or after the anniversary date the term of office of the Board began.

3.3 Presiding Officer

- 3.3.1 At the Organizational Meeting, the Chief Executive Officer shall preside until the election of the Chair or, in the absence of the Chief Executive Officer, the members present shall designate the person to preside until the election of the Chair and if a member of the Board is so designated, they may vote on the election of the Chair.

3.4 Election of Chair and Vice-Chair

- 3.4.1 Written or oral nominations, including any self-nominations, shall be received by the presiding officer. When two or more members are nominated and have agreed to stand, voting shall be by secret ballot.
- 3.4.2 Nominees for the position of Chair and Vice-Chair shall be present at the Organizational Meeting or, if absent, shall have declared in writing to the Secretary of the Board their intention to stand as candidates for the position(s).
- 3.4.3 The presiding officer or designate and other scrutineers so designated by the presiding officer shall count the ballots.
- 3.4.4 The member receiving a majority vote of the members present and voting shall be declared the Chair.

- 3.4.5 Should no member receive such a majority, the name of the member receiving the smallest number of votes shall be dropped and the members shall proceed to vote anew and so continue until the Chair is elected.
- 3.4.6 In the event of an equality of votes, there shall be another ballot and, should there be another equality of votes, the candidates shall draw lots to fill the position.
- 3.4.7 The presiding officer shall announce the result by declaring the name of the member who has been elected Chair.
- 3.4.8 Once elected, the Chair shall then assume the role of Chair/Presiding Officer.
- 3.4.9 This same procedure in this section (3.4) shall apply to the election of the Vice-Chair of the Board.
- 3.4.10 The Chair and Vice-Chair serve in these roles until the next Organizational Meeting but may resign from that role upon one week's written notice delivered to the Secretary of the Board. The Chair and/or Vice-Chair may be removed from the role on a two-thirds majority vote of the members present and voting.
- 3.4.11 If the Chair of the Board resigns the office or is removed from office, the Vice-Chair of the Board shall assume the role of Chair until the next regularly scheduled Board meeting. At that meeting, the election of a new Chair shall be held and, if the Vice-Chair is elected as the Chair, the election of a new Vice-Chair shall also be held.
- 3.4.12 If Chair and Vice-Chair of any Committees have not been elected at the Organizational Meeting, the Committee will elect a Chair and Vice-Chair from amongst themselves.
- 3.4.13 The term of office of a Committee Chair and Vice-Chair shall be one year, or until the next Organizational Meeting, whichever comes first.
- 3.4.14 A Committee Chair and Vice-Chair may be re-elected to a subsequent term(s) of office by the Committee, subject to any appointments made at the Organizational Meeting each year.

SECTION 4: COMMITTEE STRUCTURE AND COMPOSITION

4.1 Approval of Committees

- 4.1.1 The Board shall consider and approve the Board's Committee structure and composition on an annual basis at the Organizational Meeting and as otherwise may be deemed appropriate by the Board.

4.2 Committee of the Whole and Committee of the Whole -Standing

- 4.2.1 The Committee of the Whole will be composed of all Trustees with full participation and voting privileges.

- 4.2.2 The term of the Committee of the Whole will coincide with the term of the Board.

- 4.2.3 During a Board meeting, the Board may convene into Committee of the Whole by majority vote of members present and voting to consider matters in closed session, as permitted under section 207 of the *Education Act*, or for any other reason the Board may deem appropriate. In any such case, the presiding officer for the Committee of the Whole will be the Vice-Chair of the Board.

- 4.2.4 The Committee of the Whole shall also meet regularly on the first (1st) Monday of the month (which shall be ~~referred~~referred to as "The Committee of the Whole – Standing"), except as provided below. The Board shall approve the annual schedule of regularly scheduled Committee of the Whole - Standing meetings at the Organizational Meeting each year. The calendar will typically not include meetings in except in the summer months of July, and August or, and in December when a Regular Meeting will take place. Should the 1st Monday of the month the date of such a meeting fall on a statutory, civic, or school holiday, or on a DDSB recognized protected date of significance, the approved calendar shall schedule the meeting for the meeting will be held on the Tuesday of the same week or the Monday of the following week, or such other date as, as the Board may deem appropriate when it approves the annual calendar of meetings, subject to the fact that the September meeting may not be scheduled on for the first day of school.

- 4.2.5 The Board may vary the schedule approved calendar for regular Board Committee of the Whole – Standing meetings at a Board meeting at any time during the year on resolution of a two-thirds majority of the members present and voting. A variance to the approved calendar may only include the removal of a meeting. Additional meetings that may be called throughout the year are not considered to be part of the annual approved calendar of meetings.

- 4.2.6 The Committee of the Whole may also meet in closed session prior to any Regular Board Meeting or Regular Committee of the Whole-Standing meeting (as those terms are defined in section 5.7 below), provided notice of same and a draft agenda are provided as may be required under the terms of these Consolidated By-Laws. Any such meeting is to typically commence at 6:00 p.m.

4.2.4—

- 4.2.54.2.7 A Chair and Vice-Chair of the Committee of the Whole—~~Standing~~ shall be elected at the Organizational Meeting of the Board. The presiding officer for any closed session of the Committee of the Whole —~~Standing~~ shall be the Vice-Chair of the Committee.

4.2.64.2.8 There will be a quorum for Committee of the Whole ~~—Standing~~. A Trustee who cannot attend a meeting should so notify the Trustee Services Coordinator as soon as possible.

4.2.74.2.9 It is the function of the Committee of Whole – Standing to consider and debate matters in a more informal way than may be available at Board meetings and provide to the Board, in concise form, relevant information and recommendations. Except for matters considered in closed sessions, any and all resolutions of the Committee of Whole – Standing shall be set out in a numbered list as an appendix to the minutes and shall be referenced by the Board when it moves to adopt any such resolution.

4.2.84.2.10 Public presentations to the Committee of Whole - Standing are welcomed. The individual or group seeking to make a presentation shall follow the process and rules set out in these Bylaws.

4.2.94.2.11 The terms of reference of the Committee of the Whole – Standing are as follows:

- (a) Evaluate and promote the educational programs of the Board and make recommendations to the Board with respect to the operation, amendment, addition or deletion of, or to, the same;
- (b) Conduct, from time to time, studies of existing or proposed educational programs of this or other Boards and report to the Board;
- (c) Receive and seek representations and opinions from staff, area residents, and others, with respect to Board policy, including proposed new policy or a proposed amendment to an existing policy;
- (d) Receive reports regarding curriculum development, implementation, and assessment projects;
- (e) Receive and consider communications regarding curriculum issues from agencies, councils, commissions, associations, and societies;
- (f) Consider other matters involving the Board, including, but not limited to, curriculum, facilities and Employee Relations, and make recommendations to the Board as required.

4.3 Statutory Committees

- 4.3.1 The Board shall establish Statutory Committees as called for in the *Education Act* and the Regulations made thereunder including:
- (a) Audit Committee;
 - (b) Parent Involvement Committee;
 - (c) Special Education Advisory Committee;
 - (d) Supervised Alternative Learning Committee(s);
 - (e) Accommodation Review Committees.
- 4.3.2 The mandate, membership composition and terms of reference for Statutory Committees shall be governed by applicable legislation and regulations.
- 4.3.3 The term of appointment of Trustees on the Audit Committee shall be for a two-year term, effective December 2022.

4.4 Additional Standing Committees

- 4.4.1 There shall be an Education Finance Standing Committee, a Governance and Policy Standing Committee, and a Director's Performance Review Standing Committee, the membership and terms of reference of which are as follows:

Education Finance Standing Committee:

- (a) Develop and maintain the procedures by which the Board establishes budget objectives and audits the budget expenditures;
- (b) When deemed necessary by the Board, study and recommend to the Board desirable changes in the Board's financial system;
- (c) Recommend to the Board expenditures other than those within the Budget;
- (d) Consider and recommend to the Board the annual Budget;
- (e) Review the annual financial statement and all expenditures, revenues, trust, capital account reserves, and investment reports;
- (f) Consider the annual transportation budget;
- (g) All trustees are eligible to sit on the committee; the Chair and Vice-Chair shall be elected annually at the Organizational Meeting.

Governance and Policy Standing Committee:

- (a) To ensure all of the Board's policies are up-to-date, accurate and consistent with the current legislation and government requirements;
- (b) To ensure that the Board of Trustees reviews policies at least once every five years or when required by a new legislative act or regulation, new government policy, resolution of the Board or as recommended by staff;
- (c) To develop policies that are developed with evidence-based data, equitable and reflect the Board's vision, values and strategic plan;
- (d) Monitor the effectiveness of Board policies through consultation and evidence-based data;
- (e) Monitor the effectiveness of Board policies in addressing human rights and equity in consultation with the Human Rights and Equity Advisor, through the Director of Education;
- (f) Report and make recommendations to the Board of Trustees on governance and Board policies;
- (g) Review bylaws/policies for ad-hoc committees and develop/review/document procedures (document mandate, clearly identify quorum, membership);
- (h) The committee shall meet at least twice annually;
- (i) All trustees are eligible to sit on the committee. The Chair and Vice-Chair shall be elected annually at the Organizational Meeting.

Director's Performance Review Standing Committee:

- (a) As set out in the Director's Performance Review Policy.

4.5 Advisory Committees

- 4.5.1 In addition to the Statutory Committees set out in section 4.3 above, there shall be an Equity and Diversity Advisory Committee and an Indigenous Advisory Committee (which shall be referred to as the Indigenous Advisory Circle) and such other Advisory Committees that the Board may establish from time to time. The establishment of any new Advisory Committee is contingent upon the Director of Education confirming to the Board of Trustees that adequate staff support is or can be available for the Any new Advisory Committee(s) established during the term of office of a Board of Trustees shall terminate at the conclusion of the term of office for that Board of Trustees.
- 4.5.2 The purpose of an Advisory Committee is to consider and make policy recommendations to the Board, on any matter within the jurisdiction of the Board, that the Board may determine in setting the Terms of Reference for the committee. The Board may, at its discretion, seek recommendations from the committee as to terms of reference, which must, in any case, be approved by the Board of Trustees. The Board may amend the Terms of Reference for an Advisory Committee at any time.

Advisory Committees may, through the non-voting staff member(s) on the Committee, deliver oral or written reports to the Director of Education on non-policy/operational matters.

For all Advisory Committees except the Indigenous Advisory Circle, the following terms and conditions shall apply:

The Director of Education shall engage appropriate community members to inform a recruitment and selection strategy, including selection criteria, for each Advisory Committee and shall make recommendations to the Board in that regard. The recommendations shall include the proposed number of Advisory Committee members. The Board shall, by ordinary

resolution, approve the recruitment and selection strategy and numbers of members, for each Advisory Committee. Following such approval, and subject to the Board of Trustees appointing the 2 (two) Trustee non-voting members, the Director or delegate(s) will form the committee.

In all cases, Advisory Committees are to include 2 Trustees and 1 staff person as non-voting members of the Committee. The Director has the discretion to assign one additional staff person as a non-voting member. Trustee members will be selected annually at the Organizational Meeting, failing which they may be selected at any regular or special meeting of the Board.

The Chair of an Advisory Committee shall be a community member selected by the committee. Draft agendas and meeting times and locations shall be approved by at least one non-voting member of the committee before circulation.

Community members on any Advisory Committee must participate in an orientation session which is to include mandatory anti-bias and anti-oppression training and must agree to be bound by a Code of Conduct for Advisory Committee members developed by the Director of Education.

Any report from an Advisory Committee to the Board of Trustees shall be made by the non-voting DDSB staff member(s) assigned to the committee, who may engage another member or other members of the Advisory Committee in presenting the report to the Board. The Director of Education may deliver an independent report at the same time, or subsequently, addressing or commenting upon any recommendations brought forward by an Advisory Committee.

Advisory Committees are not committees of the Board under the Education Act and are not subject to public meeting requirements. The non-voting staff member(s) of the committee, in consultation with the chair of the committee, may determine to open any meeting to the public.

4.6 Additional Committees

- 4.6.1 In addition to any committees established under these Bylaws, the Board may by resolution, establish any Standing Committee, Ad Hoc Committee or Advisory Committee as it may deem appropriate at any time, subject to these Bylaws and any applicable legislation. The Board shall stipulate, by resolution, the terms of reference for any such Standing Committee or Ad Hoc Committee stipulating the mandate and membership of the Committee. The Board may, by resolution, seek the recommendation from a Standing Committee or Ad Hoc Committee on the appropriate terms of reference for the committee.

4.7 Committee Structure

- 4.7.1 The members of Standing Committees and Ad Hoc Committees shall be Trustees. The members of a Statutory Committee are as stipulated by legislation or regulation.
- 4.7.2 The members of an Advisory Committee may include Trustees, Student Trustees, staff members and members of the community, but shall include at least one trustee or staff member.
- 4.7.3 The Chair of an Ad Hoc Committee or Standing Committee may be determined by the Chair of the Board, the Board or, failing which, by the committee. The Chair of an advisory committee shall be determined by the committee.
- 4.7.4 The Director shall assign one (non-member/non-voting) senior staff person to every Ad Hoc and Standing Committee and any other (non-member/non-voting) staff person(s) that the Director, in consultations with the Chair of committee, may deem appropriate.
- 4.7.5 If there is no staff person on an Advisory Committee, the Director shall assign one (non-member/non-voting) senior staff person and any other (non-member/non-voting) staff person(s) that the Director, in consultation with the Chair of the Advisory Committee, may deem appropriate.
- 4.7.6 Except for any committee established under these Bylaws or Board policy, the Board may dissolve any Standing or Ad Hoc Committee at the Organizational Meeting or by resolution at any time as the Board may deem necessary or appropriate, subject to applicable legislation. Committees constituted under these Bylaws or Board policy may only be dissolved by an amendment or revocation of the applicable provisions in these Bylaws or Board policy, as the case may be. The terms of reference of any Standing Committee or Ad Hoc committee not established in these Bylaws or in a Board policy may be amended by ordinary resolution.
- 4.7.7 Committees are not decision-making bodies and may only make recommendations. Ad Hoc Committees report to the Committee of Whole - Standing. Standing Committees report to the Board of Trustees.
- 4.7.8 A Trustee who is not a member of a Statutory Committee, Standing Committee or Ad Hoc committee cannot move a motion, vote or be counted towards quorum, but may attend any such committee meeting.
- 4.7.9 Once an Ad Hoc Committee has satisfied the terms of reference, it shall report to the Committee of Whole – Standing confirming that it has satisfied the terms of reference at which point it shall be automatically dissolved.

SECTION 5: BOARD AND COMMITTEE MEETINGS - RULES AND PROCEDURES

5.1 Purpose

- 5.1.1 The purpose of these rules and procedures, as supplemented by RONG, is to facilitate meaningful, respectful, and orderly debate to advance the interest of the Board. All Trustees will endeavor to comply with these rules and procedures, but it is recognized that, in many circumstances, good judgment, co-operation and good faith will do more to advance the interests of the Board than strict adherence to procedural technicalities.

5.2 Quorum

- 5.2.1 Quorum of the Board shall consist of a majority of the Board members elected or appointed to the Board under the statutes of Ontario.
- 5.2.2 Quorum of a Board Committee shall consist of a majority of the members of the Committee.
- 5.2.3 Should there be no quorum present at a meeting within fifteen minutes after the time appointed for the commencement of the meeting, the names of those present shall be recorded and the meeting shall stand adjourned until the next regular or special meeting unless there is unanimous consent of those present to delay adjournment for an additional fifteen minutes, in which event, unless a quorum then be present, the meeting shall be so adjourned.

5.3 Public Sessions

- 5.3.1 Except as permitted under section 207 of *the Education Act*, and the regulations thereunder, all meetings of the Board and Committees of the Board shall be open to the public.
- 5.3.2 No member of the public or staff will engage in conduct that is negative, critical, or derogatory towards any other person, or engage in any behaviour that is disruptive to the meeting. Any such conduct may result in exclusion from a meeting.

5.4 Closed Sessions

- 5.4.1 Resolutions passed in closed session of a Committee are of no force or effect unless and until approved at a meeting of the Board. Any such approval will be done by adopting the resolution(s) of the Committee in a manner that maintains the confidentiality of the matter unless the Committee has pre-authorized making the resolution(s) public.
- 5.4.2 Minutes of all Committee closed sessions shall be provided to the Committee of Whole – Standing for consideration, except for Committee of the Whole – Standing whose minutes shall be provided to the Board for consideration, and shall remain confidential, unless the Committee has pre-authorized the release of all or part of the information.

- 5.4.3 A staff recording secretary should be present for all closed session Committee meetings. In the absence of the recording secretary during a closed session, the presiding officer shall appoint any member or other staff person to act as secretary for that meeting.
- 5.4.4 Committee sessions closed to the public may have staff in attendance as may be determined appropriate by the Chair of the Committee in consultation with the Director. The Chair of a Committee may require that the Director not attend all or part of a closed session when the Director's performance, employment contract or related matters are under consideration by the Committee.
- 5.4.5 Matters discussed in closed session of a Committee must not be communicated to any person not present at the closed session, unless: the person is a Trustee; or the disclosure is pre-approved by the Committee; or the disclosure is to the Integrity Commissioner in relation to the Code of Conduct.
- 5.4.6 Trustees are expected to maintain strict confidentiality of any matter dealt with in closed session and are bound by the confidentiality and protection of privacy provisions under the *Education Act*, the DDSB's Member Code of Conduct and the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*.

5.5 Scheduling and Agendas

5.5.1 Regular Meetings of the Board will be held on the third (3rd) Monday of each month, commencing at 7:00 p.m., except as provided below. The Board shall approve the annual schedule of regularly scheduled Board meetings at the Organizational Meeting each year. The calendar will typically not include Board meetings in in the summer months of July, and or August, and in The calendar will include the annual Organizational Meeting in November and will therefore typically not include a Board Meeting in November. November and December where the December Board meeting will typically be scheduled to take place on the first Monday in December. Should the third Monday of the month during which a Board meeting is being held, fall on a statutory, civic, school holiday, or on a DDSB recognized protected date of significance, the approved calendar shall schedule the meeting for the Tuesday of the same week or the Monday of the following week, or such other date as the Board may deem appropriate when it approves the annual calendar.

~~5.5.15.2~~ 5.5.2 ~~T, commencing at 7:00 p.m. or, in any case where that Monday is a statutory recognized significance holiday or other school holiday, the meeting will be held on the Tuesday of the same week or the Monday of the following week.~~

5.5.3

~~As may be deemed appropriate by the Chair in consultation with the Director, the Board will convene into Committee of the Whole, closed session, prior to the commencement of the public Board meeting, typically commencing at 6:00 p.m. and again, if necessary, following public session, in which case the meeting shall not extend past 11:00 p.m.~~

The Board may vary the schedule for regular Board meetings at any time during the year on resolution of a two-thirds majority of the members present and voting. A variance to the approved calendar may only include the removal of a meeting. Additional meetings that may be called throughout the year are not considered to be part of the annual approved calendar of meetings.

5.5.2

~~5.5.3~~5.5.4 Subject to the procedures described below, draft agendas for Board meetings shall be determined by the Chair in consultation with the Director; while agendas for Committee meetings shall be determined by the Committee Chair in consultation with the Director.

~~5.5.4~~5.5.5 The Chair and the Vice-Chair of the Board and the Chair and Vice-Chair of the Committee of Whole – Standing together with the Director of Education and such other staff as the Director may engage from time to time, shall hold at least one session per month (either in-person or electronically) to consider and discuss the agendas for upcoming Board and Committee of the Whole – Standing meetings. The Chair of the Board has the discretion to invite chairs of any committee of the Board to attend all or part of an agenda planning meeting. An additional Trustee shall be entitled to attend at each meeting. Attendance shall be scheduled annually following the Organizational Meeting with Trustees being scheduled in reverse alphabetical order.

~~5.5.55.5.6~~ All Trustees shall be provided with advance notice of the date of the meeting referenced in the preceding paragraph and may email the Chair and Vice-Chair of the Board and/or the Chair and Vice-Chair of the Committee of the Whole-Standing to request that an item of business be added to the draft agenda for an upcoming meeting. The email shall disclose the rationale for the proposed addition to the agenda and any factors as to the appropriate timing for the matter to be addressed. If the matter is not added to the draft agenda, the Chair of the Board or the Chair of Committee of the Whole – Standing, as the case may be, shall advise by email of the reason it was not added to the draft agenda and shall copy all Trustees.

~~5.5.65.5.7~~ The Director or designate shall deliver an e-mail notice of each regular Board meeting and Committee of the Whole – Standing accompanied by the agenda and any supporting materials for the meeting, to each Trustee no later than three days prior to the meeting (not counting the day of the meeting but counting the day of delivery). At the discretion of the Chair of the Board or Chair of the Committee of the Whole – Standing, as the case may be, supporting materials may be delivered within the three day notice period based on urgency or exceptional circumstances.

~~5.5.75.5.8~~ A matter not on the agenda or directly related to matters on the agenda cannot be introduced at a Board or Committee meeting unless approved by the presiding officer prior to the start of the meeting based on urgency or exceptional circumstances or if a majority of the Committee or Board amends the agenda prior to approval. If a member seeks to introduce a matter not on the agenda or directly related to matters on the agenda during the meeting following the approval of the agenda, it may only be introduced by a two-thirds majority of the members present and voting. Notice of any change to a draft agenda made prior to the meeting shall be provided to Trustees as soon as possible.

~~5.5.85.5.9~~ The introduction of a new Board policy, rescission of a Board policy or an amendment to an existing Board policy shall come before the Board on the recommendation of the Governance and Policy Committee. In bringing a matter to the Board for consideration, the Governance and Policy Committee shall recommend to the Board whether the matter should be considered at that meeting or at the next meeting of the Board.

~~5.5.95.5.10~~ In addition to regularly scheduled meetings, a special meeting of the Board may be called by the Chair or by a majority of the members. In either case, email notice of the call for a special meeting shall be sent to the Secretary of the Board or designate. Reasonable efforts should be made to schedule any such meeting to avoid a scheduling conflict with other scheduled Committee meetings. A special meeting is not a “regular meeting” under the *Education Act* or the regulations thereunder.

~~5.5.105.5.11~~ The Director or designate shall deliver an e-mail notice of a special meeting to the members, accompanied by the agenda and any supporting materials for the meeting no later than 24 hours prior to the meeting. At the discretion of the Chair, the 24-hour notice period may be waived based on urgency or exceptional circumstances but notice, the agenda and any supporting materials should be delivered as early as possible prior to the commencement of the meeting.

~~5.5.11~~5.12 A matter that is not on the agenda for a special meeting cannot be considered at the special meeting, unless all members are present and consent to amend the agenda to consider the matter.

5.6 Record of Decisions

- 5.6.1 At all Board and Committee meetings, the Director or designate (typically the recording secretary) shall maintain the minutes of the meeting to make a record of resolutions passed by the Board or Committee, as the case may be, including any recorded votes and any declarations of a conflict of interest.
- 5.6.2 At each regular Board meeting, draft minutes from the prior regular Board meeting, together with any special Board meeting that may have occurred since the prior Board meeting, shall be presented to the Board for approval.

5.7 Attendance at Meetings

5.7.1 The Education Act and the Regulations thereunder governing electronic meetings, include requirements as to physical attendance at certain meetings and available exemptions to the physical attendance requirements (the "Attendance Requirements").

5.7.2 The Attendance Requirements speak to mandatory attendance at regular Board meetings and regular Committee of the Whole meetings. The Board adopts the following definitions in relation to the Attendance Requirements:

- (i) A "Regular Board Meeting" is a meeting of the Board of Trustees that occurs pursuant to a set schedule of board meetings established in the Board's Consolidated Bylaws and included as such in the annual calendar of regular board meetings approved each year at the Organizational Meeting. In the event that the Board of Trustees varies the meeting schedule during the year, in accordance with the terms of the Board's Consolidated Bylaws, to remove a Regular Board Meeting from the approved calendar, that meeting will no longer be considered a Regular Board Meeting.
- (ii) A "Regular Committee of the Whole Meeting" is a meeting of the Committee of the Whole - Standing that occurs pursuant to a set schedule of Committee of the Whole - Standing meetings established in the Board's Consolidated Bylaws and included as such in the annual calendar of regular Committee of the Whole – Standing meetings approved each year at the Organizational Meeting. In the event that the Board of Trustees varies the meeting schedule during the year, in accordance with the terms of the Board's Consolidated Bylaws, to remove a Regular Committee of the Whole Meeting from the approved calendar, that meeting will no longer be considered a Regular Committee of the Whole Meeting.

5.7.3 In accordance with the Attendance Requirements, Trustees are required to be physically present at every Regular Board Meeting and Regular Committee of the Whole Meeting (the "Mandatory Meetings"), subject to the terms set out below.

5.7.4 Trustees may attend a Mandatory Meeting electronically provided they submit a written request to do so, prior to start of the meeting, and provided that request is approved by the Chair of the Board (or the Vice-Chair of the Board where the request is from the Chair of the

Board).

- 5.7.5 The request is to be sent electronically to the Chair, or Vice-Chair as the case may be, as well as to the Trustee Services Coordinator and Director of Education. The request must include the reason for the request so that the Chair, or the Vice-Chair as the case may be, may determine whether one of the circumstances permitting electronic participation, is engaged. The circumstances permitting electronic participation in a Mandatory Meeting are as follows:
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.
- 5.7.6 Unless there is verifiable information to the contrary, the request shall be treated as having been made by the trustee in good-faith and shall be approved if it is based upon one of the circumstances permitting electronic participation as stipulated above.
- 5.7.7 The request shall not be approved if it would result in fewer than one member of the board, in addition to the Chair or their designate, being physically present in the meeting room. The Vice-Chair shall not approve a request from the Chair unless the Chair's designate will be physically present in the meeting room.
- 5.7.8 The Chair of the Board, or Vice-Chair as the case may be, has no authority to approve a trustee's total absence from a Mandatory Meeting (only whether participation in a Mandatory Meeting may be electronic).
- 5.7.9 If a Trustee is unable to attend a Mandatory Meeting physically or electronically (or if electronic participation is not approved), the Trustee may seek a Board resolution authorizing the absence and should do so at the first opportunity.
- 5.7.10 To the extent the request may engage consideration of private and confidential medical information, a Trustee may engage the Trustee Accommodation Policy in submitting a request.

5.7.11 The Chair or designate must be physically present in the boardroom for at least half of the meetings of the Board of Trustees for each 12-month period of a term (November - November).

5.7.12 Trustees must be physically present in the meeting room of the Board for at least three Regular Board Meetings for each 12-month period of a term and at least one Regular Board Meeting in each four-month period of each year in a term. This provision shall be deemed revoked effective September 1, 2025.

5.7.13 Failure to be physically present at a Mandatory Meeting without obtaining prior approval to participate electronically, constitutes an absence for purposes of s.228 of the Education Act. A trustee that is absent from three consecutive Mandatory Meetings, of the same type, without authorization from the Board of Trustee, shall be deemed to have vacated their seat.

5.7.14 When a seat is vacated, the provisions of the *Education Act*, and any relevant provision(s) of these Bylaws, shall govern the filling of the vacancy.

Conduct of Electronic Meetings

5.7.15 The chair of a committee of the board or their designate shall be physically present in the meeting room at every regular meeting of the committee of the board, except a committee of the whole board. The Director or designate shall be physically present in the meeting room for each meeting of the board and each meeting of a committee of the board, including a committee of the whole board.

5.7.16 The chair of a committee of the Board or their designate shall be physically present in the meeting room at every regular meeting of the committee. The chair of a committee or their designate may participate in a meeting of the committee by electronic means if another member of the committee, is physically present in the meeting room, subject to the rules governing attendance at Mandatory Meetings.

5.7.17 The Director of Education or their designate shall be physically present in the meeting room for each meeting of the Board of Trustees and each meeting of a committee of a board, including a committee of the whole board.

5.7.18 The electronic means shall permit all persons participating in the meeting to communicate with each other simultaneously and instantaneously.

5.7.19 Members attending a meeting electronically must advise the Chair when they join the meeting. Members who leave the meeting before adjournment, whether temporarily or permanently, shall advise the Chair prior leaving the meeting.

5.7.20 Anyone participating electronically must use the mute function on their device when not speaking. Members attending electronically shall keep their camera on during the meeting.

5.7.21 The electronic means shall be provided in such a way that complies with the rules governing conflict of interest of members.

5.7.22 The Board shall provide members of the public with electronic means for participating in

meetings, provided that such participation has been approved by the board. Even if there is no public participation, electronic meetings shall be made available for public viewing.

5.7.23 The Board may provide, at one or more locations within its jurisdiction, electronic means to permit any approved participation in meetings by members of the public.

5.7.24 Members of the public participating through electronic means shall not participate in any proceedings that are closed to the public. The electronic means being used shall ensure the security and confidentiality of any closed sessions.

5.7.25 Student Trustees who are participating electronically are not to participate in any closed session that concerns matters set out in sections 207(2)(b) of the Education Act.

5.7.26 Student Trustees are permitted to participate in any meeting electronically and do not need to have their electronic attendance approved in advance of a meeting.

5.7.27 At the Organizational Meeting each year, the Chair will deliver to the Board an annual report of Trustee attendance at Mandatory Meetings since the last Organizational Meeting.

- ~~5.7.1—Trustees who cannot attend a board meeting or a meeting of a committee of the board should notify the secretary of the board or designate as early as possible. If it appears that there will be no quorum for a meeting, the secretary shall notify the Chair of the board or the committee, as the case may be, and, at the Chair's discretion, the meeting may be postponed or cancelled and notice thereof shall be delivered to the Trustees as soon as possible.~~
- ~~5.7.2—In accordance with section 228(1)(b) of the *Education Act*, a Trustee vacates their seat if they are absent from three (3) consecutive regular board meetings, unless the absence is authorized by resolution of the Board.~~
- ~~5.7.3—Trustees shall be physically present for each regular board meeting and regular committee of the whole meeting, unless prior written approval is received from the Chair of the board, to participate electronically in the meeting as a result of one of the circumstances identified in the Provincial regulation for granting such approval, which are set out below. Failure to be physically present at a regular board meeting without obtaining prior approval to participate electronically, constitutes an absence for purposes of s.228(1)(b) of the *Education Act* (which is the requirement that a Trustee vacates their seat if they miss three regular board meetings in a row unless approved by the board).~~
- ~~5.7.4—The circumstances for electronic attendance that may be approved by the Chair are as follows:~~
- ~~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.~~
- ~~5.7.5—The Chair shall not approve the request if it would result in fewer than one member of the board, in addition to the Chair or their designate, being physically present in the meeting room.~~
- ~~5.7.6—Any Trustee seeking approval to participate electronically in a regular board meeting or regular committee of the whole meeting shall submit the request in writing to the Chair of the board before the meeting begins. The request shall include the reasons for the request. To the extent the request may engage consideration of private and confidential medical information, the Trustee may engage the Trustee Accommodation Policy in submitting the request.~~

- ~~5.7.7 If the request is being made by the Chair of the board, the request shall be submitted to the Vice Chair of the board. The Vice Chair shall not approve a request unless the Chair's designate will be physically present in the meeting room.~~
- ~~5.7.8 If the request to participate electronically is denied, the Trustee will be deemed absent but may still participate electronically unless there is a valid cyber security reason for not allowing such participation.~~
- ~~5.7.9 Any Trustee request to participate electronically in a regular meeting of the board that is denied by the Chair or the Vice Chair, as the case may be, may be brought to the board of Trustees for consideration and the board may authorize the absence for the under section 228(1)(b) of the Education Act.~~
- ~~5.7.10 The Chair or designate must be physically present in the board room for at least half of the meetings of the board for each 12-month period of a term, beginning November 15, 2022. Trustees must be physically present in the meeting room of the board for at least three regular meetings of the board for each 12-month period (year) of a term from November 15, 2023–November 14, 2024. Commencing November 15, 2022, trustees must physically attend at least one regular board meeting in each four-month period of each year in a term. It is noted that failure to comply with the requirements in this paragraph does not engage the deemed-vacancy provisions in the Education Act.~~
- ~~5.7.11 The chair of a committee of the board or their designate shall be physically present in the meeting room at every regular meeting of the committee of the board, except a committee of the whole board. The Director or designate shall be physically present in the meeting room for each meeting of the board and each meeting of a committee of the board, including a committee of the whole board.~~
- ~~5.7.12 The electronic means shall permit all persons participating in the meeting to communicate with each other simultaneously and instantaneously.~~
- ~~5.7.13 The electronic means shall be provided in such a way that complies with the rules governing conflict of interest of members.~~
- ~~5.7.14 The Board shall provide members of the public with electronic means for participating in meetings, provided that such participation has been approved by the board. Even if there is no public participation, electronic meetings shall be made available for public viewing.~~
- ~~5.7.15 The Board may provide, at one or more locations within its jurisdiction, electronic means to permit any approved participation in meetings by members of the public.~~
- ~~5.7.16 Members of the public participating through electronic means shall not participate in any proceedings that are closed to the public. The electronic means being used shall ensure the security and confidentiality of any closed sessions.~~
- ~~5.7.17 Student Trustees who are participating electronically are not to participate in any closed session that concerns matters set out in sections 207(2)(b) of the Education Act.~~
- ~~5.7.18 Members attending a meeting electronically must advise the Chair when they join the meeting. Members who leave the meeting before adjournment, whether temporarily or permanently, shall advise the Chair.~~

- ~~5.7.19— Anyone participating electronically must use the mute function on their device when not speaking. Members attending electronically are expected to keep their camera on during the meeting.~~
- ~~5.7.20— When a seat becomes vacant, the provisions of the *Education Act*, and any relevant provision(s) of these Bylaws, shall govern the filling of the vacancy.~~
- ~~5.7.21— At the Organization Meeting each year, the Chair will deliver to the Board an annual report of Trustee attendance at meetings of the Board and Committee of the Whole— Standing since the last Organizational Meeting~~
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5.8 Presiding Officer

- 5.8.1 Unless specified otherwise in these Bylaws, the Chair of the Board (or Vice-Chair in the Chair's absence) and the Chair of a Committee (or Vice-Chair in the Chair's absence) will be the presiding officer for meetings of the respective Board or Committee. If a meeting of a Committee moves into closed session, the Vice-Chair will be the presiding officer.
- 5.8.2 If the Chair does not attend within five minutes after the time appointed for the meeting, the Vice-Chair shall preside during the meeting or until the arrival of the Chair. In the absence of both, the members shall come to order, and a presiding officer shall be chosen by a majority of the members present and voting who shall preside during the meeting or until the arrival of the Chair or the Vice-Chair.
- 5.8.3 No member of the Board or Committee will preside at a meeting during the consideration of a motion when that member has declared a conflict of interest.
- 5.8.4 In the absence of the Director of Education, the presiding officer shall appoint a person to act as a secretary of the meeting.

5.9 Quorum

- 5.9.1 A quorum is the minimum number of members necessary to conduct a meeting which represents a majority of the members.
 - 5.9.2 Where a member is participating electronically, their attendance will be included for quorum as long as they remain electronically connected to the meeting.
 - 5.9.3 If a quorum is present, a meeting shall commence within fifteen (15) minutes of the meeting start time as shown in the agenda.
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- 5.9.4 If a quorum is not present within fifteen (15) minutes after the scheduled start time shown in the meeting agenda, the names of the members present will be recorded, and the meeting will be cancelled.
- 5.9.5 At a Board meeting, if a quorum is lost during the course of the meeting, the Board will stand in recess. If quorum cannot be re-established within fifteen (15) minutes of the Board recessing due to a loss of quorum, the Board will stand adjourned.
- 5.9.6 At a Committee meeting, if a quorum is lost during the course of the meeting, and the remaining members of the Committee determine that quorum cannot be re-established, the Committee will stand adjourned.

5.10 Acknowledgement of Traditional Lands

- 5.10.1 All Board and Committee meetings will include an acknowledgement of the Traditional Territories/Ancstral Lands of Indigenous peoples recited by presiding officer or as the presiding officer may suggest.

5.11 Debate/Voting

- 5.11.1 Members and participants in a meeting will address their comments through the Chair of the meeting.
 - 5.11.2 Members shall not interrupt another member who has the floor, except as permitted hereunder or under RONR (for example, to raise a point of order or question of personal privilege).
 - 5.11.3 Members shall confine their comments to the merits of the motion being considered.
 - 5.11.4 The Chair is entitled to move or second a motion, but only once they have passed the role of presiding officer to another member for the duration of the matter under consideration. The Chair will resume the role of presiding officer once the motion has been dealt with.
 - 5.11.5 The mover of a motion shall be given first opportunity to speak. If a Student Trustee suggests a motion that gets moved by a member, the Student Trustee shall be given the first opportunity to speak. A member who has not spoken in debate has preference in recognition to speak over a member who has already spoken. At Board meetings, each member may speak twice, up to four minutes on the first occasion, two minutes on the second occasion, on each debatable motion. The Board may consider extending or limiting the time for debate at the commencement of the Board meeting or on any given motion, in accordance with the provisions of RONR.
 - 5.11.6 At a Board meeting, a member who has not spoken to a motion may move that debate on the motion be closed and that the pending motion be put to a vote. Such a motion is not debatable. Before putting a motion to end debate to a vote, the Chair shall provide any member who has not spoken to the main motion with an opportunity to do so.
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- 5.11.7 A motion to end debate at a Board meeting will only pass on two-thirds majority of the members present and voting. If the motion to end debate carries, no further debate can take place on the main motion and the Chair shall put the pending motion to a vote.
- 5.11.8 Trustees who are not members of a Committee may attend any Committee meetings but are not entitled to debate or vote. Only Committee members may debate and vote at Committee meetings.
- 5.11.9 A member, who is present and fails to vote on a motion, will be deemed to have abstained from voting. In counting the votes, only members present and voting count in determining whether the requisite majority threshold has been met. -
- 5.11.10 It is for members to declare their own conflict of interest and no other member may declare a conflict of another member. A member who declares a conflict of interest must abstain from voting and will be recorded as abstaining due to a conflict of interest. When a member abstains due to a conflict of interest, their vote will be recorded neither for nor against the motion, and the number of members required to pass a vote will be reduced by the number of members with a declared conflict because the results of a motion are determined on the basis of the members present and voting.
- 5.11.11 Before a motion is voted on, a member may request that a motion containing divisible parts be voted on separately.
- 5.11.12 At any time before a motion is put to a vote, the Chair shall read the motion aloud.
- 5.11.13 When a motion is put to a vote, the Chair will first call votes in favour and then votes against. The Chair is entitled to vote on any motion, but it is expected that the Chair will typically abstain and only vote on a motion once all other votes have been counted and only if the Chair's vote would be determinative of the result of the motion. This is particularly applicable for the Board Chair and the Chair of the Committee of the Whole – Standing. It is expected that other Committee Chairs may choose to exercise their voting rights more often given the informal nature of committees.
- 5.11.14 After a vote is taken, the Chair shall declare whether the motion was carried or defeated.
- 5.11.15 A tie vote means the motion is defeated.
- 5.11.16 Votes taken at Board and Committee meetings may be recorded.
- 5.11.17 A student Trustee is not a member of the Board and is not entitled to exercise a binding vote on any matter before the Board or any of its Committees.
- 5.11.18 A Student Trustee is not entitled to move a motion, but is entitled to suggest a motion on any matter at a meeting of the Board or of one of its Committees on which the Student Trustee sits, and if no member of the Board or Committee, as the case may be, moves the suggested motion, the record shall show the suggested motion.
-

- 5.11.19 A Student Trustee is entitled to require that a matter before the Board or one of its Committees on which the Student Trustee sits be put to a recorded vote, and in that case, there shall be a recorded non-binding vote that includes the Student Trustee's vote and a recorded binding vote that does not include the Student Trustee's vote.
- 5.11.20 Subject to the notice requirements as to a new Policy or an amendment to an existing Policy or to these Bylaws, any member present at a Board meeting, or at a Committee meeting on which the member sits, may move or second a motion related to an item on the Agenda, unless disqualified from participating due to a conflict of interest.
- 5.11.21 A motion that has been moved and seconded is considered to be on the floor and will be decided by a vote. A motion need not be seconded during a Committee meeting, except during meetings of Committee of the Whole and Committee of the Whole – Standing.
- 5.11.22 A member who moved a motion may only withdraw it from consideration before the vote is taken on the motion if no other member present objects to the withdrawal.

Motions - Order of Precedence

- 5.11.23 When a motion is being considered, no other motion will be considered except a motion of precedence, as set out in RONR.
- 5.11.24 A motion of precedence may be introduced and will take precedence over any current motion under consideration.
- 5.11.25 If a motion of precedence is defeated, another motion of precedence to the same effect cannot be made until some other business has been taken up and decided.

Chair Ruling on Motion

- 5.11.26 The Chair may rule a motion out of order, including if it is not within the jurisdiction of the Board, is contrary to the *Education Act* or regulations thereunder, is contrary to these Bylaws, is dilatory, frivolous, vexatious or contains no rational proposition.
- 5.11.27 If a Chair rules a motion out of order, the Chair shall state the rationale for the ruling.
- 5.11.28 A ruling by the Chair that a motion is out of order is subject to appeal and will be reversed on a majority vote of the members present and voting.

Amendments to a Motion

- 5.11.29 A motion on the floor may be amended, except those motions that are not debatable or motions that are not amendable. Motions that are not amendable include:
- (a) Appeal the ruling of Chair or presiding officer;
 - (b) End debate;
-

- (c) Postpone consideration of a motion indefinitely;
- (d) Reconsider a previous decision of the Board;
- (e) Temporarily suspend a provision of the Bylaws;
- (f) Lay a motion on the table;
- (g) Take a motion from the table; or
- (h) Withdraw a motion.

5.11.30 To be in order, an amendment must:

- (a) Directly relate to the motion it proposes to amend;
- (b) Propose some change in the substance or form of the motion; and,
- (c) Not be contrary to the main concept of the motion it proposes to amend.

5.11.31 The vote on the motion, an amendment and any amendment(s) to the amendment(s) will be taken separately and in the reverse order of that in which they were moved.

Motion to Refer

5.11.32 A matter may be referred to:

- (a) The Board;
- (b) Any Committee of the Board; or
- (c) The Chair of the Board; or
- (d) The Director of Education or designate.

Extending Meeting Time

5.11.33 Unless provided for otherwise in these Bylaws, no Board or Committee meeting will continue in session beyond 10:00 p.m., unless upon the consent of the majority of members present and voting, the meeting is extended for a defined period of time to finish debate on matters currently on the floor or to address any matter on the agenda that may be of an urgent or time sensitive nature. Additional motions to further extend the meeting time are in order. In no case, will the meeting extend beyond 11:00 p.m.

Motion to Reconsider

5.11.34 Subject to the limits prescribed in RONR:

- (a) a decision of the Board made earlier in an ongoing (current) meeting may be reconsidered on a motion without notice. A reconsideration motion may only be brought by a member who voted on the prevailing side of the previous motion.
-

- (b) a previous decision of the Board cannot be reconsidered for at least twelve (12) months after the decision was made unless by resolution approved by a two-thirds (2/3) majority of the members present and voting and provided notice of the proposed reconsideration shall have been provided at the prior Board meeting.

Point of Order

- 5.11.35 A member may advise the Chair when they believe that a departure from the Bylaws, as supplemented by RONR, has taken place by raising a point of order.
- 5.11.36 Subject to certain exceptions as stipulated in RONR, a point of order must be raised promptly at the time of the alleged breach. A member may interrupt another member to raise a point of order.
- 5.11.37 The point of order in question must be clearly stated by the member.
- 5.11.38 The Chair shall decide on the point of order without debate.
- 5.11.39 The Chair may consult with the General Counsel and may declare a recess in order to consider the point of order.
- 5.11.40 A member may interrupt the meeting to introduce a motion to appeal the ruling of a Chair. A majority of members present and voting will overturn a ruling of the Chair.
- 5.11.41 If the appeal from the decision of the Chair results in a tie vote, the Chair's decision on the point of order will be upheld.

Questions of Privilege

- 5.11.42 Any member may raise a question of privilege, either a question of privilege affecting the Board, or a question of personal privilege.
 - 5.11.43 Questions of privilege affecting Board include matters such as noise, comfort or safety. Questions of personal privilege affecting a member include the reputation or treatment of the member or staff, as well as any member of the public and the member's ability to exercise rights and privileges.
 - 5.11.44 A question of privilege must be stated clearly and should include the remedy or resolution requested by the member.
 - 5.11.45 A question of privilege will not be in order if the remedy or resolution requested exceeds the power or ability of the Chair, Committee or Board.
 - 5.11.46 The Chair will decide on the question of privilege without debate.
 - 5.11.47 The Chair may consult with the General Counsel and may declare a recess in order to consider a question of privilege in order to make a decision.
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5.11.48 A member may appeal the ruling of a Chair on a point of privilege. A majority vote of members present, and voting will overturn a decision of the Chair.

5.11.49 If the appeal from the Chair's decision results in a tie vote, the Chair's decision on the question of privilege will be upheld.

Parliamentary Inquiry

5.11.50 A member may ask a question about the rules of procedure relevant to any matter or issue before the Board. The Chair will answer the question if it would assist the member to make an appropriate motion, raise a proper point of order or understand the effect of a motion or ruling. The Chair is not obliged to answer hypotheticals. The Chair may consult with the General Counsel in providing an answer.

5.11.51 The answer provided by the Chair is an opinion and is not subject to appeal. The member may act contrary to the opinion and may then appeal any adverse ruling by the Chair.

Point of Information

5.11.52 A member may ask a question directed to the Chair, or through the Chair to another member, for information relevant to the matter at hand but unrelated to parliamentary procedure.

5.12 Public Participation in Meetings

5.12.1 In keeping with the Board's Policy on Public Consultation, the Board welcomes presentations by individuals and groups. Presentations shall be made in the first instance to the Committee of Whole – Standing.

5.12.2 In order to obtain permission to make a presentation to the Committee of Whole – Standing, the person shall email the Director at least eight working days before the next scheduled meeting of the Committee of Whole – Standing. A presenter to the Committee of Whole – Standing may also be invited to present at a Board Meeting, at the discretion of the Chair of the Board.

5.12.3 Any application submitted to the Director shall be forwarded to the Chair of the Committee of Whole - Standing.

5.12.4 An email requesting permission to present to the Committee of Whole - Standing shall:

- (a) State the matter to be discussed;
 - (b) Include materials intended to be distributed to trustees and/or be presented at the meeting;
 - (c) Provide the name of any organization or interested party to be represented;
 - (d) Confirm the authority of the spokesperson.
-

- 5.12.5 Any application to present at the Committee of Whole – Standing Committee may be approved at the good faith discretion of the Chair of the Committee of Whole – Standing who shall, in considering whether to grant approval:
- (a) Consider if an opportunity for presentation is available through any other public consultation process, which shall be utilized prior to approval being given;
 - (b) Consider if the matter is a matter within the scope and authority of the Board of Trustees or whether the matter is operational in nature or within the jurisdiction of the Ministry of Education or some other entity;
 - (c) Consider whether the proposed presentation would be consistent with the Board's commitments and statutory duties and responsibilities under the Education Act, the Ontario Human Rights Code, the Board's Human Rights Policy and/or the Board's Indigenous Education Policy. If there is a concern with the manner in which a proposed presentation is designed or framed, the requester is to be given an opportunity to rectify the issues prior to any denial. If the denial is maintained, the proposed presentation shall nonetheless be circulated to all trustees by email with a summary note as to the nature of the presentation and the basis of the denial. If two or more trustees are concerned about the denial of a proposal, a motion may be brought at the next meeting of the Board for consideration of the presentation and shall reference the summary note but not include the proposed presentation. Provided there is a two thirds majority to have the motion debated, the Chair will declare the motion to be on the floor and it is debatable. Where appropriate, the Board may move into closed session of Committee of the Whole to debate the matter. In the absence of a two thirds majority, the motion is not debatable, and the Chair shall call a vote.
 - (d) Consider the time available for presentations at a given meeting and whether allowing the proposed presentation will allow the Committee of Whole – Standing sufficient time to conduct its business.
- 5.12.6 The Chair of Committee of the Whole-Standing shall inform the members of the Board when an application has been denied, including the rationale.
- 5.12.7 The Chair may waive the eight working days' notice period.
- 5.12.8 Presenters should use the appropriate format and protocol for presentations, available from the Director's office.
- 5.12.9 Anyone wishing to make a presentation shall be informed if the issue to be addressed will be discussed at any meeting of the Board or Committee of Whole - Standing prior to her or his opportunity to present.
- 5.12.10 Presenters shall be limited to speaking not more than 15 minutes including time for questions. At the discretion of the Chair of the Committee of Whole – Standing, this may be extended for a specific amount of time or deferred to a later point in the meeting.
- 5.12.11 Presenters shall be restricted to topics outlined in the application.
- 5.12.12 One or more presentations on a topic do not necessarily lead to a Committee of Whole - Standing or Board decision. The topic of a presentation should not be debated by Trustees unless and until it is on an agenda.
- 5.12.13 Members of the public may also pose questions of a general nature or regarding Board processes to the Board at any regular Board meeting.
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- 5.12.14 The Board encourages questions on a wide variety of topics, while making sure that adequate time is available for regular business. The Chair shall establish time limitations as necessary to achieve these objectives and may group together questions of a similar nature. In order to complete the business of the Board, public question period shall not exceed 30 minutes. Time may be extended in extenuating or special circumstances at the discretion of the Chair or a majority of the Board. Any approved questions not answered at the Board meeting shall be responded to through the website.
- 5.12.15 The Board reserves the right to deny an individual or party the opportunity to ask a question, or to otherwise limit a question where the question is designed or framed in a manner that would be contrary to the Board's commitments and statutory duties and responsibilities under the Education Act, the Ontario Human Rights Code, the Board's Human Rights Policy and/or the Board's Indigenous Education Policy and Procedures. If there is concern with the manner in which a proposed question is designed or framed, the requester is to be given an opportunity to rectify the issue prior to any denial. If the denial is maintained, the proposed question shall nonetheless be circulated to all trustees by email.
- 5.12.16 The following procedure applies to public question period:
- (a) Before the beginning of the Board meeting, the Questioner shall submit the question in writing through the appropriate form made available on the DDSB website;
 - (b) The approved question shall be displayed on the screens in the Boardroom;
 - (c) The Questioner shall be allowed to ask the approved question. At the discretion of the Chair, the Questioner may be prompted if further clarification is required on the answer provided and/or direct the Questioner to the email address to which the question may be submitted;
 - (d) The Questioner shall have the option to ask their question in-person or virtually subject to availability and at the discretion of the Chair;
 - (e) The Questioner or, if the Questioner prefers, the Chair, shall read the question;
 - (f) The question shall be addressed by the Chair who may direct staff to answer;
 - (g) Questions to individual Trustees or staff will not be addressed at public question period;
 - (h) Individual Trustees will not respond or comment on questions posed.
-

SECTION 6: FILLING TRUSTEE VACANCIES**6.1 The Education Act**

6.1.1 Section 221 of the *Education Act* provides for the Board to fill a Trustee vacancy by either:

- i. Requiring the municipality to hold a by-election, or
- ii. appointing a qualified person (as defined in the *Education Act*) to the position, within 90 days of the office becoming vacant. The method of appointment is not specified in the Act.

6.1.2 A by-election may not be held after March 31 in an election year (i.e., within approximately 8 months of a regularly scheduled municipal election). All costs for a by-election are borne by the Board (subsection 7(3) Municipal Elections Act, 1996).

6.2 Vacancy Committee

6.2.1 In the event of a vacancy, the Board shall establish a Vacancy Committee to address the vacancy in accordance with the terms of the Policy on Filling a Trustee Vacancy.

SECTION 7: TRUSTEE DETERMINATION AND DISTRIBUTION

- 7.1 The Durham District School Board (“DDSB”) is a statutory corporation under section 58.5 of the *Education Act*, R.S.O. 1990, C. E.2, (the “*Education Act*”). The Board of Trustees is the governing body of the DDSB. The duties and powers of the Board of Trustees are as set out in the *Education Act*. ~~Decision-making~~Decision-making authority rests with the Board of Trustees as a single body, not with individual trustees.
- 7.2 The number and distribution of elected trustees is determined pursuant to the provisions of the *Education Act* and the regulations thereunder.
-

SECTION 8: EXECUTION OF DOCUMENTS AND CORPORATE SEAL

8.1 Corporate Seal of the Board

- 8.1.1 The corporate seal of the Board shall be in the form impressed on the original copy of Bylaws located in the Administrative Offices of the Durham District School Board.

8.2 Signing Authority

- 8.2.1 The Chair or the Vice-Chair of the Board and the Treasurer shall be authorized to sign cheques and orders for payment of money on behalf of, and in the name of, the Board.
- 8.2.2 The Treasurer shall be authorized to endorse bills of exchange, cheques, drafts, and orders for payment of money, for deposit to the credit of the Board, and to receive all paid cheques and vouchers, and any documents the bank may have from time to time, belonging to the Board, and to sign the bank's form of settlement and release.
- 8.2.3 The Treasurer shall be authorized to sign cheques by means of a cheque signing machine and a facsimile of the signatures of the Chair of the Board and the Treasurer.
- 8.2.4 The Chair of the Board and the Treasurer shall be authorized to sign all necessary bank forms or documents required by the bank to implement the authority granted to them under these Bylaws.
- 8.2.5 The Treasurer shall be authorized to have printed all the necessary forms required for the banking business of the Board.
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Reference Documents

Appendix:

Appendix A: Board Member (Trustee) Code of Conduct

Effective Date

2022-03-22

Amended

2022-09-19

2023-05-15

2023-06-19

2023-10-16

2024-01-22

2024-06-17

2024-09-03

2024-10-21

2025-02-18

2025-03-17

[2025-xx-xx](#)

**DURHAM DISTRICT SCHOOL BOARD
ADMINISTRATIVE REPORT****REPORT TO:** Governance and Policy Committee**DATE:** April 30, 2025**SUBJECT:** Revised Consolidated Bylaws**PAGE:** 1 of 4**ORIGIN:** Patrick Cotter, General Counsel

The Durham District School Board recognizes Indigenous rights are distinct. In the exercise of those rights, Indigenous staff and students shall not be subjected to actions with the aim or effect of depriving these distinct rights.

The Durham District School Board is committed to providing learning and working environments that centre human rights and equity and are safe, welcoming, respectful, equitable, accessible, inclusive, and free from all forms of discrimination, oppression, harassment, and harm.

1.0 Purpose

The purpose of this report is to present proposed revisions to several sections of the Board's Consolidated Bylaws to the Governance and Policy Committee for consideration.

2.0 Background and Analysis**Trustee Attendance Requirements**

Recent amendments to the Education Act and the Regulations thereunder set out requirements for trustee attendance at Regular Board meetings and Regular Committee of the Whole meetings. To support implementation and a common understanding of individual trustee responsibilities, further amendments are recommended to the Board's Consolidated Bylaws.

On July 29, 2024, the Ministry of Education filed [O. Reg. 313/24](#) under the Education Act which amended [O. Reg 463/97: Electronic Meetings and Meeting Attendance](#). A detailed implementation plan of the amended attendance requirements was presented to the Governance and Policy Committee at its January 29, 2025 meeting and it was directed that staff prepare a draft policy to present to the Committee. Upon review, it became apparent that the proposed policy could be easily incorporated into the existing language in the Board's Consolidated Bylaws. A report proposing amendments to Section 5.7 of the Bylaws was presented to the Committee at its February 26, 2025 meeting and through brief review and discussion, it was determined that the matter would be adjourned to allow further consideration. The proposed language for a new Section 5.7 of the Board's Consolidated Bylaws is provided to the Committee within Appendix A.

Rising and Reporting

Typically, a meeting is closed by adopting a motion “to adjourn” (RONR 12th 8:9). However, there are times when certain committees will conclude a meeting by adopting a motion to “rise and report.”

Robert’s Rules (RONR 12th) outlines scenarios where the adoption of a motion to “rise and report” may be appropriate:

50:23, When a special committee has finished the business assigned to it, a motion is made for the committee to “rise” which is equivalent to the motion to adjourn, and for the Chair or other member of the committee to make its report to the assembly (Board).

However, section 50:23 concludes by stating:

The motion to rise is never used in standing committees until they are ready to go out of existence.

So, while a motion to “rise” is in effect the same as a motion to adjourn, a motion to “rise and report” signifies that the committee is ready to go out of existence. As footnote 12 in section 52:9 of RONR 12th explains:

As applied to committees in general, the word *rise* simply describes the parliamentary step of ceasing to function as a committee, preparatory to making a report. As stated in 50:23, the motion to rise is not used in ordinary standing committees, and in ordinary special committees it is used only when the committee is ready to make its final report and go out of existence. In a committee of the whole, on the other hand, the word *rise* applies to any case of the committee’s returning to the status of the assembly, whether temporary or permanent.

DDSB Application

The Board’s Consolidated Bylaws provide a detailed and standard process through which Committees of the Board report their actions and recommendations. Section 5.4 of the Consolidated Bylaws deal expressly with reporting to the Board from closed session meetings of the Committee of the Whole - Standing.

In the result, as the Board’s Consolidated Bylaws already provide for mandatory reporting to the board out of Committee of the Whole, a motion to “report” is not necessary. The Bylaws also stipulate when and how ad hoc committees are dissolved (without reference to the adoption of a motion to “rise and report”).

Given that mandatory reporting structures for committees are laid out in the Board's Consolidated Bylaws it may be appropriate to adopt a more consistent practice of adopting a motion to "adjourn" committee meetings, rather than a motion "to rise and report".

It would appear that no amendments are needed to the Bylaws, but that trustees may wish to adopt a common practice when they act as the Presiding Officer during committee meetings.

Scheduling of Board and Standing Committee Meetings

To support DDSB's responsibility to uphold Indigenous rights and human rights for all members of the community, amendments to Sections 4.2.4 through 4.2.7 and 5.5.1 - 5.5.2 of the Bylaws are proposed to allow greater flexibility in scheduling Board and Standing Committee meetings to ensure they do not conflict with protected dates of significance established annually in accordance with the Dates of Significance Procedure. The detailed amendments are included in Appendix A.

Process to Establish Board Representative on Durham Student Transportation Services Governance Committee

In response to a concern raised around the need for a clear process to establish a Board of Trustees representative on the Durham Student Transportation Services (DSTS) Governance Committee, an amendment to Section 3.1.1 of the Bylaws, as noted in Appendix A, is being proposed. In this regard, the Consortium agreement which governs DSTS outlines the following:

2.5 DSTS Governance Committee

2.5.1 The Boards agree and acknowledge that each Board shall appoint two members to the Governance Committee of the DSTS. Membership of the Committee will be the Chair of Trustee designate from each Board, and the Director of designate from each Board.

3.0 Communication/Implementation Plan

Once adopted, the revised Bylaws will be posted to the website.

4.0 Recommended Action

It is recommended that the Governance and Policy Committee approve the revised language of Sections 3.1, 4.2, 5.5 and 5.7 of the Consolidated Bylaws as included in Appendix A and that the matter proceed to the Board of Trustees for consideration at its next meeting.

5.0 Appendices

Appendix A: Proposed Revised Consolidated Bylaws (tracked changes)

Report reviewed and submitted by:



Patrick Cotter, General Counsel

DURHAM DISTRICT SCHOOL BOARD ADMINISTRATIVE REPORT

REPORT TO: Governance and Policy Committee

DATE: May 28, 2025

SUBJECT: Revised Student Trustees and Student Senate Policy

PAGE: 1 of 2

ORIGIN: Patrick Cotter, General Counsel

The Durham District School Board recognizes Indigenous rights are distinct. In the exercise of those rights, Indigenous staff and students shall not be subjected to actions with the aim or effect of depriving these distinct rights.

The Durham District School Board is committed to providing learning and working environments that centre human rights and equity and are safe, welcoming, respectful, equitable, accessible, inclusive, and free from all forms of discrimination, oppression, harassment, and harm.

1.0 Abstract

This report outlines revisions to the Student Trustees and Student Senate Policy being proposed to support a formal framework, and common understanding, of Student Trustee engagement with students through visits to schools, events and other means. The proposed revisions reflect collaborative effort on the part of the current Student Trustees, staff advisors and other staff supporting Student Trustees in their role.

The proposed revised Student Trustees and Student Senate Policy is included as Appendix A.

2.0 Purpose

The purpose of this report is to recommend revisions to the Student Trustees and Student Senate Policy for consideration by the Governance and Policy Committee.

3.0 Background and Analysis

Elected by their peers, Student Trustees play an important role in representing the interests and voice of students at the Board table and helping to keep students informed about the important decisions that affect them. Student Trustees lead the DDSB Student Senate and facilitate communication on student issues between their peers and the school board. This work is done within the parameters of the Board's Bylaws and the Student Trustee and Student Senate Policy.

Over time, the role of the Student Trustees in DDSB has evolved to include connecting with peers through visits to schools that are coordinated with the staff advisors and/or the staff at the school.

The proposed edits to the Policy noted at Appendix A provide a clear framework for school visits.

4.0 Communication/Implementation Plan

Once adopted, the revised Student Trustees and Student Senate Policy will be posted to the website.

5.0 Recommended Action

It is recommended that the Governance and Policy Committee approve the revised Student Trustees and Student Senate Policy included as Appendix A and that the matter proceed to the Board of Trustees for consideration at its next meeting.

6.0 Appendices

Appendix A: Revised Student Trustees and Student Senate Policy (tracked changes)

Report reviewed and submitted by:



Patrick Cotter, General Counsel

Student Trustees and Student Senate

1.0 Rationale

1.1 The Durham District School Board (DDSB) values student voice and engaging students in leadership opportunities where their opinions are valued, heard and respected. We are committed to encouraging and cultivating student voice throughout the system, including at the Board table.

1.2 The DDSB recognizes the benefits derived from the involvement of students in the decision-making process of the Board.

1.3 This Policy is adopted in accordance with the Act and its regulations.

2.0 Policy Objective

2.1 The objective of this Policy is to establish the framework for Student Trustees to advocate for students in the decision-making at the Board, and for the Student Senate to represent students from their schools at the Board level.

2.2 This Policy affirms the Board's commitment to engaging students and supporting its Student Trustees and Senators in their work.

2.3 This Policy is to be interpreted and applied in accordance with the DDSB's commitment to promoting and upholding Indigenous rights and human rights in all of its learning and working environments. This includes anti-colonial, anti-discriminatory and anti-racist approaches and actions to provide services and employment that are safe, welcoming, respectful, inclusive, equitable, accessible and free from discrimination and harassment consistent with the DDSB's Indigenous Education Policy, the Human Rights, Anti-Discrimination and Anti-Racism Policy, the Safe and Respectful Workplace and Harassment Prevention Policy and related procedures.

3.0 Definitions

In this Policy and its Appendices, unless provided otherwise,

3.1 **"Act"** means the Education Act, R.S.O. 1990.

3.2 **"Board"** means the DDSB Board of Trustees.

3.3 **"Director"** means the DDSB Director of Education.

3.4 **"District"** means the corporate entity of the DDSB.

3.5 **"Exceptional pupil"** means a pupil in a special education program for whom the District has reduced the length of the instructional program on each school day under

subsection 3 (3) of Regulation 298 made under the Act, so long as the pupil would be a full-time pupil if the program had not been reduced.

3.6 “**Full-time student**” has the same meaning as in the most recent regulations made under section 234 of the Act.

3.7 “**Indigenous Student Trustee**” means a First Nations, Métis, or Inuit student elected to the Board as a non-member.

3.8 “**Ministry**” means the Ontario Ministry of Education.

3.9 “**Parent**” means a parent or guardian.

3.10 “**Procedure**” means the Student Trustee and Student Senate Procedure.

3.11 “**Regulation**” means the regulation made under section 55 of the Act (O. Reg. 7/07).

3.12 “**Staff**” means any individual employed by the District.

3.13 “**Student Trustee**” means a student elected to the Board as a non-member, and includes the Indigenous Student Trustee.

4.0 Student Trustees

4.1 The District shall have two (2) Student Trustees, and one (1) Indigenous Student Trustee.

4.2 Student Trustees shall serve a one-year term starting on August 1 in the year in which they are elected and ending on July 31 of the following year. Student Trustees may serve multiple terms.

Qualifications

4.3 A student is qualified to serve as Student Trustee if they are enrolled in the senior division of a school of the District and are a full-time student or an exceptional pupil.

4.4 Despite section 4.3, a student is not qualified to be elected or to act as Student Trustee if they are serving a sentence of imprisonment in a penal or correctional institution, or if they are absent from three (3) consecutive regular meetings of the Board without prior authorization from a resolution of the Board.

4.5 A person who ceases to be qualified to act as Student Trustee shall resign from the position.

Election

4.6 The Student Trustees shall be elected by the process established in Appendix A - Student Trustee Election Code.

4.7 The Indigenous Student Trustee shall be elected by a process established in consultation with Indigenous students, communities, and the Indigenous Advisory Circle, and approved by resolution of the Board.

4.8 If the Board determines that a vacancy be filled, it shall be filled by a byelection, according to the same process as the regular election.

4.9 The District shall provide the Ministry with the names of the Student Trustees elected, not later than thirty (30) days after the date of the election or byelection.

Resources

4.10 Student Trustees are entitled to the same access to District resources and opportunities for training as Trustees, and shall be reimbursed for expenses in accordance with the Trustee Expense Policy.

4.11 The District budget shall allocate at least as much money to Student Trustees' professional development as allocated by the Grants for Student Needs, unless otherwise determined by the Board.

4.12 Student Trustees shall receive an honorarium in the amount and manner as set out in the regulation.

OSTA-AECO

4.13 Students Trustees are members of the Ontario Student Trustees' Association (OSTA-AECO). They can attend four (4) OSTA-AECO conferences per term, including AGM, FGM, and EAC, to develop their skills and to be kept informed of issues in education.

4.14 The District shall be a member organization of OSTA-AECO and pay the associated annual fee, in conjunction with the development of the budget.

4.15 The District will support and encourage the Student Trustees in pursuing leadership positions and opportunities at OSTA-AECO.

4.16 If the Student Trustees are under the age of majority, the Director shall ensure that Student Trustees are supervised during approved overnight events, which may include but is not limited to a written plan or signed parental consent;

Cooperative Education

4.17 Student Trustees may use the experience of being a Student Trustee to fulfill the requirements of a cooperative education credit(s), as outlined in the Procedure.

Connecting with DDSB Students

4.18 Student Trustees shall have the opportunity to attend both elementary and secondary schools within the DDSB for the purpose of engaging with students. All such visits must be scheduled in advance and approved by the school administration and are not to include in-class attendance during instructional time. Any request for a school attendance must be made with sufficient notice to school administration to allow for appropriate preparation and coordination.

4.19 Student Trustees shall prepare any/all presentation materials and informational content intended for student engagement prior to any school attendance and must submit such materials for review by the Student Trustee Advisor and Staff Advisor(s) two weeks in advance.

4.20 Where possible, school visits should be planned to avoid loss of instructional time.

4.21 Student Trustees must be accompanied by either a school administrator or their designate during all visits.

Advisors

4.22 The Director shall appoint a Superintendent of Equitable Education to serve as Administrative Liaison, and additional staff members to serve as Staff Advisors to the Student Trustees and Student Senate.

Orientation

4.23 Student Trustees shall be provided with an orientation, prior to their first Committee of the Whole meeting, that covers the scope of their role, rights, and responsibilities under the Board Bylaws and the Act, and which shall include a package containing the contact information for Trustees, senior administration, and other important staff and community members.

4.24 The Director shall meet with the Student Trustees prior to their first Board meeting.

5.0 Student Senate

5.1 The District shall have a Student Senate, which will be its official student advocacy body and main contact for consultation on matters related to the student body. It shall have the right to make recommendations to the Board.

Mandate

5.2 The Student Senate's mandate is to:

- a) Advocate for and advance the needs, interests, and welfare of District students;
- b) Assist the Student Trustees in determining student-related priorities, gathering student opinion, and communicating with their schools;

- c) Advise the Student Trustees in matters relating to students of the District and the business of the Board.

5.3 In the execution of its mandate, the Student Senate shall:

- a) Uphold and promote the Board's mission and values;
- b) Meet at least every month of the school year;
- c) Be provided space at District facilities to hold meetings;
- d) Remain non-partisan;
- e) Be made up of students of the District;
- f) Maintain a constitution to regulate its affairs, which will be publicly available;
- g) Remain autonomous at every reasonable opportunity.

Budget

5.4 The budget to support the operation of the Student Senate will be co-developed annually between the Student Trustees and the Administrative Liaison, based on the amount approved in the Board's operating budget.

6.0 Role and Responsibilities

6.1 The Student Trustees are responsible for:

- a) Freely advocating in the interest of students and reporting students matters to the Board;
- b) Attending Board meetings and notifying the Board Secretary when unable to;
- c) Providing a Student Trustee report at meetings of the Committee of the Whole – Standing;
- d) Participating in and ensuring that the Student Senate is organized and fulfills its mandate;
- e) Communicating and forwarding all resolutions passed and recommendations made by the Student Senate to the Board;
- f) Referring students' operational concerns to appropriate staff members, as outlined in the Procedure;
- g) Representing the District's students at public and official Board functions as assigned by the Chair of the Board and/or Director;
- h) Complying with Board policies, procedures, and Bylaws, including the Member Code of Conduct;
- i) Not disclosing confidential information acquired by virtue of their office or during closed session to any member of the public;
- j) Organize and schedule school visits in advance with school administration to ensure adequate preparation time;
- k) Ensure all presentation materials and informational content intended for student engagement are prepared in advance of scheduled school visits.

6.2 The Director is responsible for:

- a) Implementing this Policy and assigning sufficient staff to do so.

- 6.3 The Administrative Liaison is responsible:
- a) Supporting and advising the Student Trustees;
 - b) Administering the Student Trustee election and enforcing its rules;
 - c) Developing and managing the Student Senate and Student Trustees' professional development budgets.
- 6.4 The Staff Advisors are responsible for:
- a) Supporting and advising the Student Senate and Student Trustees;
 - b) Supporting the Administrative Liaison in administering the Student Trustee election;
 - c) Managing the Student Senate's budget;
 - d) **Assisting Student Trustees with the coordination and scheduling of school visits across DDSB schools and ensuring that school administration is appropriately informed.**
- 6.5 The Student Trustee Advisor is responsible for:
- a) Assisting and supporting the Student Trustees in their work;
 - b) Fostering a welcoming environment for the Student Trustees and encouraging them to share their thoughts at the Board table;
 - c) Meeting with the Student Trustees as needed to discuss issues, questions, or ideas;
 - d) Reviewing and providing feedback to the Student Trustees' reports to the Board;
 - e) **Supporting the Student Trustees in the coordination and scheduling of school visits across DDSB schools alongside the Staff Advisors.**

7.0 Policy Evaluation

7.1 This Policy may be reviewed as may be deemed necessary or appropriate, but it shall be reviewed at least every five (5) years.

8.0 Procedure

8.1 The Director is authorized to issue the procedure necessary to implement this Policy.

9.0 Reference Documents

- 9.1 Education Act, R.S.O. 1990
- 9.2 O. Reg. 7/07 - Student Trustees
- 9.3 Student Trustee and Student Senate Procedure
- 9.4 Member Code of Conduct
- 9.5 Trustee Expense Policy and Procedure

Appendices:

Appendix A - Student Trustee Election Code

Appendix B - Student Trustee Application Package

Effective Date:

2024-06-17

Reviewed and Amended:

2025-xx-xx

Reviewed without Amendment:

YYYY-MM-DD

DURHAM DISTRICT SCHOOL BOARD ADMINISTRATIVE REPORT

REPORT TO: Governance and Policy Committee

DATE: May 28, 2025

SUBJECT: Revised Equitable Recruitment Policy

PAGE: 1 of 5

ORIGIN: Heather Mundy, Superintendent of People and Culture

The Durham District School Board recognizes Indigenous rights are distinct. In the exercise of those rights, Indigenous staff and students shall not be subjected to actions with the aim or effect of depriving these distinct rights.

The Durham District School Board is committed to providing learning and working environments that centre human rights and equity and are safe, welcoming, respectful, equitable, accessible, inclusive, and free from all forms of discrimination, oppression, harassment, and harm.

1.0 Abstract

The Durham District School Board's (DDSB) Equitable Recruitment Policy (Appendix A) and Procedure were created in 2017 and review was required to ensure consistency with DDSB's Indigenous Education Policy, Human Rights Policy, and procedures and Safe and Respectful Workplace Policy. The Ministry of Education (Ministry) revoked Regulation 274/12 on October 29, 2020. [PPM 165: School Board Teacher Hiring Practices](#) took effect on March 31, 2021, directing school boards to establish equitable processes for teacher hiring. The updated policy, included as Appendix B, introduces several important changes to strengthen Indigenous rights, human rights, accessibility, and anti-oppression. The revised procedure is included for information.

2.0 Purpose

The purpose of this report is to recommend revisions to the Equitable Recruitment Policy for consideration by the Governance and Policy Committee.

3.0 Background

The Ministry has articulated a commitment to ensuring equity and inclusion in practices and outcomes in schools and school systems: "During the cyclical process of reviewing and revising their policies, boards will take steps to align all their other policies and procedures (e.g., on safe and accepting schools, student discipline, staff hiring and development) with their equity and inclusive education policy. This process will help to ensure that the principles of equity and inclusive education are embedded in all aspects of board and school operations." [PPM 119 \(2013\)](#).

The former Superintendent of Education/Employee Relations established a working group that developed and launched the DDSB Equitable Hiring Action Plan (2015-2017, which provided the foundation to build a framework to ensure that hiring practices are equitable and inclusive in all aspects of the organization. This plan is informed by research into the realities of Equity and Inclusion in Ontario as well as by Ministry Guidelines. Research into Equitable Hiring Action Plans from other jurisdictions (Waterloo and Peel District School Boards) augmented the approach taken in the DDSB Equitable Hiring Action Plan 2015-2017.

In 2017 the Equitable Recruitment Framework was established, and the Equitable Recruitment Policy and Procedure were adopted.

The Ministry revoked Regulation 274/12 on October 29, 2020, which previously prioritized teacher hiring based on seniority and qualifications. On November 4, 2020, the draft Policy/Program Memorandum (PPM) on teacher hiring practices was released, promoting fairness, transparency, diversity, and employment mobility in hiring. The final PPM 165 took effect on March 31, 2021, directing school boards to establish equitable processes.

DDSB's Equitable Recruitment Policy, Procedure, and Framework supported and aligned with the Ministry's directive, prioritizing diversity, merit, and accountability in recruitment. The District developed clear hiring guidelines for both occasional and permanent teaching positions, including candidate outreach, selection, interviews, and post-hiring procedures. Evaluation tools, bias-aware training, and equity-driven resources to enhance hiring transparency were also introduced.

The goal of the Equitable Hiring Framework, Policy and Procedure is to streamline hiring practices across the organization, ensuring transparency, consistency, and alignment with Indigenous rights, human rights, accessibility and anti-oppression, operational goals, and the Ontario Human Rights Code (OHRC) and the Accessibility for Ontarians with Disabilities Act (AODA). To achieve this, the Framework focuses on key functions within the hiring process and clearly outlines expectations that will support the District in meeting its objectives for equitable and effective hiring practices.

4.0 Analysis

The Policy and Procedure were updated to ensure that language and processes are consistent with DDSB's policies on Indigenous Education, Human Rights, Anti-Discrimination and Anti-Racism and the Safe and Respectful Workplace.

4.1 Consultation

The revised draft procedure was sent to union and federation partners (CUPE, ETFO, OSSTF and the Ontario Principals Council – Durham), for review and feedback. Internal review through the Human Rights and Equity Advisor also took place. The feedback received was considered in the final drafts of the revised policy and procedure.

To obtain broader feedback from across the District, two surveys were administered: one was sent to all superintendents, administrators, and Managers/Supervisors, and the second to all DDSB Affinity Groups. The objective of the surveys was to gather thoughts, opinions, and experiences with the DDSB hiring process. Feedback shared by these individuals and groups informed the final drafts of the revised policy and procedure and future training.

4.2 Key Changes to the Policy and Procedure

The revised policy explicitly incorporates Indigenous rights, human rights, accessibility and anti-oppression principles and practices:

- **Commitment to Accommodation:** It emphasizes the DDSB's proactive role in promoting human rights and providing accommodations to support accessibility for all.
- **Awareness of Bias and Stereotyping:** Individuals involved in decision-making are now expected to reflect on their own identities and biases and avoid assumptions or stereotypes about applicants' identities, qualifications, or experiences.
- **Recognition of Systemic Barriers:** Incorporates, applies, and reflects Indigenous rights, human rights, accessibility, equity, anti-oppression and anti-racism principles and other protected and intersecting grounds under the Ontario Human Rights Code.

With the enhancements to teacher hiring processes, the People and Culture department also leveraged some of the new tools and resources that were created to support PPM 165 into the updated policy and procedure, including:

Genuine and Non-Discriminatory Requirements: All job requirements must be bona fide—that is, genuine and made in good faith—and must not systemically discriminate against individuals or groups based on any protected or intersecting grounds under the Human Rights Code and DDSB's Human Rights Policy.

Conflict of Interest Process: A formal process has been introduced to identify and manage conflicts of interest in the recruitment process, ensuring decisions are made impartially and without bias.

The procedure has also been updated to ensure greater equity, transparency, and alignment with human rights principles. The procedure has been reviewed by Administrative Council and will be approved subject to the approval of the policy by Governance and Policy Committee. Key changes include:

- **Shift to an Inclusive Hiring Process:** The focus has moved beyond simply hiring a diverse workforce to fostering a fully inclusive hiring process—one that removes barriers, actively considers equity at every stage, and creates fair opportunities for all candidates.
- **Clarified Posting Timelines:** In cases where the collective agreement does not specify a posting period, positions are posted for a minimum of 5 business days or as agreed upon with the relevant bargaining unit. This allows flexibility to work with unions and manage timelines to address the needs of the system.
- **Enhanced Posting Content:** Job postings must now include:
 - DDSB Land Acknowledgement
 - The District's Indigenous Rights and Human Rights Statements
 - A Commitment Statement on Equitable Recruitment
 - A Proactive Offer of Accommodation to support accessibility and inclusion.
- **Updated On-Boarding Staff into new roles or positions:** The onboarding process has been updated to reflect the shared responsibilities of the process among various stakeholders.

4.3 Risks and Opportunities

The updates and feedback received through this review process presented staff with the opportunity to revise the District's professional learning as well as communication of the policy and procedure to ensure individuals involved in the hiring process understand the importance and impact that equitable recruitment has on the DDSB community as a whole. The updates will have a positive impact on individual candidates and will support the attraction of diverse candidates who share our commitment and values which in turn, supports positive learning environments for our students.

5.0 Financial Implications

There are no financial implications.

6.0 **Strategic Links**

The Equitable Recruitment Policy and Procedure are linked to several components of the multi-year strategic plan: Meaningful Learning; Recognizing and supporting staff as professionals and collaborators. Connected Communities, Building trust and a shared purpose through listening, communication, and action. Well-Being; Honoring every individual's identity and inherent dignity.

7.0 **Communication/Implementation Plan**

Upon approval of the revised Policy, the Equitable Recruitment Procedure will be approved, and the Equitable Recruitment Framework will also be updated to ensure alignment. The revised Policy will be updated on the website and shared with all staff. Professional learning sessions will be offered to Administrators, Managers and Supervisors on Equitable Recruitment.

8.0 **Recommended Action**

It is recommended that the Governance and Policy Committee approve the revised Equitable Recruitment Policy included as Appendix B and that the matter proceed to the Board of Trustees for consideration at its next meeting.

9.0 **Appendices**

- Appendix A – Revised Equitable Recruitment Policy (tracked changes)
- Appendix B – Revised Equitable Recruitment Policy (clean version)
- Appendix C – Revised Equitable Recruitment Procedure (for information only)

Report reviewed and submitted by:



Heather Mundy, Superintendent of People and Culture

PERSONNEL

Equitable Recruitment

Rationale Introduction

The DDSB demonstrates its commitment to embracing and valuing equity and diversity by ensuring that equitable access and practices are reflected in our policies and programs to create an inclusive environment where all stakeholders have a sense of belonging.

1.0 — Goals

- 1.1 The Board will make every effort to identify and remove discriminatory biases and systemic barriers that may limit the opportunities of individuals for employment, mentoring, retention, promotion, and succession planning in all Board and school positions, including those groups that have traditionally been and/or are currently marginalized within our society.
- 1.2 The Board and school principals will implement strategies to attract and retain a staff that reflects the diversity within the region and that is capable of understanding and responding to the experiences of the diverse communities within the Board's jurisdiction.

2.0 — Principles for Equitable Recruitment

- All applicants will experience a hiring process that is accessible, fair, consistent and transparent, regardless of the position that is sought
- Tools, training and processes are in place to mitigate bias in the recruitment process
- The DDSB employee cohorts will increasingly reflect the communities that are served by the DDSB
- Job competitions are conducted within the parameters of the Collective Bargaining Agreements where applicable.
- The Equitable Recruitment Framework guidelines will be reflected in all aspects of the organization, for every job competition.
- Human Resources Services will be a resource to the organization to train, support, model and monitor for coherence and alignment with the framework expectations.
- Processes and actions undertaken by all employees who are in a position to hire staff will comply with Ontario Human Rights Code legislation.

Appendix:

None

Effective Date

2017-05-15

Amended/Reviewed

Equitable Recruitment

1.0 Rationale

The Durham School Board (DDSB) is committed to fostering a qualified workforce with the knowledge, lived experiences, skills, and attributes to best serve DDSB students.

The DDSB is also committed to developing and implementing fair, consistent, inclusive and transparent recruitment and hiring procedures, practices, and decisions that comply with:

- The Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act (AODA), and all other applicable legislation
- Ministry of Education Policy/Program Memoranda
- DDSB policies and procedures.

The DDSB adopts this policy to support these commitments, promote and uphold equitable recruitment, and to prevent and address discriminatory barriers in recruitment.

2.0 Objective

The DDSB demonstrates these commitments by critically and intentionally identifying, preventing, and addressing discriminatory biases and barriers in recruitment-related policies, procedures, and practices to support equitable recruitment and employment experiences and outcomes, where all candidates are treated with dignity and respect.

- 2.1 This policy is to be interpreted and applied in accordance with the DDSB's commitment to promoting and upholding Indigenous rights, human rights, and accessibility in all of its learning and working environments. This includes anti-colonial, anti-discriminatory and anti-racist approaches, and actions to provide services and employment that are safe, welcoming, respectful, inclusive, equitable, accessible, and free from discrimination and harassment consistent with the DDSB's Indigenous Education Policy, Human Rights, Anti-Discrimination and Anti-Racism Policy (the "Human Rights Policy"), the Safe and Respectful Workplace and Harassment Prevention Policy, the Accessibility Policy, and related procedures.

3.0 Definitions

In this policy,

- 3.1 **Employee:** Any person included in the definition of "worker" under the OHSA including but not limited to regular, temporary, probationary employees, co-op students, contract employees and volunteers.
- 3.2 **Candidate:** an individual who is seeking employment, or applying for a position, service, or opportunity

4.0 Policy

Indigenous Rights, Human Rights, Accessibility and Anti-Oppression

- 4.1 The Director of Education shall implement and oversee the policy through appropriate procedures to further outline individual and shared system/organizational roles, responsibilities, and requirements to support compliance with this policy.
- 4.2 Throughout all steps in the recruitment process (including job descriptions, outreach, postings, selection criteria, interviews and other assessment tools, reference checks, hiring decisions, and onboarding processes), DDSB staff involved in recruitment processes will:
- Incorporate, apply, and reflect human rights, equity, anti-oppression and anti-racism principles, competencies, and approaches.
 - Treat all candidates with dignity and respect.
 - Promote the DDSB's commitment to Indigenous rights, human rights, accessibility, and anti-oppression.
 - Proactively offer accommodation. If an applicant requests accommodation, hiring staff will engage collaboratively with the applicant, consider their Human Rights Code related needs on an individual basis, and meet the legal duty to accommodate where required.
 - Reflect on their own identities and biases, and not make assumptions or stereotypes about candidates' identities, applications, qualifications, skills, or experiences.
 - Consider individual, systemic, and unique factors and barriers for individuals and groups who are historically and currently discriminated against based on ancestry, race, ability, disability, neurodiversity, sex, sexual orientation, gender identity, gender expression, religion/creed, and all other Human Rights Code protected grounds and intersecting grounds.
 - Make every effort to identify, prevent, and address potential biases and discriminatory and inequitable recruitment-related practices, processes, barriers and outcomes.
 - Implement recruitment processes and initiatives in ways that align with Indigenous and human rights and responsibilities and that assess and address potential discriminatory impacts.

5.0 Evaluation

- 5.1 This policy may be reviewed and updated as may be deemed necessary or appropriate, but it shall be reviewed at least every 5 years.

6.0 Reference Documents

6.1 Policies

- [Indigenous Education Policy](#)
- [Human Rights, Anti-Discrimination and Anti-Racism Policy](#)
- [Accessibility Policy](#)
- [Safe and Respectful Workplace Policy](#)

6.2 Other Documents (Legislation, Provincial Regulations, Etc.)

- [Ontario Human Rights Code](#)
- [Ministry of Education- Policy/Program Memorandum 165](#)
- [Accessibility for Ontarians with Disability Act](#)

Appendix:

None

Effective Date:

2017-05-15

Reviewed and Amended:

2025-05-27

Reviewed without Amendment:

YYYY-MM-DD



PROCEDURE

Equitable Recruitment

1.0 Objective

- 1.1. The District is committed to developing and implementing fair, consistent, inclusive, accessible, and transparent recruitment and hiring procedures and practices to support a qualified and diverse workforce with the knowledge, lived experiences, skills, and attributes to best serve students and contribute to meaningful learning, connected communities, and well-being.
- 1.2. The DDSB demonstrates this commitment by critically and intentionally identifying, preventing, and addressing discriminatory biases and barriers in recruitment-related practices to support equitable recruitment and employment experiences and outcomes, where all candidates are treated with dignity and respect.
- 1.3. Recruitment processes and decisions will comply with:
 - The Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act (AODA), and all other applicable legislation
 - Ministry of Education Policy/Program Memoranda
 - DDSB policies and procedures.
- 1.4. This procedure addresses: Candidates Attraction and Outreach, Posting Positions, Shortlisting Candidates for Selection Process, Selection/Interviewing Process, Securing Accountability, Conflict of Interest and On-Boarding Staff into new roles or positions.
- 1.5. This procedure is to be interpreted and applied in accordance with the District's commitment to promoting and upholding Indigenous rights, human rights, and accessibility in all of its learning and working environments. This includes anti-colonial, anti-discriminatory and anti-racist approaches, and actions to provide services and employment that are safe, welcoming, respectful, inclusive, equitable, accessible, and free from discrimination and harassment consistent with the, DDSB's Indigenous Education Policy, Human Rights, Anti-Discrimination and Anti-Racism Policy (the "Human Rights Policy", the Safe and Respectful Workplace and Harassment Prevention Policy, Accessibility Policy, and related procedures.
- 1.6. Indigenous Rights, Human Rights, Accessibility and Anti-Oppression
 - 1.6.1 Throughout all steps in the recruitment process (including job descriptions, outreach, postings, selection criteria, interviews and other assessment tools, reference checks, hiring decisions, and onboarding processes including criminal background checks), District staff involved in recruitment processes will incorporate, apply, and reflect Indigenous rights, human rights, accessibility, and anti-oppression principles, competencies, and approaches. This means that staff will:

- a. Treat all candidates with dignity and respect.
- b. Promote the District's commitment to Indigenous rights, human rights, accessibility, and anti-oppression.
- c. Proactively offer accommodation. If an applicant requests accommodation, hiring staff will engage collaboratively with the applicant, consider their Human Rights Code related needs on an individual basis, and meet the legal duty to accommodate where required.
- d. Reflect on their own identities and biases, and not make assumptions or stereotypes about candidates' identities, applications, qualifications, skills, or experiences.
- e. Consider individual, systemic, and unique factors and barriers for individuals and groups who are historically and currently discriminated against based on ancestry, race, ability, disability, neurodiversity, sex, sexual orientation, gender identity, gender expression, religion/creed, and all other Human Rights Code protected grounds and intersecting grounds.
- f. Make every effort to identify, prevent, and address potential biases and discriminatory and inequitable recruitment-related practices, processes, barriers and outcomes.
- g. Implement recruitment processes and initiatives in ways that align with Indigenous and human rights and responsibilities and that assess and address potential discriminatory impacts.

2.0 Definitions

In this procedure, A Conflict of Interest Hiring Form is to be completed for each job competition for which the individual is on the hiring panel where a "relationship" exists between themselves and any individual who is involved in the hiring exercise.

- 2.1 A "relationship" means any connection the employee has to individuals through:
- family whether related by blood, adoption, marriage, or common-law relationship.
 - an intimate and/or financial nature during the preceding five years; or
 - past or present private interests in connection with a candidate or applicant where their involvement in the hiring process could conflict with their duties.

3.0 Procedure

Principles for Equitable Recruitment that apply to all processes for hiring and promotion:

- a. All applicants will experience a recruitment process that is non-discriminatory, accessible, equitable, respectful, fair, consistent, and transparent, regardless of the position that is sought.

- b. Tools, training, and processes are in place to mitigate bias, stereotypes and assumptions and to help identify, address and prevent discrimination and barriers in the recruitment process.
- c. Job competitions are conducted within the parameters of the Collective Bargaining Agreements where applicable.
- d. The Equitable Recruitment Policy, Procedure, and Framework guidelines will be reflected in all aspects of the organization, for every job competition.
- e. People and Culture will be a resource to the organization to train, support, model and monitor for coherence and alignment with the procedure and framework expectations and to support accountability.

3.1 Resources and training will be provided for DDSB representatives on equitable and anti-oppressive recruitment and hiring and best practices.

Candidate Attraction and Outreach

- a. For competitions open to the public, outreach recruitment will be conducted to attract a diverse pool of qualified candidates that reflects the communities the DDSB serves.
- b. Outreach recruitment involves partnering with community groups, advertising beyond the Board's website, and intentionally creating inclusive advertising campaigns that invite and attract a diverse pool of qualified candidates with broad skills and lived experiences.

3.2 Posting Positions

- a. Requirements must be bona fide (means "good faith" or "genuine") and must not systemically discriminate against an individual or group based on any of the protected grounds (and combination of grounds) outlined in the Human Rights Code and the DDSB's Human Rights Policy.
- b. Job postings have consistent and complete information including information about the nature of the job, qualifications, and assets.
- c. All positions will be posted in accordance with timelines outlined in the Collective Agreement, where applicable.
- d. Where the collective agreement is silent on posting timelines, positions will be posted for a minimum of 5 business days or in mutual agreement with the applicable bargaining unit.
- e. All job postings will be written with inclusive, non-discriminatory language and follow a consistent format.
- f. Job postings may be made available in various forms of media (e.g. print, digital, etc.) upon request.
- g. All postings are to be reviewed by Recruitment prior to being posted to candidates.
- h. Postings are to include the DDSB's:
 - Land Acknowledgement
 - Indigenous rights and human rights statements

- Commitment statement on equitable recruitment
- Proactive offer of accommodation.

Shortlisting Candidates for Selection Process

- a. Criteria is established and used to screen application packages for shortlisting candidates.
- b. All qualified applicants will be reviewed for a specific posting.
- c. All requirements including preferred must be consistently applied to all qualified candidates.
- d. Candidates who meet the selection criteria shall be shortlisted to proceed to the next phase of the selection process.
- e. Where multiple candidates have met the selection criteria, any further shortlisting should be determined in collaboration with at least two (2) persons.
- f. At a minimum, 50% of the qualified applicants should be offered an interview. However, where there are more than eight (8) qualified applicants a minimum of four (4) applicants should be offered an opportunity to enter the selection process. The decision to select or not select a qualified applicant should be noted with a rationale.

3.3 Interview Process

3.3.1 Where possible, ensure hiring panels include individuals who have the knowledge and experience, including lived experience, to understand and reflect the needs and interests of communities in the board that have been historically or are currently under-represented in decision making.

- a. Selection teams shall be comprised at a minimum of two (2) people.
- b. All members of a selection committee must review the Equitable Recruitment Framework prior to conducting interviews.
- c. All hiring committee members are required to take complete interview and reference notes with clear, consistent scoring criteria.
- d. Each selection team will have a chairperson responsible for co-ordinating and facilitation of the competition.
- e. A scoring rubric shall be prepared in advance of the interview. All applicants must be asked the same questions and scored on the same rubric to ensure a fair and equitable process.
- f. Interview questions and scoring criteria are to be designed to assess the candidates' skills, experiences, and competencies to effectively identify and respond to the diverse identities, strengths, needs, interests, and experiences of DDSB communities.
- g. The hiring committee may consult with a subject specialist, who can contribute their expertise to the selection process in the development of interview tools and look-for/criteria.
- h. All candidates in a competition will experience a consistent process (for example, time

allocated, interview questions and format for the selection process). Any adjustments that are required to address accommodation needs under the Human Rights Code and AODA must be documented in the competition file, along with the rationale and without disclosing any confidential details about accommodation needs.

- i. The interview team should inform candidates in advance about the evaluation methods that will be used during the interview process (e.g., interview, presentation, written component).
- j. The interview team should proactively offer and notify candidates (in advance of the interview and before starting the interview) that accommodations can be made if required under the Human Rights Code and in compliance with the AODA.
- k. Each interview process is documented, and selection decisions and records are maintained by the selection committee chair for two (2) years.
- l. Upon completion of the selection process, communicate the outcome to each candidate individually (successful or not) before the successful candidate is publicly announced.
- m. A member of the selection team will complete reference checks on the selected candidate(s) and will share results with the selection team.
- n. Reference questions asked will only be related to the bona fide requirements of the job, will not create barriers, advantages or disadvantages, and diverse types of references (e.g., community/volunteer work instead of strictly formal employment) will be considered.

3.4 Securing Accountability

- 3.4.1 The DDSB will continue its efforts to collect voluntary recruitment and workforce data through a staff census and other data collection initiatives to help identify and address potential barriers and trends and to support its goals to have a workforce that reflects the diverse communities it serves.
- 3.4.2 Members of the recruitment team shall conduct regular reviews of job competition processes and outcomes to ensure adherence with expected practices for equitable recruitment and that the framework is meeting its goals. Workforce data will be used to show progress and/or to revise/enhance the framework, policy and/or procedure to support ongoing improvements and accountability.
- 3.4.3 Recruitment processes found to be non-compliant with the procedure may be interrupted or redirected by the Recruitment Manager in consultation with the Superintendent of People and Culture.
- 3.4.4 Internal candidates who are unsuccessful in a selection process can request feedback on all or any aspect of their process with a view for growth and improvement.

3.5 Conflict of Interest

- 3.5.1 The Conflict-of-Interest disclosure process involves the following:

Disclosing the Conflict of Interest

- 3.5.2 All employees have an obligation to disclose to their supervisor or People and Culture any conflict of interest in relation to any hiring exercise they are involved in. A Conflict of Interest Hiring Form (Appendix C) is to be completed for each job competition for which

the individual is on the hiring panel. This form will require the individual to declare the nature and extent of the conflict of interest no later than any meeting or process in which the individual participates, or to indicate that no conflict exists. Should a conflict exist, the individual must refrain from taking part in any discussion or decision-making in relation to the hiring process until a decision has been reached regarding the manner in which the conflict of interest will be addressed.

- 3.5.3 A Conflict of Interest involving an employee may also be reported to a supervisor or People and Culture by any other person. A report to a supervisor or People and Culture about the existence of a potential, apparent or actual conflict of interest shall be made in writing.
- 3.5.4 If the Supervisor or People and Culture to whom the disclosure is made also has a Conflict of Interest, the disclosure should be made in writing to the person at the next highest level of authority.

Managing the Conflict of Interest

- 3.5.5 The Supervisor or People and Culture will investigate to determine if a Conflict of Interest exists. Where appropriate, they may consult with the individual and/or others.
- 3.5.6 If it is determined that a Conflict of Interest exists, the Supervisor or People and Culture shall resolve the matter as per 3.5.7 below and shall document, in writing, any remedies that have been applied.

Resolving Conflicts of Interest

- 3.5.7 If a supervisor or People and Culture determines that a Conflict of Interest exists, they will decide a course of action from the following options:
 - a. An individual with a conflict or an appearance of a conflict may be permitted to be involved in the hiring exercise but without participating in the final hiring decision; or
 - b. The individual with a conflict is replaced on the hiring panel; or
- 3.6 Any other remedy deemed appropriate under the circumstances and in line with the Equitable Recruitment Framework

On-Boarding Staff into new roles or positions

- 3.6.1 DDSB is committed to providing a structured onboarding experience that enables new employees to succeed in their roles. Onboarding activities will be tailored to the employee's role and may include role-specific procedure and training requirements.
- 3.6.2 Shared responsibilities for onboarding include:
 - a. On-boarding staff requires involvement from various departments within the board.
 - b. People and Culture: Oversees the hiring process and ensures all required documentation is completed.
 - c. Hiring Manager: Responsible for preparing the new hire's workspace, introducing the employee to the team, and providing role-specific training and performance expectations.
 - d. IT Department: Provides all necessary technology and access credentials.

- e. New Employee: Expected to participate fully in the onboarding process, complete all required forms and trainings, and ask questions as needed.

3.6.3 Onboarding is a critical process that sets the foundation for a new employee's success within the board. A well-structured onboarding experience helps employees feel welcomed, informed, and supported as they transition into their roles. It accelerates their ability to contribute effectively, fosters engagement and retention, and reinforces the board's values and culture. By investing in thoughtful onboarding, not only will it improve productivity and morale but also build a strong, cohesive workforce aligned with our long-term goals.

4.0 Reference Documents

4.1 Policies

- [Indigenous Education Policy](#)
- [Human Rights, Anti-Discrimination and Anti-Racism Policy](#)
- [Equitable Recruitment Policy](#)
- [Safe and Respectful Workplace Policy](#)
- [Accessibility Policy](#)

4.2 Other Documents

- [Criminal Background Checks Procedure](#)
- [Ontario Human Rights Code](#)
- [Ministry of Education- Policy/Program Memorandum 165](#)
- [Accessibility for Ontarians with Disability Act](#)

Appendix:

Appendix A: Conflict of Interest- Hiring Declaration Form

Appendix B: Equitable Recruitment Framework

Effective Date

2017-06-26

Amended

2025-05-27

Conflict of Interest – Hiring Declaration Form

I, _____ am participating in the hiring exercise for posting number _____ at location _____.

I declare there is a conflict of interest in relation to the aforementioned job competition.

Please check all situations that apply and provide details in comments section below (including name of individual where relationship exists):

family whether related by blood, adoption, marriage, or common-law relationship

an intimate and/or financial nature during the preceding five years

past or present private interests in connection with a candidate or applicant where their involvement in the hiring process could conflict with their duties

Other- please explain _____

Comments:

A copy of this form is to be forwarded to your supervisor and the People and Culture department. You must refrain from taking part in any discussion or decision-making in relation to the hiring process until a decision has been reached regarding the manner in which the Conflict of Interest will be addressed.

A copy of this completed form must be included in the job competition file.



DURHAM DISTRICT SCHOOL BOARD

EQUITABLE RECRUITMENT FRAMEWORK



DURHAM DISTRICT SCHOOL BOARD

EQUITABLE RECRUITMENT FRAMEWORK



To recruit, develop, support and inspire employees through positive, reliable, and respectful customer service and equitable practices in pursuit of high quality public education.



DURHAM DISTRICT SCHOOL BOARD

EQUITABLE RECRUITMENT FRAMEWORK

DELIVERABLES

- The DDSB employee cohorts will increasingly reflect the communities that are served by the DDSB.
- All applicants will experience a recruitment process that is accessible, fair, consistent and transparent, regardless of the position that is sought.
- Tools, training and processes are in place to mitigate bias in the recruitment process.
- Job competitions are conducted within the parameters of the Collective Bargaining Agreements where applicable.
- The Equitable Recruitment Framework guidelines will be reflected in all aspects of the organization, for every job competition.
- Human Resource Services will be a resource to the organization to train, support, model and monitor for coherence and alignment with the framework expectations.
- Processes and actions undertaken by all employees who are in a position to hire staff will comply with Ontario Human Rights Legislation.



DURHAM DISTRICT SCHOOL BOARD ADMINISTRATIVE REPORT

REPORT TO: Governance and Policy Committee

DATE: May 28, 2025

SUBJECT: Process for Electing Chairs and Vice Chairs
to Committees of the Board

PAGE: 1 of 3

ORIGIN: Patrick Cotter, General Counsel

The Durham District School Board recognizes Indigenous rights are distinct. In the exercise of those rights, Indigenous staff and students shall not be subjected to actions with the aim or effect of depriving these distinct rights.

The Durham District School Board is committed to providing learning and working environments that centre human rights and equity and are safe, welcoming, respectful, equitable, accessible, inclusive, and free from all forms of discrimination, oppression, harassment, and harm.

1.0 Abstract

This report outlines the process applicable to the election of Chairs and Vice Chairs to Committees of the Board in response to a recent trustee inquiry to provide the current practice such that consideration may be given as to whether any changes may be needed. Applicable sections of the Bylaws are noted throughout the report. A table listing details of all Committees of the Board is included as Appendix A. This report is provided for information and to support discussion.

2.0 Purpose

The purpose of this report is to outline the existing process through which the Board of Trustees elects Chairs and Vice Chairs to Committees of the Board, which are those with only trustees as voting members.

3.0 Background and Analysis

In addition to the annual election of the Chair and Vice Chair of the Board of Trustees, Chairs and Vice Chairs of Committees of the Board are typically elected at the Organizational meeting, or in the case of a Board in the first year of its four-year term, at the Inaugural meeting. However, the Board's Bylaws provide flexibility for the election of Committee Chairs and Vice Chairs to take place at the first meeting of a committee following the Organizational meeting if necessary. In this regard, the Bylaws provide as follows:

3.1 Purpose of Organizational Meeting

- 3.1.1 An inaugural meeting of the Board shall take place at the first meeting of the Board in November of each year (the “Organizational Meeting”) during which the Board shall:
- (a) Elect the Chair and Vice-Chair of the Board;
 - (b) Establish and review Committees of the Board;
 - (c) Appoint members to Committees of the Board;
 - (d) Elect the Vice-Chair of the Committee of Whole – Standing and appoint the Vice Chair of the Board as the Chair of the Committee of the Whole – Standing;
 - (e) Appoint members to represent the Board on external organizations; and
 - (f) Adopt an annual schedule of meetings for Board and Committee of Whole - Standing meetings.

.....

- 3.4.2 If Chair and Vice-Chair of any Committees have not been elected at the Organizational Meeting, the Committee will elect a Chair and Vice-Chair from amongst themselves.

For the past several years, DDSB has typically completed elections of Chairs and Vice Chairs of Committees of the Board at the Organizational meeting to ensure all trustees can participate in voting for the Chairs and Vice Chairs, regardless of whether they are a member of an individual committee. There have been some exceptions, including where an Ad Hoc Committee has been established in between Organizational meetings or where a Chair or Vice Chair of a committee steps down from their role mid-cycle.

To support trustees in making informed decisions at the Organizational Meeting, a table outlining all of DDSB’s committees, including structure, mandate and meeting cycle, is provided to trustees in advance of the Organizational meeting, a copy of which is attached as Appendix A.

The table is reviewed and updated annually as new committees are established and additional opportunities for trustees to express interest in becoming committee Chairs and Vice Chairs become available. A Trustee Professional Learning session is held prior to the Organizational meeting to support questions and discussion about Committees of the Board, the process for elections and role responsibilities and expectations for trustees who may become Chairs and Vice Chairs of committees.

Section 2.3.1 of the Bylaws also details the role of the Committee Chair (or Vice Chair in the Chair’s absence):

- 2.3.1 The role of the Committee Chair (or Vice-Chair in the Chair’s absence) is to:

- (a) Preside over meetings of the Committee in an impartial and fair manner;

- (b) Establish agendas for Committee meetings, in consultation with the Director;
- (c) Conduct meetings in accordance with these Bylaws;
- (d) Ensure that members of the Committee have the information needed for informed discussion of the agenda items;
- (e) Liaise with the Director to bring forward Committee recommendations to the Board, or to the Committee of the Whole – Standing, through a staff report delivered on behalf of the Committee.

4.0 Conclusion

This report is provided to the Governance and Policy Committee for information.

5.0 Appendices

Appendix A: DDSB Committees Information

Report reviewed and submitted by:



Patrick Cotter, General Counsel

Trustee Committee Membership Information



Committee	Membership	Description	Meeting Cycle	Trustee Quorum Requirements
Committee of the Whole-Standing Committee (Committee of the Board)	All Trustees Mandatory	It is the function of the Committee of Whole – Standing to consider and debate matters in a more informal way than may be available at Board meetings and provide to the Board, in concise form, relevant information and recommendations. Except for matters considered in closed sessions, any and all resolutions of the Committee of the Whole – Standing shall be set out in a numbered list as an appendix to the minutes and shall be referenced by the Board when it moves to adopt any such resolution.	Meeting Cycle: The first Monday of the month Time: 6:00 pm	Quorum required: majority of Board members.
Education Finance Committee (Committee of the Board)	All Trustees are eligible	The Education Finance Committee meets with staff to review the draft budget and to recommend the final draft budget to the Board of Trustees for approval. As stated in the Education Act, 2021, s.232, school boards are required to have balanced budgets, which require total spending to be equal to, or less than, total revenue. The budget process is integrated and connected to both the vision and strategic priorities to ensure resources	Meeting Cycle: Annually, April to June, minimum of four to six meetings with the possibility of more if required. Time: 6:00 pm	Quorum required: majority of Committee members.

Committee	Membership	Description	Meeting Cycle	Trustee Quorum Requirements
		are allocated to support the Multi-Year Strategic Plan.		
Governance and Policy Committee (Committee of the Board)	All Trustees are eligible	<p>The mandate of the Committee is:</p> <p>To ensure all of the Board's policies are up-to-date, accurate and consistent with the current legislation and government requirements;</p> <p>To ensure that the Board of Trustees reviews policies at least once every five years or when required by a new legislative act or regulation, new government policy, resolution of the Board or as recommended by staff;</p> <p>To develop policies built on evidence-based data, are equitable and reflect the Board's vision, values and strategic plan;</p> <p>To monitor the effectiveness of Board policies through consultation and evidence-based data;</p> <p>To monitor the effectiveness of Board policies in addressing human rights and equity in consultation with the Human Rights and Equity Advisor, through the Director of Education; and</p> <p>To report and make recommendations to the Board of Trustees on governance and Board policies;</p>	<p>Meeting Cycle: Monthly, typically last Wednesday</p> <p>Time: 6:00 pm</p>	Quorum required: majority of Committee members.

Committee	Membership	Description	Meeting Cycle	Trustee Quorum Requirements
		Review bylaws and policies for Ad-Hoc Committees and develop/review/document procedures (document mandate, clearly identify quorum, membership).		
Director's Performance Appraisal Committee (Committee of the Board)	Chair and Vice-Chair of the Board and at least three additional Trustees up to a maximum of seven members.	The objective of the Director's Performance Appraisal Committee is to establish a transparent and objective process for the Board of Trustees to review the Director of Education's performance and to set a proactive framework to support the Director of Education in achieving the performance expectations of the position.	Meeting Cycle: throughout the year as required Time: 6:00 pm	Quorum required: Majority of Committee members.
Board Self-Assessment Committee (Committee of the Board)	All Trustees are eligible	The objective of the Board Self-Assessment Committee is to evaluate the performance of the Board of Trustees and to set a proactive framework to support continual growth and increased performance in accordance with the Board of Trustees' Self-Assessment Policy.	To be determined	Quorum required: majority of Committee members.
Audit Committee (Statutory Committee)	Three Trustee Committee Members (Two Year Term), Next Election November 2024	The primary purpose of an Audit Committee is to provide oversight of the financial reporting process, the audit process, the company's system of internal controls and compliance with laws and regulations in accordance with the mandate stipulated in Ontario Regulation 361/10 made under the Education Act. The Audit Committee is comprised of three Trustees and two External	Meeting Cycle: Quarterly Time: 6:00 pm	Quorum required: minimum of two trustee members and one external member.

Committee	Membership	Description	Meeting Cycle	Trustee Quorum Requirements
		Members and meetings include the Director, Associate Director of Corporate Services, Business staff, External Auditors and Regional Internal Auditors.		
Special Education Advisory Committee (SEAC) (Statutory Committee)	Three Trustee Committee Members	<p>Special Education Advisory Committee (SEAC) is called for under Ontario Regulation 464/97 made under the Education Act which sets out the membership and mandate of the committee. It is to be comprised of trustees and representatives from local associations with an interest in special education.</p> <p>The Committee may make recommendations in respect of any matter affecting the establishment, development and delivery of special education programs and services for exceptional pupils of the board and has a right to participate/provide input in certain matters at the Board.</p> <p>Trustee representatives are a liaison between the Committee and the Board and provide updates to the Committee and monthly reports/SEAC minutes to the Board.</p>	<p>Meeting Cycle: Monthly, typically on the first Thursday</p> <p>Time: 6:30 pm</p>	Quorum required: minimum of six committee members made up of a combination of trustee members and community association members.
Supervised Alternative Learning (SAL) (Statutory Committee)	Two Trustee Committee Members	The purpose of supervised alternative learning (SAL) is set out in Ontario Regulation 374/10 under the Education Act. It is to provide pupils who have difficulties with regular	Cycle of Meetings: The committee meets every other week on Monday.	Quorum required: Minimum of one trustee member.

Committee	Membership	Description	Meeting Cycle	Trustee Quorum Requirements
	Two Alternate Trustee Committee Members	<p>attendance at school with an alternative learning experience and individualized plan to enable the pupil to progress towards obtaining an Ontario Secondary School Diploma (OSSD) or achieving their other education and life goals.</p> <p>The SAL Committee is chaired by a Trustee, with a second Trustee on the Committee. Supporting the committee are a Superintendent, the Student Success Lead, the SAL Facilitator, Alternative Education Administrator, teachers in the program.</p> <p>The function of the Committee is to make decisions at meetings regarding supervised alternative learning for students. Students from the program and their parents are often in attendance at meetings to discuss the progress being made within the program.</p>	<p>Time: 1:00-4:00 pm</p> <p>Location: the meeting is held in person in Pickering and Oshawa</p>	
Parent Involvement Committee (PIC) (Statutory Committee)	One Trustee Committee Member One Alternate Trustee Committee Member	<p>The Parent Involvement Committee (PIC) is a parent-led Committee called for under Ontario Regulation 361/10 under the Education Act. The chair and co-chair(s) are parents, as are the majority of members. A superintendent attends as the Director's designate, to support the work of the Committee. One trustee also attends as a liaison back to the Board.</p>	<p>Cycle of Meetings: Typically every other month on Tuesdays</p> <p>Time: 6:30 pm</p>	<p>A trustee must be present for the meeting to have quorum.</p>

Committee	Membership	Description	Meeting Cycle	Trustee Quorum Requirements
		The PIC provides the school board with information and advice to help engage parents. The PIC undertakes activities to help parents support their children's learning at home and at school. They also share information with and support School Community Councils (SCC).		
Indigenous Education Advisory Circle (Advisory Committee)	No Trustee member, membership made up of First Nation, Métis, Inuit representatives, post-secondary representatives and staff.	The Indigenous Education Advisory Circle provides advice to the DDSB on the implementation of the Ontario First Nation, Métis, and Inuit Education Policy Framework document, DDSB Indigenous Education Policy, and other DDSB Indigenous Education Policies and Procedures which addresses the objectives of improved Indigenous student achievement, and the engagement of all students in increased understanding of Indigenous ways of knowing, being, seeing and doing.	Consultation and General meetings take place throughout the year (typically quarterly), during the day.	Not applicable as there are no trustee members, however trustees <u>may</u> be invited to attend meetings on occasion.
Anti-Black Racism Advisory Committee (Advisory Committee)	Two trustee members in place until November 2025. Subsequently two trustee members will be elected annually.	The Anti-Black Racism Advisory Committee acts in a strategic advisory role to the Board of Trustees to support the DDSB in addressing intersectional anti-Black racism and to support student achievement and well-being for Black students, as is required under the DDSB's Human Rights, Anti-Discrimination and Anti-Racism Policy.	To be determined.	To be determined by the Advisory Committee.

Committee	Membership	Description	Meeting Cycle	Trustee Quorum Requirements
Human Rights Advisory Committee (Advisory Committee)	Two trustee members in place until November 2025. Subsequently two trustee members will be elected annually.	The Human Rights Advisory Committee acts in a strategic advisory role to the Board of Trustees to support the DDSB in upholding commitments, objectives and responsibilities under the Human Rights, Anti-Discrimination and Anti-Racism Policy.	To be determined.	To be determined by the Advisory Committee.
Durham Student Transportation Services (DSTS) Governance Committee	The Chair of the Board or their designate (designate to be elected annually at Organizational meeting)	DSTS is a transportation consortium formed by a partnership between the Durham Catholic District School Board and the Durham District School Board. The consortium provides shared transportation services for both boards. This Committee reviews and approves the annual operating and capital budgets of DSTS and in consultation with the Administrative Committee, conducts reviews of transportation operations for the purpose of identifying efficiencies and ensuring the effective application of applicable policies; reviews and evaluates policies to confirm alignment and consistency within the Consortium, mediates and adjudicates any matters or disputes escalated by the Administrative Committee which remain unresolved at that level; and approves the published annual report outlining the performance outcomes and key accomplishments of DSTS for the applicable fiscal/school year.	Determined annually, a minimum of three meetings per school year.	

- Trustees may also be called upon to sit on three person Committees formed as needed to address pupil suspension appeals and any pupil expulsions.
- The Board needs to select one Trustee to exercise the DDSB's voting rights as the Voting Director of OPSBA plus one Alternate Director to fill-in if the Voting Director is absent.

**DURHAM DISTRICT SCHOOL BOARD
ADMINISTRATIVE REPORT****REPORT TO:** Governance and Policy Committee**DATE:** May 28, 2025**SUBJECT:** Update on DDSB Regulations**PAGE:** 1 of 2**ORIGIN:** Patrick Cotter, General Counsel
Dervla Kelly, Senior Manager of Public Affairs

The Durham District School Board recognizes Indigenous rights are distinct. In the exercise of those rights, Indigenous staff and students shall not be subjected to actions with the aim or effect of depriving these distinct rights.

The Durham District School Board is committed to providing learning and working environments that centre human rights and equity and are safe, welcoming, respectful, equitable, accessible, inclusive, and free from all forms of discrimination, oppression, harassment, and harm.

1.0 Abstract

This information report provides an updated list of the Durham District School Board's (DDSB) active regulations in response to a recent trustee request to provide this information to the Governance and Policy Committee. The listing of active regulations as of May 2025 is included as Appendix A.

2.0 Purpose

The purpose of this report is to provide the list of all DDSB regulations to the Governance and Policy Committee for information.

3.0 Background and Analysis

In March 2020, the Board of Trustees adopted a resolution stating that all DDSB regulations be prioritized for review and phase out, with any relevant points from the regulations being moved into related policies and procedures, as appropriate. Work has progressed through subsequent school years, with the number of regulations being reduced from over 70 to 37 (as noted in the list at Appendix A).

A new policy management architecture is being developed which will also address the phase out of the remaining regulations through rescission and where applicable conversion to policy and/or procedure. As part of the policy management framework, a schedule to review policies and address regulations is anticipated to be developed in the fall and will be presented to the Committee.

4.0 **Conclusion**

This report is provided to the Governance and Policy Committee for information.

5.0 **Appendices**

Appendix A: DDSB Regulations as of May 2025

Report reviewed and submitted by:



Patrick Cotter, General Counsel



Dervla Kelly, Senior Manager, Public Affairs

	Regulation Title
1	Alternative Arrangements For School Accommodation
2	Alternative Education
3	Appointment of Architects
4	Architectural, Engineering & Real Estate Fees
5	Audit of School Funds
6	Character Education
7	Code of Conduct, and Discipline for Students
8	Commemorative Plaques in Schools
9	Communicable Diseases
10	Communications
11	Consultative Process
12	Definitely Durham
13	Disposal of Surplus Furniture, Equipment and Materials
14	Fees for Learning Materials and Activities
15	Fundraising
16	Guidelines for Administration of Prescriptive Oral Medication
17	Guidelines for the Provision of Co-Instructional Activities
18	Investment of Board Funds
19	Official School Ceremonial and Milestone Celebrations
20	Official School Opening
21	Partnerships, Facility Partnerships, Sponsorships And Donations
22	Payroll Deduction - Non-Profit. Not for Profit Organizations
23	Policy Review
24	Positive School Climate
25	Protocol For Collaboration Agreement With External Agencies For Provision Of Services
26	Purchasing
27	Recreational Equipment on Board Property
28	Safe Arrivals
29	School Block Budgeting
30	School Boundaries
31	School Food and Beverage
32	School Sites-Operating Budget Surplus
33	Security and Safety
34	Special Occasion Permits at the Education Centre and Board Approved Schools
35	Standards for Quality in the Assessment, Evaluation and Reporting of Student Achievement
36	Substance Abuse - Students - Regulation
37	Transportation (Pupil) - Regulation