



**Board of Trustees' Board Meeting**

Date: Monday, September 23, 2024.

Time: 6:00 p.m.

*\* Committee of the Whole In Camera, if necessary, will precede or follow the Board Meeting, as appropriate.*

Location: 1st floor Board Room, Catholic Education Centre, 35 Weber Street, Kitchener

Attendees:

**Board of Trustees:**  
Linda Cuff (Vice-Chair), Kathy Doherty-Masters, Winston Francis, David Guerin, Renee Kraft, Marisa Phillips, Robert Sikora (Chair), Conrad Stanley, Tracey Weiler

**Student Representatives:**  
Allison-Hannah Berwick, Matteo Leone

**Senior Administration:**  
Tyrone Dowling, Gerald Foran, Shesh Maharaj, Paul Mendonça, Judy Merkel, Kerry Pomfret, Jennifer Ritsma, Annalisa Varano

**Special Resource:**

**Recording Secretary:**  
Stephanie Medeiros

ITEM	Who	Agenda Section	Method & Outcome
1. Call to Order	Chair		
1.1 Opening Prayer/Memorials	Deacon Richard Olson		
1.1.1 Blessing and Declaration/Oath of Newly Appointed Student Trustees	A. Berwick, M. Leone		
1.2 Territorial Acknowledgement	Chair		
I (we) would like to begin by acknowledging that the land on which we gather today is the land traditionally cared for by the Haudenosaunee, Anishinaabe and Neutral People. I (we) also acknowledge the enduring presence and deep traditional knowledge, laws and philosophies of the Indigenous People with whom we share this land today.			
1.3 Approval of Agenda	Board of Trustees		Approval
1.4 Declaration of Pecuniary Interest	Individual Trustees		
1.4.1 From the current meeting			
1.4.2 From a previous public or in-camera meeting			
1.5 Items for Action:	Board of Trustees		Approval
1.5 Items for Action: Items for action arising from the In Camera meeting of Monday, September 23, 2024, regarding HRS matters.			
<b>2. Consent Agenda: Director of Education (e.g.: day –to –day operational matters from the Ministry of Education that the Board is required to do)</b>			

ITEM	Who	Agenda Section	Method & Outcome
<b>3. Consent Agenda: Board (Minutes of meetings, staff report)</b>			
3.1 Approval of Minutes of Regular and Special Meetings 3.1.1 Board of Trustees Minutes – Jun 24, 2024 3.1.2 Special Board of Trustees Minutes – Jun 27, 2024 3.1.3 Special Board of Trustees Minutes – Sept 9, 2024 3.2 SEAC Minutes – Jun 5, 2024 3.3 Administrative Procedures Update 3.4 Director’s Report 3.5 Governance Minutes – Sept 10, 2024 (Approval of Minutes) 3.6 Governance Minutes – Sept 10, 2024 (Approval of recommendations) 3.7 Bylaw Report 3.8 II 016 Trustee Meeting Attendance – Electronic and In-Person Report	Board of Trustees Board of Trustees Board of Trustees Board of Trustees T. Dowling T. Dowling Governance Committee Board of Trustees Board of Trustees Board of Trustees	pp. 4-9 pp. 10-12 pp. 13-15 pp. 16-17 pp. 18-19 pp. 20-22 pp. 23-25 pp. 23-25 pp. 26-73 pp. 74-81	Approval Approval Approval Information Information Information Approval Approval Approval Approval
<b>4. Delegations/Presentation</b>			
4.1 Delegation Presentation	M. Roche	pp. 82	Information
<b>5. Advice from the CEO</b>			
5.1 Summer Construction Update 5.2 Summer Transition Programs/Update on Summer Boost/HeadStart 5.3 New School Names	S. Maharaj G. Foran S. Maharaj	pp. 83-85 pp. 86-93 pp. 94-97	Information Information Approval
<b>6. Ownership Linkage (Communication with the External Environment)</b>			
<b>7. Reports from Board Committees/Task Forces</b>			
7.1 Student Trustee Report	A. Berwick/M. Leone	pp. 98-100	Information
<b>8. Board Education (at the request of the Board)</b>			
8.1 OCSTA/CCSTA Communications <a href="#">OCSTA/CCSTA Communications Link</a>	Chair	Link	Information
8.2 Chair of the Board Report	Chair	pp. 101-102	Information
<b>9. Policy Discussion</b>			
9.1 Code of Conduct Report	L. Cuff	pp. 103-114	Approval
<b>10. Assurance of Successful Board Performance</b>			
<b>10.1 Board Policy Review</b>			
10.1.1 <a href="#">Board Policy II 002 – Governing Style</a> Is there a need to review the Policy?	L. Cuff	Link	Approval
10.1.2 <a href="#">Board Policy III 006 CEO Compensation and Benefits</a> Is there a need to review the Policy?	Chair	Link	Approval
<b>11. Assurance of Successful Director of Education Performance</b>			
<b>12. Potential Agenda Items/Trustee Inquiry Report (CEO)</b>			
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ITEM	Who	Agenda Section	Method & Outcome
<b>13. Announcements</b>			
<b>13.1 Upcoming Meetings/Events (all scheduled for the Catholic Education Centre unless otherwise indicated):</b> <ul style="list-style-type: none"> <li>Sept 24 – OCSTA Regional Meeting</li> <li>Sept 30 – Orange Shirt Day &amp; Rowan’s Law Day</li> <li>Oct 2 – SEAC Meeting</li> <li>Oct 3 – Audit Committee Meeting</li> <li>Oct 5 – Feast of St. Jerome Fundraiser</li> <li>Oct 7 – Committee of the Whole</li> <li>Oct 11 – Spiritual Development Day</li> <li>Oct 14 – Thanksgiving</li> <li>Oct 17 – CPIC Onboarding</li> <li>Oct 21 – Governance Committee Meeting</li> <li>Oct 28 – Board of Trustees</li> </ul>	Chair	--	Information
<b>13.2 Pending Items:</b> <b>13.3 Pending Items for OCSTA Consideration</b>	<u>Committee/Task Force</u>	<u>Due Date</u>	<u>Action Taken</u>
<b>14. Items for the Next Meeting Agenda</b>	Trustees		
<b>14.1 October 7, 2024 – Committee of the Whole Meeting</b> <ul style="list-style-type: none"> <li>Pastoral Plan Update</li> </ul>	Board of Trustees	--	Information
<b>15. Adjournment</b> <b>Confirm decisions made tonight</b>	Director of Education		
<b>15.1 Confirm Decisions Made Tonight</b>	Recording Secretary	--	Information
<b>16. Closing Prayer</b>			
<b>17. Motion to Adjourn</b>	Board of Trustees	Motion	Approval

**CLOSING PRAYER**

O Risen Lord, you have entrusted us with the responsibility to help form a new generation of disciples and apostles through the gift of our Catholic schools.

As disciples of Christ, may we educate and nurture hope in all learners to realize their full potential to transform God’s world.

May our Catholic schools truly be at the heart of the community, fostering success for each by providing a place for all.

May we and all whom we lead be discerning believers formed in the Catholic faith community; effective communicators; reflective and creative thinkers; self-directed, responsible, life-long learners; collaborative contributors; caring family members; and responsible citizens.

Grant us the wisdom of your Spirit so that we might always be faithful to our responsibilities.  
 We make this prayer through Christ our Lord.

Amen

Rev. Charlie Fedy, CR and the Board of Trustees, 2010



## **Board of Trustees' Board Meeting**

A public meeting of the Board of Trustees was held on Monday, June 24, 2024, at 1st floor Board Room, Catholic Education Centre, 35 Weber Street, Kitchener.

### **Trustees Present:**

Linda Cuff (Vice-Chair), Winston Francis, David Guerin\*, Renee Kraft\*\*, Marisa Phillips, Robert Sikora (Chair), Conrad Stanley, Tracey Weiler

\*- joined via Teams

\*\*- left meeting at 8:58 p.m.

### **Student Trustees Present:**

Bryanna Donoghue, Xavier Petrie

### **Administrative Officials Present:**

Tyrone Dowling, Gerald Foran, Shesh Maharaj, Paul Mendonça, Kerry Pomfret, Jennifer Ritsma, Annalisa Varano

### **Special Resources For The Meeting:**

**Regrets:** Kathy Doherty-Masters, Judy Merkel

### **Recorder:**

Stephanie Medeiros, Executive Administrative Assistant

**NOTE ON VOTING:** Under Board by-law 4.7 all Board decisions made by consensus are deemed the equivalent of a unanimous vote. A consensus decision is therefore deemed to be a vote of 9-0. Under Board by-law 4.11 every Trustee "shall vote on all questions on which the Trustee is entitled to vote" and abstentions are not permitted.

## **1. Call to Order:**

The Chair of the Board called the meeting to order at 6:04 p.m.

### **1.1 Opening Prayer & Memorials**

Trustee Guerin led prayer.

### **1.2 Territorial Acknowledgment**

Territorial Acknowledgement declared by Chair Sikora.

### **1.3 Approval of Agenda**

Chair Sikora motioned for approval of the agenda with the following amendments:

- To move up items 7.3 and 7.4 after approval of the consent agenda.

**2024-70-- It was moved by Trustee Phillips and seconded by Trustee Weiler:  
THAT the agenda for Monday, June 24, 2024, be now approved, as amended.  
--- Carried by *consensus***

### **1.4 Declaration of Pecuniary Interest**

1.4.1 From the current meeting – NIL

1.4.2 From a previous public or in-camera meeting – NIL

1.5 Items for Action:

Items for action arising from the Double In Camera meeting of Wednesday, June 19, 2024 and the In Camera meeting of Monday, June 24, 2024 regarding HRS matters.

Chair Sikora requested a mover and seconder to approve the items for action of the Double In Camera and In Camera meetings.

**2024-71- It was moved by Trustee Weiler and seconded by Trustee Stanley:**

**THAT the items for action arising from the Double In Camera meeting of Wednesday, June 19, 2024 and the In Camera meeting of Monday, June 24, 2024 regarding HRS matters be now approved.**

**---Carried by consensus**

## **2. Consent Agenda: Director of Education (e.g. day-to-day operational matters from the Ministry of Education that the board is required to do)**

### **3. Consent Agenda: Board of Trustees (Minutes of meetings)**

#### **3.1 Approval of Minutes of Regular and Special Meetings**

3.1.1 Board of Trustees' Meeting Minutes – May 27, 2024

3.1.2 Special Board of Trustees – Budget Presentation – Jun 18, 2024

3.2 SEAC Minutes – Apr 3, 2024

3.3 SEAC Minutes – May 28, 2024

3.4 Audit Minutes – Apr 10, 2024

3.5 CPIC Minutes – Apr 17, 2024

3.6 Director's Report

3.7 Governance Minutes – Mar 18, 2024

3.8 Governance Minutes – May 21, 2024 (Approval of Minutes)

3.9 Governance Minutes – May 21, 2024 (Approval of recommendations)

Chair Sikora requested a mover and seconder for approval of the consent agenda from items 3.1 to 3.7.

**2024-72-- It was moved by Trustee Cuff and seconded by Trustee Francis:**

**THAT the Consent Agenda: Board of Trustees and the recommendations contained therein be now approved.**

**--- Carried by consensus**

Chair Sikora turned it over to Vice-Chair Cuff to review the details of the May 21<sup>st</sup>, 2024, minutes. Vice-Chair Cuff noted the Bylaws were removed from the minutes and will be brought back for approval at the September Board of Trustees meeting to allow time to edit the document to make the recommendations clearer to read.

Chair Sikora motioned for approval of recommendations from May 21, 2024, governance committee.

**2024-73-- It was moved by Trustee Guerin and seconded by Trustee Cuff:**

**THAT the Governance Committee approve the amended Governance minutes from May 21, 2024.**

**--- Carried by consensus**

Chair Sikora motioned for approval of recommendations from May 21, 2024, from the Board of Trustees.

**2024-74-- It was moved by Trustee Cuff and seconded by Trustee Stanley:**

**THAT the Board of Trustees approve the recommendations of the amended Governance minutes of May 21, 2024.**

**--- Carried by consensus**

Trustees moved to item 7.3 and 7.4 presentations, then return to item 5.

## **4. Delegations**

### **5. Advice from the CEO**

#### **5.1 Interim Financial Report #3**

Superintendent Maharaj introduced Laura Isaac to present the Interim Financial Report #3. The presentation reviewed the Dashboard report as well as expenditures and revenue summaries.

#### **5.2 Boundary Review Process Report**

Superintendent Maharaj introduced Jennifer Passey, Manager of Planning to present the Boundary Review Process Report, the presentation reviewed request to split the current Board policy into two separate policies. There was an overview of the current process and recommended new process for conducting a school boundary review. Trustees asked clarifying questions.

**2024-75-- It was moved by Trustee Weiler and seconded by Trustee Cuff:**

**That the Board of Trustees send Board Policy IV010 "Facilities/Accommodations" to its Governance Committee to consider a revision to policy provision 1 as follows:**

**1. Allow material changes to facilities, boundary changes, or the closure of existing facilities to occur without established procedures that include the Board appointing:**

**a. Two (2) trustees as non-voting members of an Accommodation Review Committee, or**

**b. Two (2) trustees to attend public engagement meetings associated with Boundary Reviews**

**--- Carried by consensus**

## **6. Board Education (at the request of the Board)**

### **7. Reports From Board Committees/Task Forces**

#### **7.1 Student Trustee Update**

Student Trustees Donoghue and Petrie presented the Student Trustee report and provided an update on events and activities happening in the secondary school community along with Student Trustee Role update for the month of June. Highlighting completion of their work on the Student Senate Constitution. Trustees asked clarifying questions.

#### **7.2 Student Trustee Feedback and Recommendation Report**

Student Trustees Donoghue and Petrie presented the Student Trustee Feedback and Recommendation Report. Student Trustees were asked to complete a feedback survey and reviewed the areas of strength and areas for improvement during their term.

#### **7.3 CPIC Committee Presentation**

Director Dowling introduced James Sebastian-Scott, Chair of CPIC Committee, to present the CPIC Committee Presentation. Mr. James Sebastian-Scott provided a summary of the year in review.

#### **7.4 SEAC Committee Presentation**

Superintendent Foran introduced Dr. Laura Shoemaker, Chair of SEAC Committee, to present the SEAC Committee Presentation. Dr. Shoemaker provided a summary of the year in review.

Superintendent Foran and Dr. Laura Shoemaker presented John Gilbert, member of SEAC and Vice Chair of Waterloo Region Family Network with an award for his work on the committee and within the community. Mr. Gilbert gave brief remarks of thanks and gratitude.

#### **7.5 Linkages Committee Annual Report**

Trustee Kraft reviewed the Linkage Committee Annual Report for the 2023-2024 school year. The report summarized committee work and plans going forward.

#### **7.6 Pastoral Committee Annual Report**

Trustee Guerin reviewed the Pastoral Committee Annual Report for the 2023-2024 school year. The report summarized committee work and plans going forward.

#### **7.7 Governance Committee Annual Report**

Vice-Chair Cuff reviewed the Governance Committee Annual Report for the 2023-2024 school year. The report summarized committee work and plans going forward with a focus on Professional Development for governance and policy management.

## **8. Board Education (at the request of the Board)**

### **8.1 Chair Sikora noted OCSTA Communications**

Chair Sikora noted review of OCSTA communications.

### **8.2 Chair's Report**

Chair Sikora presented the Chair's report for June.

## **9 Policy Discussion**

## **10 Assurance of Successful Board Performance**

### **10.1 Board Policy Review**

#### **10.1.1 Board Policy II 001 Global Governance Commitment. Is there a need to review the Policy?**

Trustees confirmed review of Board Policy II 001 Global Governance Commitment and confirmed compliance. The Chair requested a mover and seconder to confirm compliance.

Trustee Cuff suggested we are compliant but recommended it be taken to governance for review.

**2024-76-- It was moved by Trustee Cuff and seconded by Trustee Kraft:**

**THAT the Board of Trustees reviewed Board Policy II 001 Global Governance Commitment and find that the Board is in compliance.**

**--- Carried by consensus**

#### **10.1.2 Board Policy II 009 Board Committee Principles**

Trustee Stanley confirmed review of Board Policy II 009 Board Committee Principles and confirmed we are not in compliance and noted not all committees were listed on the committee assignments. Trustee Stanley requested to refer the policy to governance for review. Trustee Weiler clarified we were compliant in September 2023 when committee work was done. Sustainability Committee was not on the committee list at that time and committee assignments are reviewed annually. Director Dowling suggested that if it's deferred to next year, it will come back after governance in October.

Chair Sikora requested a mover and seconder to place the motion on the floor.

**2024-77-- It was moved by Trustee Weiler and seconded by Trustee Kraft:**

**THAT the Board of Trustees reviewed Board Policy II 009 Board Committee Principles and find that the Board is in compliance.**

Motion was not passed. New motion to approve this policy at the October 2024 Board of Trustees meeting after it's been reviewed at governance.

**2024-78-- It was moved by Trustee Stanley and seconded by Trustee Phillips:**

**THAT the Board of Trustees postpone approving compliance on Board Policy II 009 Board Committee Principles to the October regular meeting 2024.**

**--- Carried by consensus**

#### **10.1.3 Board Policy II 010 Board Committee Structure**

Chair Sikora confirmed review of Board Policy II 010 Board Committee Structure and confirmed compliance. The Chair requested a mover and seconder to confirm compliance.

The policy requires review at Governance as the last date of review was 2008.

**2024-79-- It was moved by Trustee Cuff and seconded by Trustee Phillips:**

**THAT the Board of Trustees reviewed Board Policy II 010 Board Committee Structure on the Board and find that the Board is in compliance.**

**--- Carried by consensus**

## **11 Assurance of Successful Director of Education Performance**

### **11.1 Monitoring Reports**

#### **11.1.1 Monitoring Report IV – 001 General Executive Limitations**

Director Dowling presented on Monitoring Report IV - 001 General Executive Limitations and confirmed compliance. Chair Sikora requested a mover and seconder of the recommendation. Trustee Weiler recommended adjustment to strikeout item 'e' in the report as revisions and deletions of the APs were not provided to the Board of Trustees. This item was added during the period of covid and will not apply moving forward.

**2024-80-- It was moved by Trustee Cuff and seconded by Trustee Weiler:**

**That the Board accept this report indicating compliance with General Executive Limitation Policy IV 001 for the 2023-2024 school year.**

**--- Carried by consensus**

### **11.1.2 Monitoring Report IV – 002 Treatment of the Public**

Director Dowling presented on Monitoring Report IV – 002 Treatment of the Public and confirmed compliance. Chair Sikora requested a mover and seconder of the recommendation.

**2024-81-- It was moved by Trustee Kraft and seconded by Trustee Cuff:**

**That the Board accept this report indicating compliance with communication and support to Board Policy IV 002 Treatment of the Public for the 2023-2024 school year.**

**--- Carried by consensus**

### **11.1.3 Monitoring Report IV – 003 Treatment of Students**

Director Dowling presented on Monitoring Report IV – 003 Treatment of Students and confirmed compliance. Chair Sikora requested a mover and seconder of the recommendation.

**2024-82-- It was moved by Trustee Weiler and seconded by Trustee Kraft:**

**That the Board accept this report indicating compliance with Board Policy IV 003 Treatment of Students for the 2023-2024 school year.**

**--- Carried by consensus**

### **11.1.4 Monitoring Report IV – 007 Financial Planning/Budgeting**

Superintendent Maharaj presented on Monitoring Report IV – 007 Financial Planning/Budgeting and confirmed compliance.

Vice-Chair Cuff motioned to postpone the approval of this motion to a Special Board meeting on June 27, 2024. Chair Sikora read the motion being sought and requested a mover and seconder.

**2024-83-- It was moved by Trustee Kraft and seconded by Trustee Guerin:**

**1. That the Board of Trustees accept this report as providing evidence that the CEO is compliant with Board Policy IV007 “Financial Planning/Budgeting”.**

**2. That the Board of Trustees approve an operating budget of \$367,631,702 for the 2024-25 school year as presented to the Board.**

**3. That the Board of Trustees approve a capital budget of \$29,196,284 for the 2024-25 school year as presented to the Board.**

**4. That the Board of Trustees direct Administration to file this balanced budget with the Ministry of Education before the deadline of June 28, 2024.**

The motion did not pass as Trustees were not in consensus.

**2024-84-- It was moved by Trustee Cuff and seconded by Trustee Stanley:**

**That the Board of Trustees suspend 14:7 in Roberts Rules for this meeting.**

**--- Carried by consensus**

Trustees discussed postponing Special Board of Trustees to approve the budget on June 27, 2024

**2024-85-- It was moved by Trustee Cuff and seconded by Trustee Stanley:**

**That the Board of the Trustees move to postpone to a Special Board of the Trustees meeting held on Thursday, June 27, 2024.**

**--- Carried by consensus**

**2024-86-- It was moved by Trustee Weiler and seconded by Trustee Francis:**

**That the meeting be extended past 9:00 p.m.**

**--- Carried by consensus**

## **12 Potential Agenda Items**

### **12.1 Student Trustee Acknowledgement**

Trustee Weiler thanked and recognized Student Trustees Bryanna Donoghue and Xavier Petrie for their efforts this school year and awarded them each with a plaque.

## **13 Announcements**

### **13.1 Upcoming Meetings/Events**

Chair reviewed upcoming meetings and events.

13.2 Pending Items: N/A

13.3 Pending Items for OCSTA Consideration: N/A

**14 Items for the Next Meeting Agenda**

14.1 Chair reviewed upcoming agenda items.

**15 Adjournment – Confirm decisions made tonight.**

15.1 The Recording Secretary confirmed decisions made tonight.

**16 Closing Prayer**

**17 Motion to Adjourn**

2024-87-- It was moved by Trustee Phillips and seconded by Trustee Cuff:  
THAT the meeting be now adjourned. The meeting was adjourned by consensus at 9:17 p.m.

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Chair of the Board

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Secretary



## **Special Board of Trustees' Board Meeting**

A public meeting of the Board of Trustees was held on Thursday, June 27, 2024, at 1st floor Board Room, Catholic Education Centre, 35 Weber Street, Kitchener.

### **Trustees Present:**

Linda Cuff (Vice-Chair), Winston Francis\*, David Guerin\*, Robert Sikora (Chair), Conrad Stanley, Tracey Weiler

\*-attended virtually via Teams

### **Student Trustees Present:**

Bryanna Donoghue\*

### **Administrative Officials Present:**

Tyrone Dowling, Gerald Foran, Shesh Maharaj, Paul Mendonça, Kerry Pomfret, Jennifer Ritsma, Annalisa Varano

### **Special Resources For The Meeting:**

**Regrets:** Kathy Doherty-Masters, Renee Kraft, Judy Merkel, Xavier Petrie, Marisa Phillips

### **Recorder:**

Stephanie Medeiros, Executive Administrative Assistant

**NOTE ON VOTING:** Under Board by-law 4.7 all Board decisions made by consensus are deemed the equivalent of a unanimous vote. A consensus decision is therefore deemed to be a vote of 9-0. Under Board by-law 4.11 every Trustee "shall vote on all questions on which the Trustee is entitled to vote" and abstentions are not permitted.

## **1. Call to Order:**

The Chair of the Board called the meeting to order at 6:00 p.m.

### **1.1 Opening Prayer & Memorials**

Trustee Guerin led prayer.

### **1.2 Territorial Acknowledgment**

Territorial Acknowledgement declared by Chair Sikora.

### **1.3 Approval of Agenda**

Chair Sikora motioned for approval of the agenda with the following amendments: N/A

**2024-87-- It was moved by Trustee Stanley and seconded by Trustee Cuff:**

**THAT the agenda for Thursday, June 27, 2024, be now approved.**

**--- Carried by *consensus***

### **1.4 Declaration of Pecuniary Interest**

1.4.1 From the current meeting – NIL

1.4.2 From a previous public or in-camera meeting – NIL

### **1.5 Items for Action:**

## **2. Consent Agenda: Director of Education (e.g. day-to-day operational matters from the Ministry of**

**Education that the board is required to do)**

**3. Consent Agenda: Board of Trustees (Minutes of meetings)**

**4. Delegations**

**5. Advice from the CEO**

**6. Board Education (at the request of the Board)**

**7. Reports From Board Committees/Task Forces**

**8. Board Education (at the request of the Board)**

**9 Policy Discussion**

**10 Assurance of Successful Board Performance**

**11 Assurance of Successful Director of Education Performance**

**11.1 Monitoring Reports**

**11.1.1 Monitoring Reports IV – 007 Financial Planning/Budgeting**

Chair Sikora requested if the Board of Trustees wanted to hear the Planning/Budget report again. Trustees declined. Chair Sikora read the motion being sought and opened the floor for discussion. Trustee Cuff would like the next year's budget to show more growth in reserves and expressed 2% is low. Superintendent Maharaj suggested it will usually be 2% and recommended to amend the policy to state how much is expected annually. Chair Sikora requested a mover and seconder for the motion.

**2024-88-- It was moved by Trustee Weiler and seconded by Trustee Cuff:**

- 1. That the Board of Trustees accept this report as providing evidence that the CEO is compliant with Board Policy IV007 "Financial Planning/Budgeting".**
- 2. That the Board of Trustees approve an operating budget of \$367,631,702 for the 2024-25 school year as presented to the Board.**
- 3. That the Board of Trustees approve a capital budget of \$29,196,284 for the 2024-25 school year as presented to the Board.**
- 4. That the Board of Trustees direct Administration to file this balanced budget with the Ministry of Education before the deadline of June 28, 2024.**

**--- Carried by consensus**

Trustee Kraft was unable to attend this meeting but expressed her desire to vote for the above motion that was put to the Board.

Trustee Weiler supported vote from Trustee Kraft and suggested adding this process to the Bylaw or connecting with other Boards to see what they do in these instances.

**12 Potential Agenda Items**

**13 Announcements**

**13.1 Upcoming Meetings/Events: N/A**

**13.2 Pending Items: N/A**

**13.3 Pending Items for OCSTA Consideration: N/A**

**14 Items for the Next Meeting Agenda**

**15 Adjournment – Confirm decisions made tonight.**

15.1 The Recording Secretary confirmed decisions made tonight.

**16 Closing Prayer**

**17 Motion to Adjourn**

**2024-89-- It was moved by Trustee Cuff and seconded by Trustee Stanley:  
THAT the meeting be now adjourned. The meeting was adjourned by consensus at 6:12 p.m.**

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Chair of the Board

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Secretary



## Special Board of Trustees' Board Meeting

A public meeting of the Board of Trustees was held on Monday, September 9, 2024, at 1st floor Board Room, Catholic Education Centre, 35 Weber Street, Kitchener.

**Trustees Present:**

Linda Cuff (Vice-Chair), Kathy Doherty-Masters, Winston Francis\*, David Guerin, Marisa Phillips, Robert Sikora (Chair), Conrad Stanley, Tracey Weiler

\*- attended virtually via Teams

**Student Trustees Present:**

Allison-Hannah Berwick, Matteo Leone

**Administrative Officials Present:**

Tyrone Dowling, Gerald Foran, Shesh Maharaj, Paul Mendonça, Judy Merkel, Kerry Pomfret, Jennifer Ritsma, Annalisa Varano

**Special Resources For The Meeting:**

**Regrets:** Renee Kraft

**Recorder:**

Stephanie Medeiros, Executive Administrative Assistant

NOTE ON VOTING: Under Board by-law 4.7 all Board decisions made by consensus are deemed the equivalent of a unanimous vote. A consensus decision is therefore deemed to be a vote of 9-0. Under Board by-law 4.11 every Trustee "shall vote on all questions on which the Trustee is entitled to vote" and abstentions are not permitted.

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### 1. Call to Order:

The Chair of the Board called the meeting to order at 6:10 p.m.

#### 1.1 Opening Prayer & Memorials

Deferred to Committee of the Whole

#### 1.2 Territorial Acknowledgment

Deferred to Committee of the Whole

#### 1.3 Approval of Agenda

Chair Sikora motioned for approval of the agenda with the following amendment:

- Amendment to remove 'infrastructure' from the motion in item 1.5 Items for Action

**2024-90-- It was moved by Trustee Cuff and seconded by Trustee Stanley:**

**THAT the agenda for Monday, September 9, 2024, be now approved, as amended.**

**--- Carried by consensus**

## **1.4 Declaration of Pecuniary Interest**

1.4.1 From the current meeting – Statement from Trustee Doherty-Masters declaring pecuniary interest on Item 1.5 Items for Action arising from the In Camera meeting of September 9, 2024, regarding HRS matters. Trustee Doherty-Masters excused herself from the room during the approval of the motion in item 1.5. She re-entered the room at Item 5.1.

1.4.2 From a previous public or in-camera meeting – NIL

## **1.5 Items for Action:**

Items for action arising from the In Camera meeting of September 9, 2024, regarding HRS matters.

Chair Sikora requested a mover and seconder to approve the items for action of the In Camera meeting.

**2024-91-- It was moved by Trustee Weiler and seconded by Trustee Cuff:**

**THAT the items for action arising from the In Camera meeting of Monday, September 9, 2024, regarding HRS matters be now approved.**

**---Carried by consensus**

**2. Consent Agenda: Director of Education** (e.g. day-to-day operational matters from the Ministry of Education that the board is required to do)

**3. Consent Agenda: Board of Trustees** (Minutes of meetings)

**4. Delegations**

**5. Advice from the CEO**

### **5.1 Capital Priorities Submission**

Superintendent Maharaj introduced Jennifer Passey, Manager of Planning, to deliver the Capital Priorities Submission presentation. The presentation outlined the proposed submissions for schools requiring expansions and the construction of a new school. Ms. Passey detailed the specific changes at each school, highlighting the anticipated increase in enrollment. Trustees posed clarifying questions.

**2024-92-- It was moved by Trustee Doherty-Masters and seconded by Trustee Cuff:**

**That staff be directed to submit Capital Priorities program requests for funding in the following order:**

**1. St. Boniface CES Addition**

**2. St. Gregory CES Addition**

**3. St. Aloysius CES Addition**

**4. Monsignor Doyle CSS Addition**

**5. St. Bernadette CES Reconstruction**

**6. New North Cambridge CES**

**7. St. David CSS Addition**

**8. St. Paul CES Addition**

**9. St. Mark CES Addition**

**---Carried by consensus**

**6. Board Education** (at the request of the Board)

**7. Reports From Board Committees/Task Forces**

**8. Board Education** (at the request of the Board)

**9. Policy Discussion**

**10. Assurance of Successful Board Performance**

**11. Assurance of Successful Director of Education Performance**

**12. Potential Agenda Items**

**13. Announcements**

**13.1 Upcoming Meetings/Events:** N/A

**13.2 Pending Items:** N/A

**13.3 Pending Items for OCSTA Consideration:** N/A

**14. Items for the Next Meeting Agenda**

**15. Adjournment – Confirm decisions made tonight.**

**15.1** The Recording Secretary confirmed decisions made tonight.

**16. Closing Prayer**

**17. Motion to Adjourn**

**2024-93-- It was moved by Trustee Guerin and seconded by Trustee Stanley:  
THAT the meeting be now adjourned. The meeting was adjourned by consensus at 6:43 p.m.  
--- Carried by consensus**

---

Chair of the Board

---

Secretary



## SEAC Committee Meeting Minutes

<b>Date&amp; Time:</b>	June 5, 2024, at 6:00 p.m.
<b>Location (Hybrid)</b>	In-Person: St. Francis Room (2 <sup>nd</sup> Floor), Catholic Education Centre Online: Via Teams <a href="#">Join the meeting now</a>
<b>Next Meeting:</b>	September 4, 2024, @ 6:00 pm
<b>Committee Members:</b> Kim Murphy, Amanda Hennig, Cindy Benedetti, Erin Sutherland, Daina Colbourne, Laura Shoemaker, Jeanne Gravelle, Monica Wenzlaff, Bob Sikora, Conrad Stanley	
<b>Administrative Officials:</b> Gerald Foran, Erin Lemak	

<b>1. Opening Prayer</b> Welcome	Erin Lemak
<b>2. Approval of Agenda</b> Motion by: Jeanne Gravelle Seconded: Monica Wenzlaff	
<b>3. Declared Pecuniary Interest</b> N/A	
<b>4. Approval of the May minutes:</b> Motion by: Laura Shoemaker Seconded: Jeanne Gravelle	
<b>School System Operational Business</b>	
5.1. 24-25 Special Education Budget Estimates <ul style="list-style-type: none"> <li>• Next year budget estimates presented to the committee.</li> <li>• Committee suggested to review the updated SEA funding budget spending mid-year, and if any concerns, to write the letter to the Ministry.</li> </ul> <p><b><i>Motion to accept 2024-2025 Special Education Budget Estimates as presented to SEAC Committee.</i></b></p> <ul style="list-style-type: none"> <li>• Motion passed.</li> </ul>	R. King
5.2. PD Update <ul style="list-style-type: none"> <li>• Special Education Teacher PD for 24-25</li> </ul>	E. Lemak
<b>6. Ministry Updates (10 min)</b> N/A	G. Foran
<ul style="list-style-type: none"> <li>• <b>7. SEAC Committee Functions</b></li> <li>• 7.1. Motion: October – ADHD recognition month</li> <li>• Motion Daina Colbourne Seconded: Monica Wenzlaff</li> </ul>	D. Colbourne



<ul style="list-style-type: none"> <li>• Committee discussed and agreed that the recognition of ADHD should be by sharing the resources and information with our staff and communities.</li> <li>• Gerald and Erin to explore opportunities to incorporating ADHD information and resources into staff PD</li> </ul>	
<p><b>8. Policy Advice to the Board</b> N/A</p>	
<p><b>9. Updates</b></p> <p><b>9.1. WWDSB</b></p> <ul style="list-style-type: none"> <li>• WWDSB is holding a subsidized 1-week Summer School Camp. It's going to be a fun-filled summer school camp designed especially for our members with Down syndrome, ages 4-21! Support is provided.</li> </ul> <p><b>9.2. WRFN</b></p> <ul style="list-style-type: none"> <li>• School Supports: Introducing a new service delivery model for Erin's school related supports in order to keep up with the increasing demand we are looking to bring parents together in a group format to address common questions and concerns. <ul style="list-style-type: none"> <li>➢ A monthly peer-led support group for parents of children and youth with special needs where real-life experiences, tips and strategies are shared;</li> <li>➢ Workshops in partnership with the local school boards, and</li> <li>➢ A series of WRFN topical workshops (starting in August 2024) to address common questions, issues, and concerns.</li> </ul> </li> <li>• We are members of the Waterloo Region District School Board and Waterloo Catholic District School Board Special Education Advisory Committees (SEAC), assisting in examining, reviewing, and making recommendations regarding the provision of special education programs and services.</li> <li>• Kaleidoscope Kids: Running each Tuesday this summer from 2:00 – 3:00 pm at 161 Roger St Waterloo (EarlyON Roger St location).</li> <li>• Events: Please see here for WRFN's ongoing events: <a href="https://wrfn.info/events/">https://wrfn.info/events/</a></li> </ul> <p><b>9.3. AUTISM ONTARIO</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Autism Ontario Updates</a></li> </ul> <p><b>9.4. WRPS</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Working with Neurodiverse Children and Youth: An Anti-Oppressive Approach Workshop (Remote)</a></li> </ul> <p><b>9.5. TRUSTEE</b></p> <ul style="list-style-type: none"> <li>• Chair Sikora updated SEAC on May events.</li> </ul>	<p>All</p>
<p><b>10. Pending Items</b> N/A</p>	
<p><b>11. Adjournment</b> Motion by: Kim Murphy Seconded: Laura Shoemaker</p>	
<p><b>12. Action Items Place Holder N/A</b></p>	



**Date:** September 23, 2024  
**To:** Board of Trustees  
**From:** Director of Education  
**Subject:** Semi-Annual Administrative Procedure Update

**Type of Report:**  Decision-Making  
 Monitoring  
 Incidental Information concerning day-to-day operations

**Type of Information:**  Information for Board of Trustees Decision-Making  
 Monitoring Information of Board Policy **XX XXX**  
 Information only of day-to-day operational matters delegated to the CEO

**Origin: (cite Education Act and/or Board Policy or other legislation)**

Executive Limitation IV 012 Communication to Board

**Policy Statement and/or Education Act/other Legislation citation:**

IV 012 Communication to Board

**Alignment to the MYSP:**

**Awaken to Belong**

- Every student can see themselves reflected in their learning.
- Staff experiences a positive, healthy, and inclusive workplace.
- Are aware of and/or use the available resources to assist in navigation of the school system.

**Ignite to Believe**

- Every student experiences the Ontario Catholic School Graduate Expectations (OCSGEs) and the WCDSB pastoral plan within their learning environments.
- Staff are welcomed and invited to continue to be a partner in their adult faith formation journey.
- The relationship between home, parish and school is strengthened.

**Strengthen to Become**

- Every student reaches their full potential.
- Staff see their impact on student achievement.
- Are engaged as active partners in our students' Catholic education journey.



**Background/Comments:**

From February 1, 2024, to present the following AP Memos have been revised/updated and posted:

APB001	School Operating Budgets
APB006	Fraud and Accountability Management
APB011	Signing Authority
APB012	Investment Procedures
APC001	Communication Guidelines
APC018	Code of Conduct
APC037	Equity and Inclusive Education Policy
APC051	PLAR - Mature Students, Affidavit
APC052	Responsible Use of Information Technology and Electronic Data - Student
APF004	Addition & Removal of Portable Classrooms
APF013	Naming of Schools & Dedications Within Board Facilities
APF017	Boundary Review Process
APF018	Holding Zones and Holding School Designations
APH002	School Accidents
APH013	Emergency Planning & Procedures
APH017	Secondary School Food and Nutrition Policy
APH037	Air Quality and Extreme Temperature
APO001	The Use of Volunteers in a School Setting
APO004	Educational Excursions
APO009	Retreat Experiences for Elementary Students
APO012	Transportation
APO025	Environmental Education, Stewardship & Sustainability
APS002	Religious Education Qualifications for Teaching Staff
APS009	Bereavement Procedures
APS012	Mobile and Personal Technology
APS017	Responsible Use of Information Technology and Electronic Data
APS032	Opening or Closing Exercises
APS033	Guidelines for School Parish Relations
APS013	Staff Recognition Program
APS007	Access to Legal Counsel
APS037	Total Abilities Management Program
APH018	Wellness
APH025	Footwear Safety

**Recommendation:**

This report is for the information of the Board.

**Prepared/Reviewed By:** Tyrone Dowling  
Director of Education

\*4.2 DIRECTOR Monitoring Reports: Where the Board receives from the CEO a monitoring report that flows from a responsibility delegated to the Director under Board Policy – except where approval is required by the Board on a matter delegated by policy to the Board – the minutes of the Meeting at which the Report is received shall expressly provide that the Board has received and approved of the Report as an action consistent with the authority delegated to the CEO, subject in all instances to what otherwise actually occurred.





**Date:** September 23, 2024  
**To:** Board of Trustees  
**From:** Director of Education  
**Subject:** September Director’s Report

**Type of Report:**

- Decision-Making
- Monitoring
- Incidental Information concerning day-to-day operations

**Type of Information:**

- Information for Board of Trustees Decision-Making
- Monitoring Information of Board Policy **XX XXX**
- Information only of day-to-day operational matters delegated to the CEO

**Origin: (cite Education Act and/or Board Policy or other legislation)**

Executive Limitation IV 012 Communication to Board

**Policy Statement and/or Education Act/other Legislation citation:**

Policy 1 001 Ends  
 Policy IV 013 Leadership

**Alignment to the MYSP:**

**Awaken to Belong**

- Every student can see themselves reflected in their learning.
- Staff experiences a positive, healthy, and inclusive workplace.
- Are aware of and/or use the available resources to assist in navigation of the school system.

**Ignite to Believe**

- Every student experiences the Ontario Catholic School Graduate Expectations (OCSGEs) and the WCDSB pastoral plan within their learning environments.
- Staff are welcomed and invited to continue to be a partner in their adult faith formation journey.
- The relationship between home, parish and school is strengthened.

**Strengthen to Become**

- Every student reaches their full potential.
- Staff see their impact on student achievement.



- ☒ Are engaged as active partners in our students' Catholic education journey.

### **Background/Comments:**

The month of September has flown by, from the opening of the new school year to today. We at WCDSB are proud to see our enrolment continue to rise in both the elementary and secondary panels, with more families choosing our faith-based schools. Our Human Resources department has been working tirelessly throughout the summer and into September to address this growth through staffing. Additionally, our Facility Services department has ensured that our sites were ready to safely welcome students at the start of the year. Across the system, at both the school and board levels, we have witnessed the dedication of our staff in providing the foundations for teachers to deliver a rich faith-based curricular and extra-curricular experience for all our students. We are grateful for the palpable energy and enthusiasm among staff and students as we embark on a new school year.

### **Awaken to Belong**

This month's Deep Learning skill is Collaboration. We are focusing on helping students build positive and respectful relationships, develop trust, and act cooperatively and with integrity. We will continue to enhance students' skills to interact with various communities and groups, using appropriate technologies to facilitate collaboration. This deep learning skill intersects with the Umbrella Skill of kindness, the Grandfather Teaching of respect, and the Ontario Catholic School Graduate Expectation of being a collaborative contributor.

### **Ignite to Believe**

This month marks the beginning of the third and final year of our Pastoral Plan and Multi-Year Strategic Plan. Our faith is the foundation of our work, and this year's pastoral theme, "Ignite," reminds us that "we are the People of God, discerning our mission to serve, ignited to be pilgrims of Hope." This aligns with the universal Church and Pope Francis, who has declared 2025 a Jubilee Year, a time of great spiritual and social significance. The motto of Jubilee 2025 is Pilgrims of Hope. This Jubilee Year is a special time for us to grow in right relationship with God, creation, and our brothers and sisters. We look forward to a year of hope and renewal as we ignite our faith in service to our communities.

### **Strengthen to Become**

We began this year with a PA Day for all school staff to participate in mandatory health and safety training, ensuring that all our sites are up to date with the latest Ministry of Education safety mandates. Our NTIP summer sessions provided an excellent springboard for many new teachers, with workshops on trauma-informed teaching strategies, classroom management, approaches to teaching multilingual language learners, assessment, and more. We've also seen teaching staff attend sessions to plan literacy support in preparation for the OSSLT for the upcoming year. Our Student Achievement Plan (SAP) dashboard, a project our Research team has been working on with an outside vendor, shows promise for release in the upcoming weeks to administrators.

### **Regular Meetings in September:**

- Executive Council meetings – weekly
- Academic Council meetings – weekly
- Equity Services meetings – bi-weekly
- Human Resource Services meetings – bi-weekly
- Corporate Services meetings – bi-weekly



- RDO meeting – monthly
- MYSIP Indicator Review meeting with WCDSB Research – monthly
- Faith, Indigenous, and Equity Meeting – monthly
- K-12 Administrators' Meeting – monthly

**Other Events:**

- Conversations with the Chair of the Board
- Diocese of Hamilton Parish School Commission Meeting
- Diocese of Hamilton Director of Education Meeting on Forward Together in Christ
- MOU Meeting with the Guro District
- Committee of the Whole Meeting
- Board of Trustees Meeting
- Governance Committee Meeting
- SWCODE
- Groundbreaking for the new Rosenberg CES
- Student Trustee Training
- Diocesan Mass
- Canadian Caribbean Association of Waterloo Region (CCAWR) Awards of Excellence
- CCFOWR Board of Director's Meeting.

**Recommendation:**

This report is for the information of the Board.

**Prepared/Reviewed By:** Tyrone Dowling  
Director of Education

\*4.2 DIRECTOR Monitoring Reports: Where the Board receives from the CEO a monitoring report that flows from a responsibility delegated to the Director under Board Policy – except where approval is required by the Board on a matter delegated by policy to the Board – the minutes of the Meeting at which the Report is received shall expressly provide that the Board has received and approved of the Report as an action consistent with the authority delegated to the CEO, subject in all instances to what otherwise actually occurred.





**Governance Committee**

<b>Date:</b>	September 10, 2024
<b>Time:</b>	5:00 p.m.
<b>Location:</b>	CEC
<b>Next Meeting Date(s):</b>	October 21, 2024
<p><b>Board of Trustees:</b> Linda Cuff* (Chair of Governance), Kathy Doherty-Masters, David Guerin, Robert Sikora *-attended virtually via Teams</p> <p><b>Regrets:</b> N/A</p> <p><b>Administrative Officials:</b> Tyrone Dowling</p> <p><b>Recording Secretary:</b> Alice Figueiredo</p>	

**1. Call to Order, Territorial Acknowledgement & Opening Prayer**

**Time: 5:07 pm**

Trustee Cuff

*Territorial Acknowledgement: I (we) would like to begin by acknowledging that the land on which we gather today is the land traditionally cared for by the Haudenosaunee, Anishinaabe and Neutral People. I (we) also acknowledge the enduring presence and deep traditional knowledge, laws and philosophies of the Indigenous People with whom we share this land today.*

*Prayer: David Guerin*

**2. Approval of Agenda**

Director Dowling proposed an amendment to the agenda to include the following items for Governance to recommend to Board for approval at the upcoming Board meeting on September 23, 2024:

5.2 By-laws; and

5.3 Board Policy II 016: Trustee Meeting Attendance – Electronic & In-Person.

Chair Sikora requested a mover and seconder.

**Motioned: David Guerin**

**Seconded: Kathy Doherty-Masters**

**Carried by Consensus.**

**3. Declared Pecuniary Interest**

None.

**4. Approval of the Minutes**

The Minutes of May 21, 2024, Governance Committee was approved at the June 24<sup>th</sup>, 2024, Board Meeting.

## 5. Discussion Items

### 5.1 Board Policy II 007: Board Members' Code of Conduct

Trustees reviewed proposed amendments proposed from legal. Noted that more amendments will be required for January 1, 2025, to incorporate Integrity Commissioners and Process for Alleged breaches of the Code of Conduct and Financial Penalties for Trustees. Trustees proposed to only incorporate the requirements required initially by August 28, 2024. Director Dowling sought clarification from the Ministry and noted that they are satisfied with it as soon as possible.

Trustee recommendations include:

- capitalizing initial caps on student trustees
- consistent wording of "Catholic School Ratepayers" as recommended by OCSTA

Director Dowling will gather questions and concerns from Trustees for the upcoming Governance meeting on October 21<sup>st</sup> with questions/concerns regarding January 1, 2025, required changes.

Noted that updated policies must include date of amendment and that we must maintain an archive of all previous versions of its Code of Conduct and be publicly accessible. It was confirmed that previous versions are saved in Laserfiche, and individual could request same.

Chair Sikora requested a motion to bring Board Policy II 007 – Board Members' Code of Conduct to the September 23, 2024, Board meeting.

**Motion: That Board Policy II 007: Board Members' Code of Conduct be brought to the Board meeting on September 23, 2024, for approval.**

**Motioned: David Guerin**

**Seconded: Kathy Doherty-Masters**

**Carried by Consensus.**

### 5.2 By-laws

Chair Sikora requested a motion to bring forward the WCDSB General Board Operation and Procedure By-law to the September 23, 2024, Board meeting.

**Motion: That the WCDSB General Board Operation and Procedure By-law be brought to the Board meeting on September 23, 2024, for approval.**

**Motioned: David Guerin**

**Seconded: Kathy Doherty-Masters**

**Carried by Consensus.**

### 5.3 Board Policy II 016: Trustee Meeting Attendance – Electronic & In-Person

Director Dowling brought forth suggestions from legal to update 1.5.1:

*1.5.1 All Trustees and staff participating by electronic means must make every effort to ensure that privacy can be maintained during In Camera sessions, including participating with camera on and private headset, or equivalent, visible. Consideration must be given to location, proximity to others, and digital technologies that could compromise privacy.*

Trustees discussed private headset and what that could include and agreed that equivalent should

be used for devices such as hearing aids and air buds.

Chair Sikora requested a mover and seconder to Motion that Board Policy II 016: Trustee Meeting Attendance – Electronic & In-Person, with suggested edits be brought to the Board Meeting on September 23, 2024

**Motion: That Board Policy II 016: Trustee Meeting Attendance – Electronic & In-Person, with suggested edits be brought to the Board Meeting on September 23, 2024**

**Motioned: David Guerin**

**Seconded: Kathy Doherty-Masters**

**Carried by Consensus.**

## 6. Pending Items

6.1 Discuss Board Policy II 007: Board Members' Code of Conduct upcoming amendments to come into effect on January 1, 2025.

## 7. Recommendations to Board

7.1 That the Board of Trustees approve Board Policy II 007: Board Members' Code of Conduct as found in Appendix "B".

7.2 That the Board of Trustees approve the WCDSB General Board Operation and Procedural By-law found in Appendix "B".

7.3 That the Board of Trustees approve Board Policy II 016: Trustee Meeting Attendance – Electronic & In-Person found in Appendix "B".

## 8. Adjournment

Trustees confirmed that the By-law and Board Policy II 016: Trustee Meeting Attendance – Electronic & In-Person can be placed on the September 23, 2024, Consent Agenda in final version for approval, however, Board Policy II 007: Board Members' Code of Conduct will be better placed in section 9 of the agenda with a cover report as there was no prior discussion.

Chair Sikora requested a mover and seconder to adjourn the meeting.

**Time: 6:39 p.m.**

**Motioned: David Guerin**

**Seconded: Kathy Doherty-Masters**

**Carried by Consensus.**



**Date:** September 23, 2024  
**To:** Board of Trustees  
**From:** Linda Cuff, Vice-Chair of the Board & Chair of Governance Committee  
**Subject:** Approval of WCDSB General Board Operation and Procedural By-law Amendments

**Type of Report:**

- Decision-Making
- Monitoring
- Incidental Information concerning day-to-day operations

**Type of Information:**

- Information for Board of Trustees Decision-Making
- Monitoring Information of Board Policy **XX XXX**
- Information only of day-to-day operational matters delegated to the CEO

**Origin: (cite Education Act and/or Board Policy or other legislation)**

N/A

**Policy Statement and/or Education Act/other Legislation citation:**

N/A

**Alignment to the MYSP:**

**Awaken to Belong**

- Every student can see themselves reflected in their learning.
- Staff experiences a positive, healthy, and inclusive workplace.
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**Strengthen to Become**

- Every student reaches their full potential.
- Staff see their impact on student achievement.
- Are engaged as active partners in our students' Catholic education journey.



**Background/Comments:**

During the 2023-2024 school year, the Governance Committee undertook the task of updating the WCDSB General Board Operation and Procedural By-law. On September 9<sup>th</sup>, 2024, at the Committee of the Whole meeting, the Governance Committee presented the proposed amendments to the Board of Trustees for their information and discussion.

Attached to this report, you will find:

- Appendix “A”: The WCDSB General Board Operation and Procedural By-law with the proposed amendments presented at the September 9th, 2024, Committee of the Whole meeting.
- Appendix “B”: The WCDSB General Board Operation and Procedural By-law with the amendments for approval.

**Recommendation:**

That the Board of Trustees approve the WCDSB General Board Operation and Procedural By-law found in Appendix “B”.

**Prepared/Reviewed By:** Linda Cuff  
Vice-Chair of the Board & Chair of Governance Committee

\*4.2 DIRECTOR Monitoring Reports: Where the Board receives from the CEO a monitoring report that flows from a responsibility delegated to the Director under Board Policy – except where approval is required by the Board on a matter delegated by policy to the Board – the minutes of the Meeting at which the Report is received shall expressly provide that the Board has received and approved of the Report as an action consistent with the authority delegated to the CEO, subject in all instances to what otherwise actually occurred.





**Waterloo Catholic  
District School Board**  
Quality, Inclusive, Faith Based Education

## **General Board Operational and Procedural By-law**

<b>Enacted:</b>	December 15, 1997	
<b>Issued:</b>	January 5, 1998	
<b>Amendments:</b>	October 26, 1998	October 28, 2013
	August 30, 1999	June 23, 2014
	September 27, 1999	November 24, 2014
	November 15, 1999	January 26, 2015
	November 29, 2004	June 20, 2016
	June 27, 2005	June 5, 2017
	December 18, 2006	October 30, 2017
	May 25, 2009	October 29, 2018
	November 29, 2010	March 25, 2019
	April 26, 2011	April 6, 2020
	November 28, 2011	May 30, 2022
	June 24, 2013	<b>September 23, 2024</b>

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## **ARTICLE 1 INTERPRETATION**

### **1.1 Definitions and Meaning of Terms**

For this By-law and all other By-laws of the BOARD unless the context otherwise requires:

- 1.1.1 the singular includes the plural;
- 1.1.2 “Act” means the *Education Act* as amended from time to time;
- 1.1.3 “Board” means the Waterloo Catholic District School Board which, in accordance with the *Act*, is a Roman Catholic School Board in union with the See of Rome and represents Waterloo Region;
- 1.1.4 “Committee of the Whole Board” is a Committee constituted of all members of the Board;
- 1.1.5 “Chair” means the Chair of the Board.
- 1.1.6 “Committee” means any special, advisory, task force or ad hoc committee established by the board;
- 1.1.7 “Conflict of Interest” means a direct or indirect pecuniary interest as defined by the *Municipal Conflict of Interest Act* as amended from time to time.
- 1.1.8 “CEO” means the Director of Education who is Chief Executive Officer and Chief Education Officer of the school system, and Secretary of the Board;
- 1.1.9 “CFO” means the Superintendent of Business who is Chief Financial Officer of the school system, and Treasurer of the Board;
- 1.1.10 “In-Camera” means a meeting of a committee from which the public is excluded pursuant to the *Education Act*;
- 1.1.11 “Inaugural Meeting” means the first meeting of a newly elected BOARD to be held following a municipal election and the commencement of the term of office;
- 1.1.12 “Meeting” includes a meeting of the board and of a committee, regular or special;
- 1.1.13 “Student Trustee” means a student elected by his/her peers to represent pupils on the Board in accordance with the *Act* and Regulations;
- 1.1.14 “Trustee” means a person elected, acclaimed or appointed to the office of Trustee of the Board pursuant to the provisions of the *Municipal Elections Act*;
- 1.1.15 “Vice-Chair” means the Vice-Chair of the Board;
- 1.1.16 “Year” means, unless qualified by the word “calendar” or “school”, the period commencing on the 15<sup>th</sup> of November and ending on the 14<sup>th</sup> of November.

### **1.2 Voting**

Except as otherwise provided in these By-laws, an affirmative vote shall require a majority of the votes of the Trustees present and entitled to vote.

### **1.3 Calculation of Majorities**

Whenever in the By-laws of the Board there is provision for a majority of Trustees, such majority shall be calculated as a simple majority of Trustees present and eligible to vote; and where there is provision for a majority of all Trustees, such majority shall be calculated as a simple majority of all Trustees regardless of absences or vacancies in office.

## **ARTICLE 2 INAUGURAL MEETING OF THE BOARD**

### **2.1 Date of INAUGURAL MEETING**

The Inaugural Meeting of the Board shall be held no later than seven (7) days following the commencement of the Board's term of office as outlined in the Act.

### **2.2 Purpose of INAUGURAL MEETING**

The purpose of the Inaugural Meeting shall be to fulfil the requirements of the Act and Regulations, including the election of the Chair and Vice-Chair.

2.2.1 Provided, however, that the Trustees may, at the Inaugural Meeting, consider any other business that, in the opinion of the CEO, requires action by the BOARD as a matter of urgency.

### **2.3 Presiding Officer at the INAUGURAL MEETING**

The Presiding Officer at the Inaugural Meeting shall be the CEO, or in the absence of the CEO, their designate, until the Chair is elected.

### **2.4 Procedure for Election of Officers at the INAUGURAL MEETING**

2.4.1 The Presiding Officer shall proceed first with the election of the Chair and then Vice-Chair.

2.4.2 Nominations for the offices of Chair and Vice-Chair shall be received verbally from those Trustees present at the Inaugural Meeting. Immediately after each nomination, the nominee shall confirm whether the nominee wishes to accept or decline the nomination. Voting shall be by show of hands. As soon as a nominee receives a majority of the votes of all Trustees, the Presiding Officer shall announce the vote and declare the Trustee elected to office.

2.4.3 Should no nominee receive the votes of a majority of all Trustees, the Presiding Officer shall call for a further vote, provided that:

2.4.3.1 the name of any nominee receiving no votes, and the name of the nominee otherwise receiving the least number of votes, shall be dropped;

2.4.3.2 if two or more nominee are tied for the least number of votes, they shall draw lots to determine which nominee shall remain.

2.4.4 If, after the further vote, a nominee has received the votes of a majority of all Trustees, the Presiding Officer shall declare the Trustee elected to Office. The process shall

continue until a nominee has received the votes of a majority of all Trustees or there is a tie vote for two remaining nominees.

2.4.5 In the case of a tie vote, the remaining nominees shall draw lots in accordance with the *Act*.

## **2.5 Election of Officers – at times other than the INAUGURAL MEETING**

2.5.1 At the first meeting of each Year and at the first Meeting after a vacancy occurs in the office of Chair, the Trustees shall elect one of themselves to be Chair.

2.5.2 At the first meeting of each Year and at the first opportunity, with the consensus of the board, but no later than the subsequent meeting after a vacancy occurs in the office of Vice-Chair, the Trustees shall elect one of themselves to be Vice-Chair.

2.5.3 For the purposes of this subsection 2.5, the process outlined in Sections 2.3 and 2.4 shall apply.

## **ARTICLE 3 MEETINGS**

### **3.1 Regular BOARD MEETINGS**

The Regular Meetings of the Board shall be held at the business office of the Board at 6:00 p.m. in the evening:

3.1.1 the regular Meeting of the Board for the month of December shall be held on a Monday preceding the Christmas break;

3.1.2 the regular Meeting of the Board for the months of September through June shall be held on the fourth Monday of the month;

3.1.2.1 Provided that if any such Monday falls on a statutory or civic holiday, such Meeting shall be held at the same hour on a Monday preceding or following the statutory holiday;

3.1.3 there shall be no regular Meetings scheduled from July 1st to August 31st.

### **3.2 Special BOARD MEETINGS**

The Chair shall call a Special Meeting of the Board or Special Meeting of the Committee of the Whole Board, including In Camera:

3.2.1 at any time determined by resolution of the Board at the date and time so determined;

3.2.2 at the date and time fixed by the Chair within seven calendar days of receipt of the written request of five Trustees;

and, may call a Special Meeting of the Board or Special Meeting of the Committee of the Whole Board, including In-camera at a date and time fixed by the Chair.

### **~~3.3~~ Electronic MEETINGS**

To ensure access to public Meetings, and in accordance with Sections 208.1 and 229 of the Act, and “Ontario Regulation 463/97 — Electronic Meetings”, ~~and Board policy~~, the Board shall provide for the use of electronic means for the holding of Meetings.

3.3.1— Each Trustee shall be physically present in the meeting room of the Board for at least three (3) regular Meetings of the Board during each Year.

3.3.1.1— Provided that if a Trustee has been appointed to fill a vacancy, such Trustee shall be physically present in the meeting room of the Board for at least one (1) regular Meeting of the Board during each period of four (4) full calendar months calculated from the date appointed to fill the vacancy to the end of that Year.

3.3.2— At every electronic Meeting of the Board or of the Committee of the Whole Board, the following persons shall be physically present in the boardroom at the Catholic Education Centre and so recorded in the minutes:

3.3.2.1— The Chair, or designate;

3.3.2.2— at least one (1) additional Trustee; and

3.3.2.3— the CEO, or designate.

3.3.3— At every Meeting of a Committee of the Board, except the Committee of the Whole, the following persons shall be physically present in the meeting room of the Committee and so recorded in the minutes:

3.3.3.1— the chairperson of the Committee, or designate; and

3.3.3.2— the CEO, or designate, unless not appropriate, eg., the Ad Hoc Committee for CEO Appraisal.

3.3.4— Subject to the requirements of subsections 3.3.1, 3.3.2 and 3.3.3, at the request of any Trustee, or a Student Trustee, the Board shall provide the Trustee and Student Trustee with electronic means of participating in one (1) or more Meetings of the Board or of a Committee of the Board, including the Committee of the Whole Board.

3.3.5— A Trustee and a Student Trustee who participates in a Meeting through electronic means shall be deemed to be present at the Meeting and the minutes shall record the presence through electronic means of each such Trustee and Student Trustee.

3.3.6— The electronic means shall permit the Trustee and the Student Trustee to hear and be heard by all other participants in the Meeting.

3.3.7— The electronic means shall be provided in such a way as to ensure compliance with the rules governing Conflict of Interest of Trustees.

3.3.8— A Student Trustee who participates through electronic means shall not participate in any proceedings which are closed to the public.

3.3.9— Should there be technical difficulties and the electronic portion of the Meeting is interrupted, the Meeting shall be recessed for a period not exceeding thirty (30) minutes as determined by the chair of the Meeting.

~~3.3.10—Should there be technical difficulties and the electronic portion of the Meeting cannot be reconvened before the end of the recess provided in subsection 3.3.9:~~

~~3.3.10.1 Section 3.9.4 shall apply if there is no quorum;~~

~~3.3.10.2 the minutes of the Meeting shall indicate the time of any electronic disruption and the recess determined by the chair of the Meeting, and the name of any Trustee who thereby ceases to be present.~~

~~3.3.11—A Trustee, a Student Trustee and a member of a Committee participating electronically in a Meeting shall be governed by the rules of the Board related to Meetings of the Board or Committees (as the case requires).~~

Comment: i.e. these By Laws?

~~3.3.12—In accordance with 463/97 s.5.1 (1), when the full Board is attending in person, in order for an individual trustee to participate in a meeting electronically, they must articulate their rationale to the Chair. Reasons that would constitute sound rationales for electronic participation include:~~

~~a) inordinate distance barrier to attend meeting (e.g. 200 km)~~

~~b) inclement weather that does not allow for safe attendance~~

~~c) health concerns~~

Comment: I recommend deleting this because it is not consistent with the Reg or By-Law.

~~3.3.13—In accordance with 463/97 s.3(3)—That in order for a Trustee to participate in an electronic meeting not open to the public, they must participate with camera on, and private headset visible.~~

### **3.4 COMMITTEE OF THE WHOLE BOARD**

The Committee of the Whole Board, including the Committee of the Whole Board-In Camera, and all Committees of the Board meet for the purpose of discussion and debate on any subject before the Board, do not make decisions, they make recommendations to the Board.

### **3.5 Seating At BOARD MEETINGS**

As far as practicable, at all Regular or Special Board Meetings, the Chair shall be seated at the mid-point of the boardroom table with the Director to the right of the Chair, the Recording Secretary to the left of the Chair, the Vice-Chair to the immediate right of the Director, and the remaining Trustees seated alphabetically by surname starting at the immediate right of the Vice-Chair. Student Trustees shall be seated next to their Trustee-mentors.

### **3.6 Seating at MEETINGS of COMMITTEES**

There shall be no formal seating plan for Meetings of Committees.

### **3.7 Presiding Officer**

3.7.1 The Chair, when present, shall preside at all Meetings of the Board and Committee of the Whole.

3.7.2 The Vice-Chair when present shall preside at all meetings of Committee of the Whole In camera.

3.7.3 In the absence of the Chair, the Vice-Chair shall preside at Meetings of the Board and Committee of the Whole.

3.7.4 In the absence of the Chair, and the Vice-Chair, another Trustee selected by the Trustees present shall preside at Meetings of the Board or Committee of the Whole subject to the provisions of section 3.9.

### **3.8 Notice of MEETINGS**

3.8.1 No formal notice of Regular Meetings of the Board and of the Committee of the Whole Board shall be required, but a written or electronic reminder of each Meeting shall be circulated to each Trustee not less than forty-eight hours in advance of each Meeting. A notice shall also be placed on the Board web page.

3.8.2 Written notice of every Special Meeting of the Board and of the Special Committee of the Whole Board shall be given by delivery or by electronic means to each Trustee at least forty-eight hours prior to the time of the Meeting. A notice shall also be placed on the Board web page. Forty-eight hour limit may be waived provided every reasonable effort is made to contact Trustees.

3.8.3 The notice of every Special Meeting of the Board and the Special Committee of the Whole Board shall state all business to be transacted or considered, and notwithstanding any other by-law, no other business will be considered unless all Trustees who are eligible to vote on the matter are present at the Meeting and unanimously agree to consider the other business.

3.8.4 The Director of Education, in consultation with the Chair of the Board, may cancel a Standing Committee or Board Meeting due to expected lack of quorum; or in instances of inclement weather where it is determined that the safety of trustees and staff would be in question for travelling purposes. Trustees will be contacted as soon as the decision has been made to cancel a meeting.

### **3.9 Quorum for MEETINGS**

3.9.1 A majority of all Trustees of the Board shall constitute a quorum for Meetings of the Board and of the Committee of the Whole Board.

3.9.2 A majority of Trustees who are members of a Committee composed of only Trustees shall constitute a quorum for Meetings of the Committee.

3.9.3 When a Trustee or Trustees declare pecuniary interests under the Municipal Conflict of Interest Act, the number of Trustees that constitutes a quorum in 3.9.1 and 3.9.2 is adjusted as directed by the Municipal Conflict of Interest Act.

3.9.4 Whenever a quorum is not present at a Meeting, the Meeting shall stand adjourned without further formality.

### **3.10 Length of MEETINGS**

No Meeting shall continue in session for more than three (3) hours.

3.10.1 Provided that notwithstanding what is otherwise set out in this Section 3.10, upon consent of a majority of Trustees eligible to vote who are present, a Meeting may be extended beyond the limits otherwise provided.

### **3.11 Closing of Certain MEETINGS**

In accordance with the *Act*, a Meeting of a Committee of the Board, including a MEETING of the Committee of the Whole Board, may be closed to the public when the subject matter under consideration involves:

3.11.1 the security of the property of the Board;

3.11.2 the disclosure of intimate, personal or financial information in respect of a Trustee; an employee or prospective employee of the Board; a pupil or his or her parent or guardian;

3.11.3 the acquisition or disposal of a school site;

3.11.4 decisions in respect of negotiations with employees of the Board; and,

3.11.5 litigation affecting the Board, and privileged legal communications.

### **3.12 Rules of Order**

The rules of order to be observed at Meetings shall be in accordance with the provisions of these By-laws.

3.12.1 Provided that in all cases for which no specific provision is made in these By-laws, the rules and practice of a current edition of Robert's Rules of Order shall govern.

### **3.13 Agenda for Regular MEETINGS**

The order of business for regular Meetings of the Board that are open to the public shall appear as follows:

1. Call to Order

1.1 Opening Prayer and Memorials

1.2 Territorial Acknowledgement

1.3 Approval of Agenda

1.4 Declaration of Pecuniary Interest

2. Consent Agenda: CEO (Operational matters from the Ministry of Education that the Board is required to do)

3. Consent Agenda: Board (Approval of minutes of meetings, staff report)

4. Delegations
5. Advice from the CEO
6. Ownership Linkage (Communications with external environment)
7. Reports from Board Committees/Task Forces
8. Board Education (at the request of the Board)
9. Policy Discussion
10. Assurance of Board Performance (monitoring)
11. Assurance of Successful CEO Performance (monitoring)
12. Potential Agenda Items/Shared Concerns/Report on Trustee Inquiries
13. Announcements (Upcoming Meetings/Pending Items)
14. Items for Next Meeting Agenda
15. Confirm decisions made at this meeting
16. Closing Prayer
17. Motion to Adjourn

### **3.14 Alteration on Consent**

The order of the agenda may be altered with the consent of a majority of the Trustees present at a Meeting and eligible to vote.

### **3.15 Application to Special MEETINGS**

The provisions of Section 3.13 apply with necessary modifications for Special Meetings of the Board.

### **3.16 Application to IN CAMERA MEETINGS**

The provisions of Section 3.13 apply with necessary modifications for the Committee of the Whole Board –In Camera Meetings that are not open to the public.

### **3.17 Placing Matters on the Agenda**

No matter will be placed on the Agenda of a Meeting of the Board unless:

- 3.17.1 with the majority affirmative votes of the Trustees present and eligible to vote on the matter;
- 3.17.2 it is a matter that is part of the Board job description as outlined in Board policy and contained under the agenda headings outlined in Section 3.13 of the By-law;
- 3.17.3 it is a Notice of Motion as prescribed in Section 4.1 of the By-law;

3.17.4 it is a matter requested by a Trustee to be placed on the agenda after the Trustee has followed the Trustee Inquiry process outlined in Section 3.18 of the By-law, or

3.17.5 it is a matter that, in the opinion of the CEO or Chair, requires action by the Board as a matter of urgency.

### **3.18 TRUSTEE Inquiries**

Prior to placing a matter as an agenda item,

3.18.1 issues related to a violation of Board Policy must have previously been discussed with the Chair;

3.18.2 matters pertaining to the operations of the school system must have previously been directed to the CEO; and

3.18.3 Trustees shall follow the protocol outlined in Section 3.19.

### **3.19 Protocol for TRUSTEE Inquiries**

The following protocol for Trustee inquiries shall be followed:

3.19.1 inquiries will be made of the Chair and/or CEO as appropriate; inquiries must be in sufficient detail to enable the Chair and/or CEO to respond in a reasonable manner;

3.19.2 where appropriate, the Chair or CEO may request that a Trustee provide the inquiry in writing;

3.19.3 if, after receiving the information from the Chair and/or CEO as appropriate, the Trustee believes the item should be raised with the Board, the Trustee may request that the Chair place the item on the agenda of the next Regular Board Meeting or Committee of the Whole Board or Committee of the Whole Board – In Camera, as appropriate.

### **3.20 Delivery of Agenda for BOARD MEETING**

The Agenda for every Meeting, together with notice or reminder of such Meeting, shall be delivered electronically, to each Trustee, and posted on the Board website a minimum of seventy-two (72) hours in advance of such Meeting.

### **3.21 Delivery of Agenda for COMMITTEE MEETING**

The agenda for every Committee Meeting that is not closed to the public, together with notice or reminder of such Meeting shall be delivered electronically, to each Committee member, and posted on the Board website a minimum of seventy-two hours in advance of such Meeting (3 calendar days).

Deadline for Including Matters on the Agenda

The deadline for including matters on the agenda for the next Meeting of the Board shall be 9:00 a.m. on the ~~Thursday~~ **Monday** preceding the next regularly scheduled Meeting of the Board.

## **ARTICLE 4 BOARD MEETING PROCESS**

### **4.1 Notice of Motion for a BOARD MEETING**

A Trustee may place a Notice of Motion, regarding any matter with respect to which the Trustee has a right to vote, upon the Agenda of a Meeting of the Board; such Notice of Motion:

- 4.1.1 shall be wholly in writing;
- 4.1.2 shall be accompanied by an explanatory notice;
- 4.1.3 shall be delivered to the Secretary of the Board;
- 4.1.4 shall, after its appearance on the Agenda, be taken as read unless any Trustee requests that it be read in full;
- 4.1.5 shall be referred by resolution of the Board to a Meeting of the Committee of the Whole Board or an appropriate Committee;
- 4.1.6 shall not be the subject of any debate or comment at the Meeting at which it is introduced unless consent is provided by a majority vote of Trustees present and eligible to vote;

### **4.2 DIRECTOR CEO Monitoring Reports**

Where the Board receives from the CEO a monitoring report that flows from a responsibility delegated to the ~~Director~~ CEO under Board Policy – except where approval is required by the Board on a matter delegated by policy to the Board – the minutes of the Meeting at which the Report is received shall expressly provide that the Board has received and approved of the Report as an action consistent with the authority delegated to the CEO, subject in all instances to what otherwise actually occurred.

### **4.3 Speaker to Await Recognition**

Any Trustee wishing to speak at a Meeting shall await recognition by the Chair.

### **4.4 Methods of Decision-Making**

Every matter considered by the Board shall be disposed of by a vote of all those present and eligible to vote on the matter in one of the following ways with preference given to the following sequence:

- 4.4.1 The Board shall always attempt to reach decisions through consensus;
- 4.4.2 by show of hands in the affirmative and in the negative;
- 4.4.3 by a recorded vote where the Chair calls the name of the individual Trustees who respond indicating whether they are in favour or opposed to the matter under discussion.

### **4.5 Clear Statement of Direction Required**

All matters before the Board whether the outcome of the decision-making process is determined by consensus or by a vote must be presented to the Trustees as a clear statement

of direction. The direction or the motion must be read by the Chair of the Meeting to the Trustees present before any decision is made.

#### **4.6 Result of Consensus Decision-making Process**

The Chair of the Meeting shall announce the result of the consensus decision-making process and ask Trustees present and eligible to decide on the matter if they agree with the direction.

#### **4.7 Minutes When Consensus Reached**

When a decision is reached by consensus, the minutes of the Meeting shall indicate a decision by consensus with the notation in the minutes that consensus means the decision was supported by all Trustees present and eligible to vote on a matter.

#### **4.8 Minutes When Decision-Making by Vote**

When a decision is reached by a vote, the minutes of the meeting shall indicate a decision by vote using Roberts Rules of Order as and when necessary.

#### **4.9 No Reconsideration in Same YEAR**

Any matter which has been decided upon by the Board shall not be placed on the Agenda of the Board during the same school Year unless:

4.9.1 a motion to reconsider the matter is made by a Trustee who voted on the prevailing side of the motion sought to be reconsidered; and

4.9.2 by an affirmative vote of the majority of all Trustees of the Board entitled to vote thereon.

#### **4.10 Motion to Reconsider**

A motion to reconsider is debatable and once adopted, places before the Trustees the original motion on which the vote is to be reconsidered, and Trustees may:

4.10.1.1 without debate, simply vote again on the original motion; or

4.10.1.2 amend the original motion and vote on the amended motion; or

4.10.1.3 make a motion to rescind the original motion.

#### **4.11 Voting Compulsory**

Whenever a vote is required, every Trustee present when a vote is taken, including the Chair but excluding any Trustee who has declared a direct or indirect pecuniary interest as required by the Municipal Conflict of Interest Act, shall vote on all questions on which the Trustee is entitled to vote and abstentions are not permitted.

#### **4.12 Compliance with Municipal Conflict of Interest Act**

Where a direct or indirect pecuniary interest is declared, the Trustee shall act in accordance with the Municipal Conflict of Interest Act.

#### **4.13 Motion Lost on Equality of Votes**

Any motion on which there is an equality of votes is lost.

## **ARTICLE 5 DELEGATIONS**

### **5.1 Protocol for Delegations**

The Board recognizes that need to foster effective communication between the educational system and the community. At each public meeting of the Board members of the community will be provided with an avenue to speak to public education-related topics that are important to either them, or regarding the system as a whole.

The Board agenda will provide for Delegations, all of which shall comply with the following:

5.1.1 in order to appear as a delegation, the individual or group must contact the Secretary of the Board by 9:00 a.m. the ~~Wednesday~~ **Monday** preceding the next Regular Meeting of the Board or Meeting of Committee of the Whole Board;

5.1.2 the individual or group must indicate to the Secretary of the Board the name(s) of the individual(s) who will appear as a delegation.

5.1.3 the individual(s) speaking for the delegation must provide the Secretary of the Board:

5.1.3.1 Full name, and the names of all members of the delegation

5.1.3.2 Contact Information (including telephone number, email and home address)

5.1.3.3 ~~with~~ an electronic copy or written copy of the presentation for inclusion in the agenda package by 9:00 a.m. on the ~~Thursday~~ **Tuesday** prior to the Meeting or the delegation will not be accepted for the upcoming agenda. The presentation will appear as part of the support material for the Meeting at which the presentation is made.

5.1.4 An individual or group may present as a delegation to the Board no more often than once in every three (3) months. The months of July and August will not be included in calculating this timing.

5.1.5 Requests will be denied if the requestor(s) has presented on the same topic within the previous 12 months, or if the subject matter is not within the jurisdiction of the Board. Such requests may instead be provided as a written submission to Trustees.

5.1.6 Delegation presentations will be reviewed by the Chair and the Secretary of the Board (or designate) to ensure that they meet the requirements of Article 5: Delegations.

5.1.6.1 If, in the opinion of the Chair and the Secretary of the Board, the delegation request should be denied, the Secretary of the Board (or designate) shall advise the requestor (in writing) that their delegation request has been denied and provide rationale. This decision is final. Trustees will be informed of the decision.

5.1.7 ~~the~~ **The** Chair of the Meeting at which the delegation appears will recognize only the spokesperson as the representative of any group delegation.

5.1.8 Time Allotment

5.1.8.1 ~~a~~ A delegation will be accorded up to ten minutes in order to make its presentation before the Board.

5.1.8.2 A maximum of four (4) delegations will be allowed per meeting.

5.1.9 ~~Board Members~~ Trustees may ask questions of clarification of the delegation.

5.1.10 Delegates will receive a written response from the appropriate party within ~~48 hours~~ thirty (30) days. ~~The after their presentation.~~ The months of July and August will not be included in calculating this timing.

5.1.11 ~~w~~Where there are multiple delegations on the same topic, the Chair of the Meeting may require that presentations be combined or reduce the time of the presentations.

5.1.12 ~~w~~Where a matter presented by a delegation deals with a topic that should properly be considered by the Committee of the Whole Board – In Camera, the Chair of the Meeting shall direct that the matter be discussed in Committee of the Whole Board – In Camera.

5.1.13 ~~t~~The Chair of the Meeting may terminate a presentation that deviates materially from the topic of the presentation.

5.1.14 ~~t~~The spokesperson(s) for a delegation shall refrain from the use of abusive or derogatory language at all times including written and oral remarks; and the Chair of the Meeting may expel or exclude from any Meeting any person(s) who engage in this or any other form of improper conduct.

5.1.14.1 In accordance with the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA), presenters must ensure that no student or staff member is identified by name, or by specific comments that could identify a student or staff member.

5.1.14.2 Presentations shall be free of statements or materials that are contrary to the Ontario Human Rights Code, other laws of Ontario and Canada, and the policies of the Board.

5.1.15 Decisions In Respect of Issues Raised

Once the Board has made a decision on a matter raised by a delegation or delegations, the Board will not entertain a further delegation on substantially the same issues within the ensuing six (6) month period, unless:

5.1.15.1 The Chair and Secretary of the Board is of the opinion that there is sufficient new information to warrant a review; or

5.1.15.2 The Board has agreed to re-open the matter.

5.1.16 ~~each~~ Each delegation, at the time of registration with the Secretary of the Board, shall receive a copy of this Section of the By-law.

5.1.17 ~~since~~ Since a Trustee is permitted to place a matter on the Agenda under Section 3.17, and is permitted to make inquiries under Section 3.18, a Trustee shall not be permitted to appear before the Board as a delegation.

5.1.18 ~~with~~ **With** respect to delegations from Board employees, where the submission is, or relates to, a matter:

**5.1.18.1** that is personal to the speaker, there shall be no special restrictions;

**5.1.18.2** that is or may be dealt with under a Collective Agreement to which the Board is a party, such submission shall be dealt with in accordance with the provisions of such Collective Agreement.

5.1.19 Delegations concerning accommodation and/or boundary review will not be heard at the ~~Board meeting~~ **Meeting** at which the final decision will be made.

## **ARTICLE 6 COMMITTEES/TASK FORCES**

### **6.1 BOARD May Establish COMMITTEES/TASK FORCES**

The Board may choose to execute its functional responsibilities through standing and ad-hoc Committees/Task Forces that are consistent with the **ACT Act** and Regulations.

### **6.2 Membership and Mandate**

The membership, mandate, term and reporting expectations for every Committee/Task Force established under this Article 6 shall be consistent with the Act and shall be approved by the Board, and, within this context:

6.2.1 A Committee/Task Force instituted by the Board through Board Policy shall function according to the other provisions of the Board By-laws with necessary modifications;

6.2.2 each Trustee shall be expected to serve on at least one Committee/Task Force;

6.2.3 the chair of a Committee/Task Force, if not elected annually by the committee, shall be appointed by the Board Chair;

6.2.4 no Trustee shall be a member of a Committee/Task Force where the Trustee has or is likely to have a Conflict of Interest.

## **ARTICLE 7 OFFICERS**

### **7.1 Officers Named**

The Officers of the Board shall be:

7.1.1 the Chair;

7.1.2 the Vice-Chair;

7.1.3 the CEO who shall also be Secretary of the Board;

7.1.4 the ~~Chief Financial Officer~~ **CFO** shall hold the office of Treasurer of the Board and, when exercising such office, shall be known as Treasurer of the Board.

### **7.2 Duties of the CHAIR**

The Chair, in addition to those duties assigned under provincial legislation, Board Policy, and these By-laws shall:

- 7.2.1 preside at all Meetings of the Board and conduct them according to the By-laws;
- 7.2.2 be a signing officer of the Board as prescribed in the By-laws;
- 7.2.3 approve the draft agenda of Board Meetings;
- 7.2.4 be a member ex-officio of all Board Committees;
- 7.2.5 perform all other functions customarily performed by a Chair of a School Board, and those expressly delegated to the Chair by the Board;  
and may:
- 7.2.6 call special Meetings of the Board; and
- 7.2.7 issue statements to the public media on behalf of the Board.

### **7.3 Duties of the VICE-CHAIR**

The Vice-Chair, in addition to those duties assigned under provincial legislation, Board Policy, and the By-laws shall:

- 7.3.1 in the absence of the Chair, or in the event of the inability of the Chair to act, assume any or all of the duties of the Chair, except those which are precluded by law, By-law or regulation; and whenever the Vice-Chair assumes any duty of the Chair, the absence or inability to act of the Chair shall be conclusively presumed;
- 7.3.2 be a signing officer of the Board as prescribed in the By-laws;
- 7.3.3 normally, preside at all Meetings of the Committee of the Whole Board – In Camera and conduct them according to the By-law; and
- 7.3.4 perform all other functions customarily performed by a Vice-Chair of a School Board, and those expressly delegated to the Vice-Chair by the Board.

### **7.4 Duties of CEO**

The Board will instruct the CEO through written policies, delegating implementation to the CEO. In addition to those duties assigned under provincial legislation, Board Policy, and the By-laws, the CEO is the Chief Executive Officer and Chief Education Officer of the school system. The CEO

- 7.4.1 is accountable to the Board acting as such.
- 7.4.2 may use any reasonable interpretation of the Board's Aims/Ends and Executive Limitations policies;
- 7.4.3 is authorized to establish all further policies, make all decisions, take all actions, establish all practices and develop all activities; and

7.4.4 shall also hold the office of Secretary of the Board and, when exercising such office, shall be known as Secretary of the Board.

#### **7.5 Duties of the Secretary of the BOARD**

The Secretary of the Board, in person or by delegate, in addition to those duties assigned under the provincial legislation and the By-laws, shall:

- 7.5.1 attend all Meeting of the Board and of Committees.
- 7.5.2 prepare minutes of all Meetings;
- 7.5.3 keep records as required by law and subject to the directions of the Board;
- 7.5.4 conduct the official correspondence of the Board;
- 7.5.5 receive and pass on to the Board, Committee of the Whole Board or the relevant Committee, all correspondence, petition and reports of other officials;
- 7.5.6 prepare, in consultation with the appropriate Chair, the draft agenda of all Meetings of the Board, the Committee of the Whole Board and each Committee;
- 7.5.7 maintain an up-to-date policy register;
- 7.5.8 maintain charge of all correspondence, reports and other documents;
- 7.5.9 promulgate all orders, policies and other directions of the Board and other matters in accordance with requirements of the law;
- 7.5.10 act as the “head” of the organization for the purpose of the Municipal Freedom of Information and Protection of Privacy Act; and
- 7.5.11 bring to the attention of the Board any matter in respect of which, in the opinion of the Secretary, it may be necessary or useful for the Board to be aware.

#### **7.6 Duties of the Treasurer of the BOARD**

The Treasurer of the Board, in addition to those duties assigned under provincial legislation, Board Policy, and otherwise in the By-laws, shall:

- 7.6.1 submit to the Board annually a statement of estimated revenue and expenditures;
- 7.6.2 prepare annual financial statements and arrange for the audit by the auditors appointed by the Board;
- 7.6.3 report annually to the Board particulars of existing insurance and fidelity bonds expiring during such Year with recommendations for renewal;
- 7.6.4 report to the Board from time to time and as requested by the Board on all financial matters.

#### **7.7 Removal of Officers**

Subject to any requirements of law and employment contracts, the Board may at any time, upon a majority vote of all Trustees of the Board, remove any officer(s) of the Board.

## **ARTICLE 8 TRUSTEE VACANCY**

### **8.1 Vacancy Filled by Appointment**

If, more than one month before the next election, the office of a Trustee becomes vacant before the end of the Trustee's term, the remaining Trustees shall appoint a qualified person to fill the vacancy within ninety (90) days after the office becomes vacant, provided that a majority of the total number of Trustees remains in office.

### **8.2 Vacancy Within One Month Before Next Election**

When the vacancy occurs within one month before the next election, the vacancy shall not be filled.

### **8.3 Process to Fill Vacancy**

Trustees have the discretion to decide the process which will be used to fill the vacancy. They may appoint a qualified individual of their choosing ~~or request applications. Should Trustees decide to accept applications from the public, the process shall be governed as outlined below,~~ request applications or require that an election be held.

~~8.3.1 The Secretary of the Board shall advertise the office, qualifications and deadlines in a newspaper having circulation in the area to be represented and in the parishes located in the area. Should Trustees decide to accept applications from the public, the process shall be governed as outlined below.~~

~~8.3.1.1 The Secretary of the Board shall advertise the office, qualifications and deadlines in a newspaper having circulation in the area to be represented and in the parishes located in the area.~~

~~8.3.1.2 A committee (consisting of staff and at least two trustees) established by the board shall review the qualifications of all applicants and report to the board.~~

~~8.3.1.3 Qualified applicants will be interviewed by the Committee of the Whole Board open to the public at a date and time determined by the Chair in consultation with the Secretary of the Board.~~

~~8.3.2 A committee (consisting of staff and at least two trustees) established by the board shall review the qualifications of all applicants and report to the board.~~

#### ~~8.3.2 Optional Election~~

~~Notwithstanding the above if the conditions set out in Section 221 of the Act are met, the remaining Trustees may by resolution require that an election be held in accordance with the *Municipal Elections Act* to fill a vacancy.~~

~~8.3.3 Qualified applicants will be interviewed by the Committee of the Whole Board open to the public at a date and time determined by the Chair in consultation with the Secretary.~~

#### **8.4 Selection of Candidate**

Selection of a candidate shall be made in the manner prescribed in subsection 4.4.3 at a regular or Special Meeting of the Board not later than ninety (90) days after the office became vacant.

#### **8.5 ~~Candidate~~ Appointee to Take Office**

The candidate appointed **or elected** to fill the vacancy shall take office ~~at the Meeting at which the selection is made,~~ shall make the declaration and Oath of Office required by Section 209 of the ~~ACT~~ **Act, on or before the day of the first Meeting of the Board that the person attends,** and shall hold office for the remainder of the term of the Trustee who vacated the office.

### **ARTICLE 9 EXECUTION OF DOCUMENTS**

#### **9.1 BOARD Seal**

The Seal of the Board shall be in custody of the Secretary of the Board who shall be responsible for affixing it to such documents as may be required.

#### **9.2 Seal Record**

The Secretary of the Board shall keep a record, in a special register, of the date and the particulars of each use of the seal.

#### **9.3 Signing Authorities**

All deeds, conveyances, mortgages, bonds, debentures, agreements, documents, contracts approved by the Board shall be sealed, as required, with the seal of the Board and signed by:

9.3.1 the CEO, or in the absence of the CEO, the Acting CEO

9.3.2 together with: the CFO/Treasurer of the Board, or the Chair, or the Vice-Chair.

#### **9.4 Minutes of MEETINGS**

The Chair or other presiding Trustee and the Secretary **of the Board** shall sign the minutes of all Meetings of the Board and all Committee of the Whole Board – In Camera.

#### **9.5 By-laws and Policies**

~~Governance Chair~~ **The Chair of the Governance Committee** will ensure that every By-Law and Policy upon adoption ~~of~~ **or** revision is properly posted to the **Board's** website.

#### **9.6 Certification of Documents**

All certificates authenticating By-laws, resolutions or extracts of minutes shall be signed by the Chair or the Secretary of the Board and the seal shall be affixed thereto.

#### **9.7 Execution Not under Seal**

Documents covering matters not required to be executed under the corporate seal of the Board, may be signed by the Secretary of the Board.

### **9.8 Endorsement for Deposit**

The ~~Treasurer of the Board~~ CFO, or delegate, by signature or by rubber stamp endorsement, shall negotiate or deposit with or transfer to the bankers for the Board, but for credit only of the account of the Board, all or any cheques, promissory notes, drafts, acceptances, bills of exchange and orders for the payment of money.

### **9.9 Signatures by Reproduction**

Signatures of persons authorized to sign may be mechanically reproduced as provided by the Act.

## **ARTICLE 10 DEVELOPMENT OF AND CHANGES TO BOARD POLICY**

### **10.1 Policy Approval or Change After Notice**

Policy of the Board may be established or amended from time to time at a Meeting of the Board (such Meeting hereinafter referred to as the “later Meeting”) upon the affirmative vote of the majority of Trustees of the Board entitled to vote thereon provided:

10.1.1 written notice proposing the policy or amendment, that has not been vetted at Governance Committee, shall have been given at a Meeting held prior to the later Meeting;

10.1.2 the text and a brief statement of intended purpose of the policy or amendment shall have been included in the notice;

10.1.3 the text of the policy or amendment as so enacted is substantially the same as the text set out in the notice.

### **10.2 Policy Approval or Change Without Notice**

A policy may be approved or changed without prior notice if:

10.2.1 a majority of all Trustees who are eligible to vote on the matter approve dealing with the matter at the Meeting at which the matter is introduced; or

10.2.2 it is a matter that, in the opinion of the CEO, requires action by the Board as a matter of urgency; and

10.2.3 a majority of all Trustees who are eligible to vote on the matter approve the policy or policy change.

## **ARTICLE 11 AMENDMENTS TO BY-LAWS**

### **11.1 Amendment After Notice**

By-laws of the Board may be amended from time to time at a Meeting of the Board (such Meeting hereinafter referred to as the “later Meeting”) upon the affirmative vote of the majority of all Trustees of the Board entitled to vote thereon provided:

11.1.1 written notice proposing the amendment shall have been given at a Meeting held prior to the later Meeting;

11.1.2 the text and a brief statement of intended purpose of the amendment shall have been included in the notice;

11.1.3 the text of the amendment as so enacted is substantially the same as the text set out in the notice.

11.1.4 To adopt an amendment, alteration or addition to any By-law will require the support of two-thirds majority of all ~~members~~ Trustees present at the Board meeting.

## **11.2 No Amendment Without Notice**

The By-laws of the Board shall not be amended except on notice as outlined in Section 11.1 of the By-law.

## **11.3 Reading**

All amendments to the By-laws or new By-laws of the Board will be read or deemed to have been read three times before the vote is taken.

# Appendix "B"



**Waterloo Catholic  
District School Board**  
Quality, Inclusive, Faith Based Education

## **General Board Operational and Procedural By-law**

<b>Enacted:</b>	December 15, 1997	
<b>Issued:</b>	January 5, 1998	
<b>Amendments:</b>	October 26, 1998	October 28, 2013
	August 30, 1999	June 23, 2014
	September 27, 1999	November 24, 2014
	November 15, 1999	January 26, 2015
	November 29, 2004	June 20, 2016
	June 27, 2005	June 5, 2017
	December 18, 2006	October 30, 2017
	May 25, 2009	October 29, 2018
	November 29, 2010	March 25, 2019
	April 26, 2011	April 6, 2020
	November 28, 2011	May 30, 2022
	June 24, 2013	<b>September 23, 2024</b>

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## **ARTICLE 1 INTERPRETATION**

### **1.1 Definitions and Meaning of Terms**

For this By-law and all other By-laws of the BOARD unless the context otherwise requires:

1.1.1 the singular includes the plural;

1.1.2 “Act” means the *Education Act* as amended from time to time;

1.1.3 “Board” means the Waterloo Catholic District School Board which, in accordance with the Act, is a Roman Catholic School Board in union with the See of Rome and represents Waterloo Region;

1.1.4 “Committee of the Whole Board” is a Committee constituted of all members of the Board;

1.1.5 “Chair” means the Chair of the Board.

1.1.6 “Committee” means any special, advisory, task force or ad hoc committee established by the board;

1.1.7 “Conflict of Interest” means a direct or indirect pecuniary interest as defined by the *Municipal Conflict of Interest Act* as amended from time to time.

1.1.8 “CEO” means the Director of Education who is Chief Executive Officer and Chief Education Officer of the school system, and Secretary of the Board;

1.1.9 “CFO” means the Superintendent of Business who is Chief Financial Officer of the school system, and Treasurer of the Board;

1.1.10 “In-Camera” means a meeting of a committee from which the public is excluded pursuant to the *Education Act*;

1.1.11 “Inaugural Meeting” means the first meeting of a newly elected BOARD to be held following a municipal election and the commencement of the term of office;

1.1.12 “Meeting” includes a meeting of the board and of a committee, regular or special;

1.1.13 “Student Trustee” means a student elected by his/her peers to represent pupils on the Board in accordance with the Act and Regulations;

1.1.14 “Trustee” means a person elected, acclaimed or appointed to the office of Trustee of the Board pursuant to the provisions of the *Municipal Elections Act*;

1.1.15 “Vice-Chair” means the Vice-Chair of the Board;

1.1.16 “Year” means, unless qualified by the word “calendar” or “school”, the period commencing on the 15<sup>th</sup> of November and ending on the 14<sup>th</sup> of November.

### **1.2 Voting**

Except as otherwise provided in these By-laws, an affirmative vote shall require a majority of the votes of the Trustees present and entitled to vote.

### **1.3 Calculation of Majorities**

Whenever in the By-laws of the Board there is provision for a majority of Trustees, such majority shall be calculated as a simple majority of Trustees present and eligible to vote; and where there is provision for a majority of all Trustees, such majority shall be calculated as a simple majority of all Trustees regardless of absences or vacancies in office.

## **ARTICLE 2 INAUGURAL MEETING OF THE BOARD**

### **2.1 Date of INAUGURAL MEETING**

The Inaugural Meeting of the Board shall be held no later than seven (7) days following the commencement of the Board's term of office as outlined in the Act.

### **2.2 Purpose of INAUGURAL MEETING**

The purpose of the Inaugural Meeting shall be to fulfil the requirements of the Act and Regulations, including the election of the Chair and Vice-Chair.

2.2.1 Provided, however, that the Trustees may, at the Inaugural Meeting, consider any other business that, in the opinion of the CEO, requires action by the BOARD as a matter of urgency.

### **2.3 Presiding Officer at the INAUGURAL MEETING**

The Presiding Officer at the Inaugural Meeting shall be the CEO, or in the absence of the CEO, their designate, until the Chair is elected.

### **2.4 Procedure for Election of Officers at the INAUGURAL MEETING**

2.4.1 The Presiding Officer shall proceed first with the election of the Chair and then Vice-Chair.

2.4.2 Nominations for the offices of Chair and Vice-Chair shall be received verbally from those Trustees present at the Inaugural Meeting. Immediately after each nomination, the nominee shall confirm whether the nominee wishes to accept or decline the nomination. Voting shall be by show of hands. As soon as a nominee receives a majority of the votes of all Trustees, the Presiding Officer shall announce the vote and declare the Trustee elected to office.

2.4.3 Should no nominee receive the votes of a majority of all Trustees, the Presiding Officer shall call for a further vote, provided that:

2.4.3.1 the name of any nominee receiving no votes, and the name of the nominee otherwise receiving the least number of votes, shall be dropped;

2.4.3.2 if two or more nominee are tied for the least number of votes, they shall draw lots to determine which nominee shall remain.

2.4.4 If, after the further vote, a nominee has received the votes of a majority of all Trustees, the Presiding Officer shall declare the Trustee elected to Office. The process shall continue until a nominee has received the votes of a majority of all Trustees or there is a tie vote for two remaining nominees.

2.4.5 In the case of a tie vote, the remaining nominees shall draw lots in accordance with the Act.

## **2.5 Election of Officers – at times other than the INAUGURAL MEETING**

2.5.1 At the first meeting of each Year and at the first Meeting after a vacancy occurs in the office of Chair, the Trustees shall elect one of themselves to be Chair.

2.5.2 At the first meeting of each Year and at the first opportunity, with the consensus of the board, but no later than the subsequent meeting after a vacancy occurs in the office of Vice-Chair, the Trustees shall elect one of themselves to be Vice-Chair.

2.5.3 For the purposes of this subsection 2.5, the process outlined in Sections 2.3 and 2.4 shall apply.

## **ARTICLE 3 MEETINGS**

### **3.1 Regular BOARD MEETINGS**

The Regular Meetings of the Board shall be held at the business office of the Board at 6:00 p.m. in the evening:

3.1.1 the regular Meeting of the Board for the month of December shall be held on a Monday preceding the Christmas break;

3.1.2 the regular Meeting of the Board for the months of September through June shall be held on the fourth Monday of the month;

3.1.2.1 Provided that if any such Monday falls on a statutory or civic holiday, such Meeting shall be held at the same hour on a Monday preceding or following the statutory holiday;

3.1.3 there shall be no regular Meetings scheduled from July 1st to August 31st.

### **3.2 Special BOARD MEETINGS**

The Chair shall call a Special Meeting of the Board or Special Meeting of the Committee of the Whole Board, including In Camera:

3.2.1 at any time determined by resolution of the Board at the date and time so determined;

3.2.2 at the date and time fixed by the Chair within seven calendar days of receipt of the written request of five Trustees;

and, may call a Special Meeting of the Board or Special Meeting of the Committee of the Whole Board, including In-camera at a date and time fixed by the Chair.

### **3.3 COMMITTEE OF THE WHOLE BOARD**

The Committee of the Whole Board, including the Committee of the Whole Board-In Camera, and all Committees of the Board meet for the purpose of discussion and debate on any subject before the Board, do not make decisions, they make recommendations to the Board.

### **3.4 Seating At BOARD MEETINGS**

As far as practicable, at all Regular or Special Board Meetings, the Chair shall be seated at the mid-point of the boardroom table with the Director to the right of the Chair, the Recording Secretary to the left of the Chair, the Vice-Chair to the immediate right of the Director, and the remaining Trustees seated alphabetically by surname starting at the immediate right of the Vice-Chair. Student Trustees shall be seated next to their Trustee-mentors.

### **3.5 Seating at MEETINGS of COMMITTEES**

There shall be no formal seating plan for Meetings of Committees.

### **3.6 Presiding Officer**

3.6.1 The Chair, when present, shall preside at all Meetings of the Board and Committee of the Whole.

3.6.2 The Vice-Chair when present shall preside at all meetings of Committee of the Whole In camera.

3.6.3 In the absence of the Chair, the Vice-Chair shall preside at Meetings of the Board and Committee of the Whole.

3.6.4 In the absence of the Chair, and the Vice-Chair, another Trustee selected by the Trustees present shall preside at Meetings of the Board or Committee of the Whole subject to the provisions of section 3.9.

### **3.7 Notice of MEETINGS**

3.7.1 No formal notice of Regular Meetings of the Board and of the Committee of the Whole Board shall be required, but a written or electronic reminder of each Meeting shall be circulated to each Trustee not less than forty-eight hours in advance of each Meeting. A notice shall also be placed on the Board web page.

3.7.2 Written notice of every Special Meeting of the Board and of the Special Committee of the Whole Board shall be given by delivery or by electronic means to each Trustee at least forty-eight hours prior to the time of the Meeting. A notice shall also be placed on the Board web page. Forty-eight hour limit may be waived provided every reasonable effort is made to contact Trustees.

3.7.3 The notice of every Special Meeting of the Board and the Special Committee of the Whole Board shall state all business to be transacted or considered, and notwithstanding any other by-law, no other business will be considered unless all Trustees who are eligible to vote on the matter are present at the Meeting and unanimously agree to consider the other business.

3.7.4 The Director of Education, in consultation with the Chair of the Board, may cancel a Standing Committee or Board Meeting due to expected lack of quorum; or in instances of inclement weather where it is determined that the safety of trustees and staff would be in question for travelling purposes. Trustees will be contacted as soon as the decision has been made to cancel a meeting.

### **3.8 Quorum for MEETINGS**

3.8.1 A majority of all Trustees of the Board shall constitute a quorum for Meetings of the Board and of the Committee of the Whole Board.

3.8.2 A majority of Trustees who are members of a Committee composed of only Trustees shall constitute a quorum for Meetings of the Committee.

3.8.3 When a Trustee or Trustees declare pecuniary interests under the Municipal Conflict of Interest Act, the number of Trustees that constitutes a quorum in 3.9.1 and 3.9.2 is adjusted as directed by the Municipal Conflict of Interest Act.

3.8.4 Whenever a quorum is not present at a Meeting, the Meeting shall stand adjourned without further formality.

### **3.9 Length of MEETINGS**

No Meeting shall continue in session for more than three (3) hours.

3.9.1 Provided that notwithstanding what is otherwise set out in this Section 3.10, upon consent of a majority of Trustees eligible to vote who are present, a Meeting may be extended beyond the limits otherwise provided.

### **3.10 Closing of Certain MEETINGS**

In accordance with the Act, a Meeting of a Committee of the Board, including a MEETING of the Committee of the Whole Board, may be closed to the public when the subject matter under consideration involves:

3.10.1 the security of the property of the Board;

3.10.2 the disclosure of intimate, personal or financial information in respect of a Trustee; an employee or prospective employee of the Board; a pupil or his or her parent or guardian;

3.10.3 the acquisition or disposal of a school site;

3.10.4 decisions in respect of negotiations with employees of the Board; and,

3.10.5 litigation affecting the Board, and privileged legal communications.

### **3.11 Rules of Order**

The rules of order to be observed at Meetings shall be in accordance with the provisions of these By-laws.

3.11.1 Provided that in all cases for which no specific provision is made in these By-laws, the rules and practice of a current edition of Robert's Rules of Order shall govern.

### **3.12 Agenda for Regular MEETINGS**

The order of business for regular Meetings of the Board that are open to the public shall appear as follows:

1. Call to Order
  - 1.1 Opening Prayer and Memorials
  - 1.2 Territorial Acknowledgement
  - 1.3 Approval of Agenda
  - 1.4 Declaration of Pecuniary Interest
2. Consent Agenda: CEO (Operational matters from the Ministry of Education that the Board is required to do)
3. Consent Agenda: Board (Approval of minutes of meetings, staff report)
4. Delegations
5. Advice from the CEO
6. Ownership Linkage (Communications with external environment)
7. Reports from Board Committees/Task Forces
8. Board Education (at the request of the Board)
9. Policy Discussion
10. Assurance of Board Performance (monitoring)
11. Assurance of Successful CEO Performance (monitoring)
12. Potential Agenda Items/Shared Concerns/Report on Trustee Inquiries
13. Announcements (Upcoming Meetings/Pending Items)
14. Items for Next Meeting Agenda
15. Confirm decisions made at this meeting
16. Closing Prayer
17. Motion to Adjourn

### **3.13 Alteration on Consent**

The order of the agenda may be altered with the consent of a majority of the Trustees present at a Meeting and eligible to vote.

### **3.14 Application to Special MEETINGS**

The provisions of Section 3.13 apply with necessary modifications for Special Meetings of the Board.

### **3.15 Application to IN CAMERA MEETINGS**

The provisions of Section 3.13 apply with necessary modifications for the Committee of the Whole Board –In Camera Meetings that are not open to the public.

### **3.16 Placing Matters on the Agenda**

No matter will be placed on the Agenda of a Meeting of the Board unless:

3.16.1 with the majority affirmative votes of the Trustees present and eligible to vote on the matter;

3.16.2 it is a matter that is part of the Board job description as outlined in Board policy and contained under the agenda headings outlined in Section 3.13 of the By-law;

3.16.3 it is a Notice of Motion as prescribed in Section 4.1 of the By-law;

3.16.4 it is a matter requested by a Trustee to be placed on the agenda after the Trustee has followed the Trustee Inquiry process outlined in Section 3.18 of the By-law, or

3.16.5 it is a matter that, in the opinion of the CEO or Chair, requires action by the Board as a matter of urgency.

### **3.17 TRUSTEE Inquiries**

Prior to placing a matter as an agenda item,

3.17.1 issues related to a violation of Board Policy must have previously been discussed with the Chair;

3.17.2 matters pertaining to the operations of the school system must have previously been directed to the CEO; and

3.17.3 Trustees shall follow the protocol outlined in Section 3.19.

### **3.18 Protocol for TRUSTEE Inquiries**

The following protocol for Trustee inquiries shall be followed:

3.18.1 inquiries will be made of the Chair and/or CEO as appropriate; inquiries must be in sufficient detail to enable the Chair and/or CEO to respond in a reasonable manner;

3.18.2 where appropriate, the Chair or CEO may request that a Trustee provide the inquiry in writing;

3.18.3 if, after receiving the information from the Chair and/or CEO as appropriate, the Trustee believes the item should be raised with the Board, the Trustee may request that the Chair place the item on the agenda of the next Regular Board Meeting or Committee of the Whole Board or Committee of the Whole Board – In Camera, as appropriate.

### **3.19 Delivery of Agenda for BOARD MEETING**

The Agenda for every Meeting, together with notice or reminder of such Meeting, shall be delivered electronically, to each Trustee, and posted on the Board website a minimum of seventy-two (72) hours in advance of such Meeting.

### **3.20 Delivery of Agenda for COMMITTEE MEETING**

The agenda for every Committee Meeting that is not closed to the public, together with notice or reminder of such Meeting shall be delivered electronically, to each Committee member, and posted on the Board website a minimum of seventy-two hours in advance of such Meeting (3 calendar days).

Deadline for Including Matters on the Agenda

The deadline for including matters on the agenda for the next Meeting of the Board shall be 9:00 a.m. on the Monday preceding the next regularly scheduled Meeting of the Board.

## **ARTICLE 4 BOARD MEETING PROCESS**

### **4.1 Notice of Motion for a BOARD MEETING**

A Trustee may place a Notice of Motion, regarding any matter with respect to which the Trustee has a right to vote, upon the Agenda of a Meeting of the Board; such Notice of Motion:

4.1.1 shall be wholly in writing;

4.1.2 shall be accompanied by an explanatory notice;

4.1.3 shall be delivered to the Secretary of the Board;

4.1.4 shall, after its appearance on the Agenda, be taken as read unless any Trustee requests that it be read in full;

4.1.5 shall be referred by resolution of the Board to a Meeting of the Committee of the Whole Board or an appropriate Committee;

4.1.6 shall not be the subject of any debate or comment at the Meeting at which it is introduced unless consent is provided by a majority vote of Trustees present and eligible to vote;

### **4.2 CEO Monitoring Reports**

Where the Board receives from the CEO a monitoring report that flows from a responsibility delegated to the CEO under Board Policy – except where approval is required by the Board on a matter delegated by policy to the Board – the minutes of the Meeting at which the Report is received shall expressly provide that the Board has received and approved of the Report as an action consistent with the authority delegated to the CEO, subject in all instances to what otherwise actually occurred.

#### **4.3 Speaker to Await Recognition**

Any Trustee wishing to speak at a Meeting shall await recognition by the Chair.

#### **4.4 Methods of Decision-Making**

Every matter considered by the Board shall be disposed of by a vote of all those present and eligible to vote on the matter in one of the following ways with preference given to the following sequence:

- 4.4.1 The Board shall always attempt to reach decisions through consensus;
- 4.4.2 by show of hands in the affirmative and in the negative;
- 4.4.3 by a recorded vote where the Chair calls the name of the individual Trustees who respond indicating whether they are in favour or opposed to the matter under discussion.

#### **4.5 Clear Statement of Direction Required**

All matters before the Board whether the outcome of the decision-making process is determined by consensus or by a vote must be presented to the Trustees as a clear statement of direction. The direction or the motion must be read by the Chair of the Meeting to the Trustees present before any decision is made.

#### **4.6 Result of Consensus Decision-making Process**

The Chair of the Meeting shall announce the result of the consensus decision-making process and ask Trustees present and eligible to decide on the matter if they agree with the direction.

#### **4.7 Minutes When Consensus Reached**

When a decision is reached by consensus, the minutes of the Meeting shall indicate a decision by consensus with the notation in the minutes that consensus means the decision was supported by all Trustees present and eligible to vote on a matter.

#### **4.8 Minutes When Decision-Making by Vote**

When a decision is reached by a vote, the minutes of the meeting shall indicate a decision by vote using Roberts Rules of Order as and when necessary.

#### **4.9 No Reconsideration in Same YEAR**

Any matter which has been decided upon by the Board shall not be placed on the Agenda of the Board during the same school Year unless:

- 4.9.1 a motion to reconsider the matter is made by a Trustee who voted on the prevailing side of the motion sought to be reconsidered; and
- 4.9.2 by an affirmative vote of the majority of all Trustees of the Board entitled to vote thereon.

#### **4.10 Motion to Reconsider**

A motion to reconsider is debatable and once adopted, places before the Trustees the original motion on which the vote is to be reconsidered, and Trustees may:

4.10.1.1 without debate, simply vote again on the original motion; or

4.10.1.2 amend the original motion and vote on the amended motion; or

4.10.1.3 make a motion to rescind the original motion.

#### **4.11 Voting Compulsory**

Whenever a vote is required, every Trustee present when a vote is taken, including the Chair but excluding any Trustee who has declared a direct or indirect pecuniary interest as required by the Municipal Conflict of Interest Act, shall vote on all questions on which the Trustee is entitled to vote and abstentions are not permitted.

#### **4.12 Compliance with Municipal Conflict of Interest Act**

Where a direct or indirect pecuniary interest is declared, the Trustee shall act in accordance with the Municipal Conflict of Interest Act.

#### **4.13 Motion Lost on Equality of Votes**

Any motion on which there is an equality of votes is lost.

### **ARTICLE 5 DELEGATIONS**

#### **5.1 Protocol for Delegations**

The Board recognizes that need to foster effective communication between the educational system and the community. At each public meeting of the Board members of the community will be provided with an avenue to speak to public education-related topics that are important to either them, or regarding the system as a whole.

The Board agenda will provide for Delegations, all of which shall comply with the following:

5.1.1 in order to appear as a delegation, the individual or group must contact the Secretary of the Board by 9:00 a.m. the Monday preceding the next Regular Meeting of the Board or Meeting of Committee of the Whole Board;

5.1.2 the individual or group must indicate to the Secretary of the Board the name(s) of the individual(s) who will appear as a delegation.

5.1.3 the individual(s) speaking for the delegation must provide the Secretary of the Board:

5.1.3.1 Full name, and the names of all members of the delegation

5.1.3.2 Contact Information (including telephone number, email and home address)

5.1.3.3 an electronic copy or written copy of the presentation for inclusion in the agenda package by 9:00 a.m. on the Tuesday prior to the Meeting or the delegation

will not be accepted for the upcoming agenda. The presentation will appear as part of the support material for the Meeting at which the presentation is made.

5.1.4 An individual or group may present as a delegation to the Board no more often than once in every three (3) months. The months of July and August will not be included in calculating this timing.

5.1.5 Requests will be denied if the requestor(s) has presented on the same topic within the previous 12 months, or if the subject matter is not within the jurisdiction of the Board. Such requests may instead be provided as a written submission to Trustees.

5.1.6 Delegation presentations will be reviewed by the Chair and the Secretary of the Board (or designate) to ensure that they meet the requirements of Article 5: Delegations.

5.1.6.1 If, in the opinion of the Chair and the Secretary of the Board, the delegation request should be denied, the Secretary of the Board (or designate) shall advise the requestor (in writing) that their delegation request has been denied and provide rationale. This decision is final. Trustees will be informed of the decision.

5.1.7 The Chair of the Meeting at which the delegation appears will recognize only the spokesperson as the representative of any group delegation.

5.1.8 Time Allotment

5.1.8.1 A delegation will be accorded up to ten minutes in order to make its presentation before the Board.

5.1.8.2 A maximum of four (4) delegations will be allowed per meeting.

5.1.9 Trustees may ask questions of clarification of the delegation.

5.1.10 Delegates will receive a written response from the appropriate party within thirty (30) days. The months of July and August will not be included in calculating this timing.

5.1.11 Where there are multiple delegations on the same topic, the Chair of the Meeting may require that presentations be combined or reduce the time of the presentations.

5.1.12 Where a matter presented by a delegation deals with a topic that should properly be considered by the Committee of the Whole Board – In Camera, the Chair of the Meeting shall direct that the matter be discussed in Committee of the Whole Board – In Camera.

5.1.13 The Chair of the Meeting may terminate a presentation that deviates materially from the topic of the presentation.

5.1.14 The spokesperson(s) for a delegation shall refrain from the use of abusive or derogatory language at all times including written and oral remarks; and the Chair of the Meeting may expel or exclude from any Meeting any person(s) who engage in this or any other form of improper conduct.

5.1.14.1 In accordance with the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA), presenters must ensure that no student or staff member is

identified by name, or by specific comments that could identify a student or staff member.

5.1.14.2 Presentations shall be free of statements or materials that are contrary to the Ontario Human Rights Code, other laws of Ontario and Canada, and the policies of the Board.

#### 5.1.15 Decisions In Respect of Issues Raised

Once the Board has made a decision on a matter raised by a delegation or delegations, the Board will not entertain a further delegation on substantially the same issues within the ensuing six (6) month period, unless:

5.1.15.1 The Chair and Secretary of the Board is of the opinion that there is sufficient new information to warrant a review; or

5.1.15.2 The Board has agreed to re-open the matter.

5.1.16 Each delegation, at the time of registration with the Secretary of the Board, shall receive a copy of this Section of the By-law.

5.1.17 Since a Trustee is permitted to place a matter on the Agenda under Section 3.17, and is permitted to make inquiries under Section 3.18, a Trustee shall not be permitted to appear before the Board as a delegation.

5.1.18 With respect to delegations from Board employees, where the submission is, or relates to, a matter:

5.1.18.1 that is personal to the speaker, there shall be no special restrictions;

5.1.18.2 that is or may be dealt with under a Collective Agreement to which the Board is a party, such submission shall be dealt with in accordance with the provisions of such Collective Agreement.

5.1.19 Delegations concerning accommodation and/or boundary review will not be heard at the Meeting at which the final decision will be made.

## **ARTICLE 6 COMMITTEES/TASK FORCES**

### **6.1 BOARD May Establish COMMITTEES/TASK FORCES**

The Board may choose to execute its functional responsibilities through standing and ad-hoc Committees/Task Forces that are consistent with the Act and Regulations.

### **6.2 Membership and Mandate**

The membership, mandate, term and reporting expectations for every Committee/Task Force established under this Article 6 shall be consistent with the Act and shall be approved by the Board, and, within this context:

6.2.1 A Committee/Task Force instituted by the Board through Board Policy shall function according to the other provisions of the Board By-laws with necessary modifications;

- 6.2.2 each Trustee shall be expected to serve on at least one Committee/Task Force;
- 6.2.3 the chair of a Committee/Task Force, if not elected annually by the committee, shall be appointed by the Board Chair;
- 6.2.4 no Trustee shall be a member of a Committee/Task Force where the Trustee has or is likely to have a Conflict of Interest.

## **ARTICLE 7 OFFICERS**

### **7.1 Officers Named**

The Officers of the Board shall be:

- 7.1.1 the Chair;
- 7.1.2 the Vice-Chair;
- 7.1.3 the CEO who shall also be Secretary of the Board;
- 7.1.4 the CFO shall hold the office of Treasurer of the Board and, when exercising such office, shall be known as Treasurer of the Board.

### **7.2 Duties of the CHAIR**

The Chair, in addition to those duties assigned under provincial legislation, Board Policy, and these By-laws shall:

- 7.2.1 preside at all Meetings of the Board and conduct them according to the By-laws;
- 7.2.2 be a signing officer of the Board as prescribed in the By-laws;
- 7.2.3 approve the draft agenda of Board Meetings;
- 7.2.4 be a member ex-officio of all Board Committees;
- 7.2.5 perform all other functions customarily performed by a Chair of a School Board, and those expressly delegated to the Chair by the Board; and may:
  - 7.2.6 call special Meetings of the Board; and
  - 7.2.7 issue statements to the public media on behalf of the Board.

### **7.3 Duties of the VICE-CHAIR**

The Vice-Chair, in addition to those duties assigned under provincial legislation, Board Policy, and the By-laws shall:

- 7.3.1 in the absence of the Chair, or in the event of the inability of the Chair to act, assume any or all of the duties of the Chair, except those which are precluded by law, By-law or regulation; and whenever the Vice-Chair assumes any duty of the Chair, the absence or inability to act of the Chair shall be conclusively presumed;

- 7.3.2 be a signing officer of the Board as prescribed in the By-laws;
- 7.3.3 normally, preside at all Meetings of the Committee of the Whole Board – In Camera and conduct them according to the By-law; and
- 7.3.4 perform all other functions customarily performed by a Vice-Chair of a School Board, and those expressly delegated to the Vice-Chair by the Board.

#### **7.4 Duties of CEO**

The Board will instruct the CEO through written policies, delegating implementation to the CEO. In addition to those duties assigned under provincial legislation, Board Policy, and the By-laws, the CEO is the Chief Executive Officer and Chief Education Officer of the school system. The CEO

- 7.4.1 is accountable to the Board acting as such.
- 7.4.2 may use any reasonable interpretation of the Board's Aims/Ends and Executive Limitations policies;
- 7.4.3 is authorized to establish all further policies, make all decisions, take all actions, establish all practices and develop all activities; and
- 7.4.4 shall also hold the office of Secretary of the Board and, when exercising such office, shall be known as Secretary of the Board.

#### **7.5 Duties of the Secretary of the BOARD**

The Secretary of the Board, in person or by delegate, in addition to those duties assigned under the provincial legislation and the By-laws, shall:

- 7.5.1 attend all Meeting of the Board and of Committees.
- 7.5.2 prepare minutes of all Meetings;
- 7.5.3 keep records as required by law and subject to the directions of the Board;
- 7.5.4 conduct the official correspondence of the Board;
- 7.5.5 receive and pass on to the Board, Committee of the Whole Board or the relevant Committee, all correspondence, petition and reports of other officials;
- 7.5.6 prepare, in consultation with the appropriate Chair, the draft agenda of all Meetings of the Board, the Committee of the Whole Board and each Committee;
- 7.5.7 maintain an up-to-date policy register;
- 7.5.8 maintain charge of all correspondence, reports and other documents;
- 7.5.9 promulgate all orders, policies and other directions of the Board and other matters in accordance with requirements of the law;
- 7.5.10 act as the “head” of the organization for the purpose of the Municipal Freedom of Information and Protection of Privacy Act; and

7.5.11 bring to the attention of the Board any matter in respect of which, in the opinion of the Secretary, it may be necessary or useful for the Board to be aware.

## **7.6 Duties of the Treasurer of the BOARD**

The Treasurer of the Board, in addition to those duties assigned under provincial legislation, Board Policy, and otherwise in the By-laws, shall:

7.6.1 submit to the Board annually a statement of estimated revenue and expenditures;

7.6.2 prepare annual financial statements and arrange for the audit by the auditors appointed by the Board;

7.6.3 report annually to the Board particulars of existing insurance and fidelity bonds expiring during such Year with recommendations for renewal;

7.6.4 report to the Board from time to time and as requested by the Board on all financial matters.

## **7.7 Removal of Officers**

Subject to any requirements of law and employment contracts, the Board may at any time, upon a majority vote of all Trustees of the Board, remove any officer(s) of the Board.

## **ARTICLE 8 TRUSTEE VACANCY**

### **8.1 Vacancy Filled by Appointment**

If, more than one month before the next election, the office of a Trustee becomes vacant before the end of the Trustee's term, the remaining Trustees shall appoint a qualified person to fill the vacancy within ninety (90) days after the office becomes vacant, provided that a majority of the total number of Trustees remains in office.

### **8.2 Vacancy Within One Month Before Next Election**

When the vacancy occurs within one month before the next election, the vacancy shall not be filled.

### **8.3 Process to Fill Vacancy**

Trustees have the discretion to decide the process which will be used to fill the vacancy. They may appoint a qualified individual of their choosing, request applications or require that an election be held.

8.3.1 Should Trustees decide to accept applications from the public, the process shall be governed as outlined below.

8.3.1.1 The Secretary of the Board shall advertise the office, qualifications and deadlines in a newspaper having circulation in the area to be represented and in the parishes located in the area.

8.3.1.2 A committee (consisting of staff and at least two trustees) established by the Board shall review the qualifications of all applicants and report to the Board.

8.3.1.3 Qualified applicants will be interviewed by the Committee of the Whole Board open to the public at a date and time determined by the Chair in consultation with the Secretary of the Board.

### 8.3.2 Optional Election

Notwithstanding the above if the conditions set out in Section 221 of the Act are met, the remaining Trustees may by resolution require that an election be held in accordance with the *Municipal Elections Act* to fill a vacancy.

## 8.4 Selection of Candidate

Selection of a candidate shall be made in the manner prescribed in subsection 4.4.3 at a regular or Special Meeting of the Board not later than ninety (90) days after the office became vacant.

## 8.5 Candidate to Take Office

The candidate appointed or elected to fill the vacancy shall take office make the declaration and Oath of Office required by *Section 209* of the Act, on or before the day of the first Meeting of the Board that the person attends, and shall hold office for the remainder of the term of the Trustee who vacated the office.

## ARTICLE 9 EXECUTION OF DOCUMENTS

### 9.1 BOARD Seal

The Seal of the Board shall be in custody of the Secretary of the Board who shall be responsible for affixing it to such documents as may be required.

### 9.2 Seal Record

The Secretary of the Board shall keep a record, in a special register, of the date and the particulars of each use of the seal.

### 9.3 Signing Authorities

All deeds, conveyances, mortgages, bonds, debentures, agreements, documents, contracts approved by the Board shall be sealed, as required, with the seal of the Board and signed by:

9.3.1 the CEO, or in the absence of the CEO, the Acting CEO

9.3.2 together with: the CFO/Treasurer of the Board, or the Chair, or the Vice-Chair.

### 9.4 Minutes of MEETINGS

The Chair or other presiding Trustee and the Secretary of the Board shall sign the minutes of all Meetings of the Board and all Committee of the Whole Board – In Camera.

### 9.5 By-laws and Policies

The Chair of the Governance Committee will ensure that every By-Law and Policy upon adoption or revision is properly posted to the Board's website.

## **9.6 Certification of Documents**

All certificates authenticating By-laws, resolutions or extracts of minutes shall be signed by the Chair or the Secretary of the Board and the seal shall be affixed thereto.

## **9.7 Execution Not under Seal**

Documents covering matters not required to be executed under the corporate seal of the Board, may be signed by the Secretary of the Board.

## **9.8 Endorsement for Deposit**

The CFO, or delegate, by signature or by rubber stamp endorsement, shall negotiate or deposit with or transfer to the bankers for the Board, but for credit only of the account of the Board, all or any cheques, promissory notes, drafts, acceptances, bills of exchange and orders for the payment of money.

## **9.9 Signatures by Reproduction**

Signatures of persons authorized to sign may be mechanically reproduced as provided by the Act.

## **ARTICLE 10 DEVELOPMENT OF AND CHANGES TO BOARD POLICY**

### **10.1 Policy Approval or Change After Notice**

Policy of the Board may be established or amended from time to time at a Meeting of the Board (such Meeting hereinafter referred to as the "later Meeting") upon the affirmative vote of the majority of Trustees of the Board entitled to vote thereon provided:

10.1.1 written notice proposing the policy or amendment, that has not been vetted at Governance Committee, shall have been given at a Meeting held prior to the later Meeting;

10.1.2 the text and a brief statement of intended purpose of the policy or amendment shall have been included in the notice;

10.1.3 the text of the policy or amendment as so enacted is substantially the same as the text set out in the notice.

### **10.2 Policy Approval or Change Without Notice**

A policy may be approved or changed without prior notice if:

10.2.1 a majority of all Trustees who are eligible to vote on the matter approve dealing with the matter at the Meeting at which the matter is introduced; or

10.2.2 it is a matter that, in the opinion of the CEO, requires action by the Board as a matter of urgency; and

10.2.3 a majority of all Trustees who are eligible to vote on the matter approve the policy or policy change.

## **ARTICLE 11 AMENDMENTS TO BY-LAWS**

### **11.1 Amendment After Notice**

By-laws of the Board may be amended from time to time at a Meeting of the Board (such Meeting hereinafter referred to as the “later Meeting”) upon the affirmative vote of the majority of all Trustees of the Board entitled to vote thereon provided:

11.1.1 written notice proposing the amendment shall have been given at a Meeting held prior to the later Meeting;

11.1.2 the text and a brief statement of intended purpose of the amendment shall have been included in the notice;

11.1.3 the text of the amendment as so enacted is substantially the same as the text set out in the notice.

11.1.4 To adopt an amendment, alteration or addition to any By-law will require the support of two-thirds majority of all Trustees present at the Board meeting.

### **11.2 No Amendment Without Notice**

The By-laws of the Board shall not be amended except on notice as outlined in Section 11.1 of the By-law.

### **11.3 Reading**

All amendments to the By-laws or new By-laws of the Board will be read or deemed to have been read three times before the vote is taken.



**Date:** September 23, 2024  
**To:** Board of Trustees  
**From:** Vice-Chair of the Board & Chair of Governance Committee  
**Subject:** Board Policy II 016: Trustee Meeting Attendance – Electronic & In-Person Amendments

**Type of Report:**

- Decision-Making
- Monitoring
- Incidental Information concerning day-to-day operations

**Type of Information:**

- Information for Board of Trustees Decision-Making
- Monitoring Information of Board Policy **XX XXX**
- Information only of day-to-day operational matters delegated to the CEO

**Origin: (cite Education Act and/or Board Policy or other legislation)**

N/A

**Policy Statement and/or Education Act/other Legislation citation:**

N/A

**Alignment to the MYSP:**

**Awaken to Belong**

- Every student can see themselves reflected in their learning.
- Staff experiences a positive, healthy, and inclusive workplace.
- Are aware of and/or use the available resources to assist in navigation of the school system.

**Ignite to Believe**

- Every student experiences the Ontario Catholic School Graduate Expectations (OCSGEs) and the WCDSB pastoral plan within their learning environments.
- Staff are welcomed and invited to continue to be a partner in their adult faith formation journey.
- The relationship between home, parish and school is strengthened.

**Strengthen to Become**

- Every student reaches their full potential.
- Staff see their impact on student achievement.
- Are engaged as active partners in our students' Catholic education journey.



**Background/Comments:**

Board Policy II 016: Trustee Meeting Attendance – Electronic & In-Person was developed concurrently with the update of the WCDSB General Board Operation and Procedural By-law by the Governance Committee. On September 9<sup>th</sup>, 2024, during the Committee of the Whole meeting, the Governance Committee presented Board Policy II 016: Trustee Meeting Attendance – Electronic & In-Person.

On September 10<sup>th</sup>, 2024, the Governance Committee made a further amendment to section 1.5.1. Please refer to Appendix “A” for details.

Appendix “B” contains the final copy of the policy for approval.

**Recommendation:**

That the Board of Trustees approve Board Policy II 016: Trustee Meeting Attendance – Electronic & In-Person found in Appendix “B”.

**Prepared/Reviewed By:** Linda Cuff  
Vice-Chair of the Board & Chair of Governance Committee

\*4.2 DIRECTOR Monitoring Reports: Where the Board receives from the CEO a monitoring report that flows from a responsibility delegated to the Director under Board Policy – except where approval is required by the Board on a matter delegated by policy to the Board – the minutes of the Meeting at which the Report is received shall expressly provide that the Board has received and approved of the Report as an action consistent with the authority delegated to the CEO, subject in all instances to what otherwise actually occurred.





## Number: II 016

### Subject: Trustee Meeting Attendance – Electronic & In-Person

Approval Date: **September 23, 2024**

Effective Date: **September 24, 2024**

Revised: **September 24, 2024**

#### ACCESSIBILITY:

To request this file in large print, please email [aoda@wcdsb.ca](mailto:aoda@wcdsb.ca) or call (519) 578-3660.

#### POLICY STATEMENT:

The Waterloo Catholic District School Board (the “Board”) recognizes the necessity of providing Trustees and Student Trustees with the ability to participate in all meetings arranged by the Board that require Trustee/Student Trustee membership (both In Camera and Open Sessions).

The purpose of this policy is to outline Trustee attendance requirements and a process that allows Trustee participation in meetings of the Board by electronic means in accordance with the requirements of the Education Act (Section 208.1) and Regulations (O. Reg. 463/97).

This policy applies to all meetings arranged by the Board that require Trustee/Student Trustee membership (both In Camera and Open Sessions).

#### REFERENCES:

- Education Act, Section 208.1
- Ontario Regulation 463/97
- General Board Operational and Procedural By-law

#### COMMENTS AND GUIDELINES:

##### The Board believes that:

Open, accessible public meetings where members of the public, community partners and stakeholders can see, hear or otherwise engage in-person with their representatives is a fundamental part of demonstrating transparency and accountability;

- Participation in meetings of the Board is best served in-person and all Trustees and/or Student Trustees will endeavour to be present in-person at meetings.
- Electronic means are intended to provide for more efficient use of time and productive use of resources in special circumstances where time and/or availability of Trustees and/or staff are affected by matters beyond their control.



- Electronic means which permit Trustees and/or Student Trustees to hear and be heard through auditory and/or visual means should be provided at meetings of the Board;
- Trustees and Student Trustees who participate in a meeting through electronic means shall be deemed to be present at said meeting subject to such conditions or limitations that may be provided for in the Education Act and/or Regulation and/or Board By-laws; and
- Electronic meetings of the Board or recognized committees defined in the approved Board By-laws (including Ad Hoc Committees) are recognized as being a legitimate means of the Board conducting its business.

## 1. Requirements

- 1.1 At the request of any Trustee or Student Trustee, the Board will provide the Trustee or Student Trustee with electronic means of participating in one or more meetings of the Board or a committee of the Board, including a committee of the whole Board, except where to do so would not comply with clauses 1.3.1 and 1.4.1.
- 1.2 Notwithstanding the electronic means provided:
- a) meetings shall be conducted from the Catholic Education Centre unless otherwise determined by the meeting schedule
  - b) the designated meeting location must be such that the public can attend the Open session, unless the meeting is closed to the public in accordance with the *Education Act*.
  - c) meetings of the Board shall be conducted in accordance with the Board's approved By-laws or, where not stated, Robert's Rules of Order.
  - d) meetings shall be provided in such a way to ensure compliance with the rules of governing Conflict of Interest of Trustees ([Board Policy II 007](#)).
- 1.3 Attendance at Board or Committee of the Whole Meetings
- 1.3.1 In-Person
- a) At every meeting of the Board or of a Committee of the Whole Board, the following persons must be physically present in the meeting room of the Board:
    - i. The Chair of the Board or designate subject to section 1.4.2;
    - ii. At least one additional Trustee;
    - iii. The Director of Education or designate.
  - b) Notwithstanding clauses 1.4.1 a) and 1.4.2 a), the Chair of the Board or designate must be physically present for at least half of the meetings of the Board for any 12-month period beginning November 15, 2024 except as permitted by the Education Act and/or Regulation.
  - c) Each Trustee shall be physically present in the meeting room of the Board for at least three regular meetings of the Board during each 12-month period beginning November 15, 2024, except as permitted by the Education Act and/or Regulation.
- 1.3.2 Electronic Means
- a. The Chair of the Board or designate may participate in a meeting of the Board by electronic means if:
    - i. the distance from the Chair's or designates current residence to the meeting location is 200 kilometers or more;
    - ii. weather conditions do not allow the Chair or designate to travel to the meeting location safely; or
    - iii. the Chair or designate cannot be physically present at a meeting due to health-related issues.
  - b. Section 1.3.1 does not apply if all schools of the board are closed pursuant to an order made by:
    - i. the Minister under section 5(1) of the Education Act;

- ii. a medical officer of health or the Chief Medical Officer of Health under section 22 or 77.1 of the Health Protection and Promotion Act;
  - iii. the Lieutenant Governor in Council under paragraph 5 of subsection 7.0.2(4) of the Emergency Management and Civil Protection Act; or
  - iv. the Lieutenant Governor in Council under clause 4(1)(a) of the Reopening Ontario (A Flexible Response to COVID-19) Act, 2020. O. Reg. 42/20, s.1; O. Reg. 632/20, s.4(1); O. Reg. 416/21, s.3(1).
- c. It is incumbent upon the Trustee and/or staff member to ensure participation in electronic meetings that are In Camera and conducted in a manner and location that uphold the confidentiality of the In Camera component.
- d. Student Trustees who are participating through electronic means shall not participate in any proceedings that are not open to the public.

## 1.4 Attendance at Committee of the Board Meetings

### 1.4.1 In-Person

- a. At every meeting of a committee of the Board, except a Committee of the Whole Board, the following persons must be physically present in the meeting room of the committee:
- i. The Chair of the committee or designate subject to section 1.4.2;
  - ii. If the Chair of the committee or designate participates in a meeting by electronic means pursuant to section 1.4.2, at least one additional member of the committee;
  - iii. The Director of Education or designate.

### 1.4.2 Electronic Means

- a. The Chair of a committee of the Board or designate may participate in a meeting of a committee of the Board by electronic means if:
- i. the distance from the Chair's or designates current residence to the meeting location is 200 kilometres or more;
  - ii. weather conditions do not allow the Chair or designate to travel to the meeting location safely; or
  - iii. the Chair or designate cannot be physically present at a meeting due to health-related issues.
- b. Section 1.4.1 does not apply if all schools of the board are closed for a total of two or more months during that period pursuant to an order made by:
- i. the Minister under section 5(1) of the Education Act;
  - ii. a medical officer of health or the Chief Medical Officer of Health under section 22 or 77.1 of the Health Protection and Promotion Act;
  - iii. the Lieutenant Governor in Council under paragraph 5 of subsection 7.0.2(4) of the Emergency Management and Civil Protection Act; or
  - iv. the Lieutenant Governor in Council under clause 4(1)(a) of the Reopening Ontario (A Flexible Response to COVID-19) Act, 2020. O. Reg. 42/20, s.1; O. Reg. 632/20, s.4(1); O. Reg. 416/21, s.3(1).

## 1.5 Security Measures

~~1.5.1 All Trustees and staff participating by electronic means must make every effort to ensure that privacy can be maintained during In Camera sessions. Consideration must be given to location, proximity to others, and digital technologies that could compromise privacy.~~

1.5.1 All Trustees and staff participating by electronic means must make every effort to ensure that privacy can be maintained during In Camera sessions, including participating with camera on and private headset, or equivalent, visible. Consideration must be given to location, proximity to others, and digital technologies that could compromise privacy.

1.5.2 All Trustees will use the appropriate conference ID or meeting link through their Board account to access all Board and committee meetings.



## Number: II 016

### Subject: Trustee Meeting Attendance – Electronic & In-Person

**Approval Date: September 23, 2024**

**Effective Date: September 24, 2024**

**Revised: September 24, 2024**

#### **ACCESSIBILITY:**

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#### **POLICY STATEMENT:**

The Waterloo Catholic District School Board (the “Board”) recognizes the necessity of providing Trustees and Student Trustees with the ability to participate in all meetings arranged by the Board that require Trustee/Student Trustee membership (both In Camera and Open Sessions).

The purpose of this policy is to outline Trustee attendance requirements and a process that allows Trustee participation in meetings of the Board by electronic means in accordance with the requirements of the Education Act (Section 208.1) and Regulations (O. Reg. 463/97).

This policy applies to all meetings arranged by the Board that require Trustee/Student Trustee membership (both In Camera and Open Sessions).

#### **REFERENCES:**

- Education Act, Section 208.1
- Ontario Regulation 463/97
- General Board Operational and Procedural By-law

#### **COMMENTS AND GUIDELINES:**

##### **The Board believes that:**

Open, accessible public meetings where members of the public, community partners and stakeholders can see, hear or otherwise engage in-person with their representatives is a fundamental part of demonstrating transparency and accountability;

- Participation in meetings of the Board is best served in-person and all Trustees and/or Student Trustees will endeavour to be present in-person at meetings.
- Electronic means are intended to provide for more efficient use of time and productive use of resources in special circumstances where time and/or availability of Trustees and/or staff are affected by matters beyond their control.



- Electronic means which permit Trustees and/or Student Trustees to hear and be heard through auditory and/or visual means should be provided at meetings of the Board;
- Trustees and Student Trustees who participate in a meeting through electronic means shall be deemed to be present at said meeting subject to such conditions or limitations that may be provided for in the Education Act and/or Regulation and/or Board By-laws; and
- Electronic meetings of the Board or recognized committees defined in the approved Board By-laws (including Ad Hoc Committees) are recognized as being a legitimate means of the Board conducting its business.

## 1. Requirements

- 1.1 At the request of any Trustee or Student Trustee, the Board will provide the Trustee or Student Trustee with electronic means of participating in one or more meetings of the Board or a committee of the Board, including a committee of the whole Board, except where to do so would not comply with clauses 1.3.1 and 1.4.1.
- 1.2 Notwithstanding the electronic means provided:
- a) meetings shall be conducted from the Catholic Education Centre unless otherwise determined by the meeting schedule
  - b) the designated meeting location must be such that the public can attend the Open session, unless the meeting is closed to the public in accordance with the *Education Act*.
  - c) meetings of the Board shall be conducted in accordance with the Board's approved By-laws or, where not stated, Robert's Rules of Order.
  - d) meetings shall be provided in such a way to ensure compliance with the rules of governing Conflict of Interest of Trustees ([Board Policy II 007](#)).
- 1.3 Attendance at Board or Committee of the Whole Meetings
- 1.3.1 In-Person
- a) At every meeting of the Board or of a Committee of the Whole Board, the following persons must be physically present in the meeting room of the Board:
    - i. The Chair of the Board or designate subject to section 1.4.2;
    - ii. At least one additional Trustee;
    - iii. The Director of Education or designate.
  - b) Notwithstanding clauses 1.4.1 a) and 1.4.2 a), the Chair of the Board or designate must be physically present for at least half of the meetings of the Board for any 12-month period beginning November 15, 2024 except as permitted by the Education Act and/or Regulation.
  - c) Each Trustee shall be physically present in the meeting room of the Board for at least three regular meetings of the Board during each 12-month period beginning November 15, 2024, except as permitted by the Education Act and/or Regulation.
- 1.3.2 Electronic Means
- a. The Chair of the Board or designate may participate in a meeting of the Board by electronic means if:
    - i. the distance from the Chair's or designates current residence to the meeting location is 200 kilometers or more;
    - ii. weather conditions do not allow the Chair or designate to travel to the meeting location safely; or
    - iii. the Chair or designate cannot be physically present at a meeting due to health-related issues.
  - b. Section 1.3.1 does not apply if all schools of the board are closed pursuant to an order made by:
    - i. the Minister under section 5(1) of the Education Act;

- ii. a medical officer of health or the Chief Medical Officer of Health under section 22 or 77.1 of the Health Protection and Promotion Act;
  - iii. the Lieutenant Governor in Council under paragraph 5 of subsection 7.0.2(4) of the Emergency Management and Civil Protection Act; or
  - iv. the Lieutenant Governor in Council under clause 4(1)(a) of the Reopening Ontario (A Flexible Response to COVID-19) Act, 2020. O. Reg. 42/20, s.1; O. Reg. 632/20, s.4(1); O. Reg. 416/21, s.3(1).
- c. It is incumbent upon the Trustee and/or staff member to ensure participation in electronic meetings that are In Camera and conducted in a manner and location that uphold the confidentiality of the In Camera component.
  - d. Student Trustees who are participating through electronic means shall not participate in any proceedings that are not open to the public.

#### 1.4 Attendance at Committee of the Board Meetings

##### 1.4.1 In-Person

- a. At every meeting of a committee of the Board, except a Committee of the Whole Board, the following persons must be physically present in the meeting room of the committee:
  - i. The Chair of the committee or designate subject to section 1.4.2;
  - ii. If the Chair of the committee or designate participates in a meeting by electronic means pursuant to section 1.4.2, at least one additional member of the committee;
  - iii. The Director of Education or designate.

##### 1.4.2 Electronic Means

- a. The Chair of a committee of the Board or designate may participate in a meeting of a committee of the Board by electronic means if:
  - i. the distance from the Chair's or designates current residence to the meeting location is 200 kilometres or more;
  - ii. weather conditions do not allow the Chair or designate to travel to the meeting location safely; or
  - iii. the Chair or designate cannot be physically present at a meeting due to health-related issues.
- b. Section 1.4.1 does not apply if all schools of the board are closed for a total of two or more months during that period pursuant to an order made by:
  - i. the Minister under section 5(1) of the Education Act;
  - ii. a medical officer of health or the Chief Medical Officer of Health under section 22 or 77.1 of the Health Protection and Promotion Act;
  - iii. the Lieutenant Governor in Council under paragraph 5 of subsection 7.0.2(4) of the Emergency Management and Civil Protection Act; or
  - iv. the Lieutenant Governor in Council under clause 4(1)(a) of the Reopening Ontario (A Flexible Response to COVID-19) Act, 2020. O. Reg. 42/20, s.1; O. Reg. 632/20, s.4(1); O. Reg. 416/21, s.3(1).

#### 1.5 Security Measures

1.5.1 All Trustees and staff participating by electronic means must make every effort to ensure that privacy can be maintained during In Camera sessions, including participating with camera on and private headset, or equivalent, visible. Consideration must be given to location, proximity to others, and digital technologies that could compromise privacy.

1.5.2 All Trustees will use the appropriate conference ID or meeting link through their Board account to access all Board and committee meetings.

Dear elected trustees of the Waterloo Catholic District School Board It is a privilege to have this opportunity to address the board in pertinence to such an important, collaborative opportunity.

My name is Maeve Roche and I am the Youth and Outreach Coordinator at Campaign Life Coalition and one of the organizers of the National March for Life.

This year, the National March for Life, on Parliament Hill will take place on May 8, 2025! The National March for Life's organizing committee has been successful, year after year, in organizing a peaceful, pro-life demonstration that welcomes thousands of pro-life Canadians, of all walks of life, including families, children, seniors and school-aged youth, from across the country, in our nation's capital.

With the culture of death looming over impressionable youth, it is essential that we spread the pro-life message in our schools, youth groups, communities and society at large, to ensure that children in the womb, mothers, and fathers are protected from the violence that is abortion. Young people must be educated on the reality of abortion and must understand the harms involved both physically, spiritually, and emotionally.

National March for Life week, in Ottawa, serves as an ample opportunity to gather in prayer and fellowship for a common cause – the sanctity of all human life from conception until natural death. This week not only shapes a fruitful culture of life, but also serves to educate and inspire youth to further consider the moral questions of personhood, God's plan for human sexuality and what it means to live "Fully Alive" in our shared faith. The National March for Life is also an opportunity for students to learn about civic engagement, the Canadian government, ethics and philosophy in relation to the events at which they are present. Throughout the week, students will be granted an opportunity to hear from inspiring speakers with moving testimonies and experts in a variety of fields.

Not to mention, safety at the National March for Life is a central priority for us. We work closely with both the Ottawa Police and Parliamentary Protective Service to ensure the utmost safety and protection of our demonstrators. The March has all the legal permit requirements and licenses necessary for a demonstration of its kind. The police are in attendance, and they decide which routes to be taken in order to ensure the safety of all participants. Additionally, paramedics are present on Parliament Hill in the event of injury, especially for our senior attendees.

We also know that the National March for Life has saved lives. Many young people are deceived by the abortion industry on social media and through their peers, leading them to reject the sanctity of life. Many Catholic high school students are ignorant of the intrinsic value of human life in the womb. This must change. Abortion reaps generational damage, not only on the preborn child who is violently killed, but on the women and men involved, as well. Students ignorant to the pro-life position are vulnerable to abortion themselves.

The evening and day following the National March for Life, hundreds of students will gather at the Ottawa Conference and Events Centre for the Pro-Life Youth Summit and Banquet! The students are treated to musical entertainment and a delicious three-course meal. Afterwards, a dynamic speaker shares his/her story and encourages the students to utilize their voices to defend our most vulnerable members of society and make a difference in their homes, schools, and communities.

We are requesting that the students and staff of the [insert name of school board] attend the National March for Life and its related events this year – including the "Live On" Youth Summit and Banquet and Candlelight Vigil at the Human Rights Monument! For a complete list of events and information on travel and accommodation, please visit: [www.marchforlife.ca](http://www.marchforlife.ca)! A school planning guide can also be provided upon request, with more details available about ticket prices, budgeting, fundraising and booking buses/hotel rooms.

We ask that the students of the Waterloo Catholic District School Board join us for this important, life-affirming and life-changing event! Invite students to become voices for the voiceless as we remain "Unwavering" in our pursuit to protect all human life at this year's National March for Life and related events! Thank you.



**Date:** September 23, 2024  
**To:** Board of Trustees  
**From:** Director of Education  
**Subject:** Summer Construction Update

**Type of Report:**

- Decision-Making
- Monitoring
- Incidental Information concerning day-to-day operations

**Type of Information:**

- Information for Board of Trustees Decision-Making
- Monitoring Information of Board Policy **IV009 “Asset Protection”**
- Information only of day-to-day operational matters delegated to the CEO

**Origin: (cite Education Act and/or Board Policy or other legislation)**

This report provides an update to Trustees on major capital construction projects undertaken during the 2023-2024 school year, and primarily during the summer months.

**Policy Statement and/or Education Act/other Legislation citation:**

[Board Policy IV009 “Asset Protection”](#)

**Alignment to the MYSP:**

**Awaken to Belong**

- Every student can see themselves reflected in their learning.
- Staff experiences a positive, healthy, and inclusive workplace.
- Are aware of and/or use the available resources to assist in navigation of the school system.

**Ignite to Believe**

- Every student experiences the Ontario Catholic School Graduate Expectations (OCSGEs) and the WCDSB pastoral plan within their learning environments.
- Staff are welcomed and invited to continue to be a partner in their adult faith formation journey.
- The relationship between home, parish and school is strengthened.

**Strengthen to Become**

- Every student reaches their full potential.
- Staff see their impact on student achievement.
- Are engaged as active partners in our students' Catholic education journey.



### **Background/Comments:**

During the 2023-2024 school year, construction projects were undertaken at many Catholic schools throughout the Region. Projects listed in this update were funded by the province's School Renewal Allocation (SRA), School Condition Improvement (SCI) grant, and Capital Priority approval allocations.

With this funding, approximately \$3.5M was spent on SRA projects (non-building envelope items such as flooring, millwork, and painting); approximately \$4.6M was spent on SCI projects (major building components, energy efficiency projects, and accessibility).

Much of this work took place within a nine-week period through July and August. All projects were complete and ready for occupancy prior to our September start. There were provisions made for long lead items (such as new doors) for that work to continue after school hours, or weekends.

### **List of major projects undertaken this year:**

- Our Lady of Grace- New Molok waste containers, washroom expansion and renovations including a universal washroom, lighting and flooring/painting upgrades, new coat racks, new Catholic feature wall.
- Monsignor Doyle- New interior LED lighting throughout entire school, new asphalt parking lots and laneways, upgrades to single use washrooms, a new universal washroom, improvements to the ventilation system, computer lab millwork and flooring upgrades, new interior doors throughout the school, front exterior door replacement.
- Canadian Martyrs- Lighting upgrades, interior door and hardware replacement, flooring and painting upgrades, parking lot expansion, new FDK enclosure with artificial turf and asphalt.
- Our Lady of Fatima- Section of roof replacement, exterior door replacement, new flooring in most classrooms and corridors. Exterior masonry repairs.
- St. Margaret- New roof replacement (flat, and metal roof) and siding repair.

### **Energy related projects:**

New LED lighting was installed in specific areas at schools such as the gym, building exterior, or board-owned portables. Sites include:

- Christ the King
- St. Matthew
- St. Augustine
- St. Elizabeth
- St. Joseph

### **Capital projects currently under construction:**

- Former St. Patrick site new elementary school- opening Sept 2025
- Rosenberg new elementary school- projected opening Sept 2025
- East Kitchener 7-12 school- contract awarded, opening Sept 2026
- Boniface parking lot expansion and playfield development- (parking lot open 2025, field, 2026)



**Currently in design or out for tender:**

- St. Brigid - 6 classroom addition with new washrooms – projected opening Sept 2025
- South East Galt Cambridge elementary school - projected opening Sept 2026
- Baden new elementary school - projected opening 2026

**Portables:**

This year the board moved more portables than ever before. It takes an immense amount of planning and time to complete this successfully in the summer months.

A total of 63 portable moves were completed. This included 38 new portables and 25 relocations from other board sites

Each move requires a building permit, new electrical and data cabling connections, grading, asphalt, and sign off by an architect, engineer, Electrical Safety Authority, and city officials

Thanks to the construction team and our contractors for keeping our schools safe, clean, and attractive for students, staff, and other stakeholders!

**Recommendation:**

This report is for the information of the Board.

**Prepared/Reviewed By:** Tyrone Dowling, Director of Education  
Adrian Frigula, Senior Manager, Facility Services  
Shesh Maharaj, Executive Superintendent, Corporate Services

\*4.2 DIRECTOR Monitoring Reports: Where the Board receives from the CEO a monitoring report that flows from a responsibility delegated to the Director under Board Policy – except where approval is required by the Board on a matter delegated by policy to the Board – the minutes of the Meeting at which the Report is received shall expressly provide that the Board has received and approved of the Report as an action consistent with the authority delegated to the CEO, subject in all instances to what otherwise actually occurred.





**Date:** September 23, 2024  
**To:** Board of Trustees  
**From:** Director of Education  
**Subject:** Summer Transition Programs/Update on Summer Boost/ HeadStart

**Type of Report:**  Decision-Making  
 Monitoring  
 Incidental Information concerning day-to-day operations

**Type of Information:**  Information for Board of Trustees Decision-Making  
 Monitoring Information of Board Policy **XX XXX**  
 Information only of day-to-day operational matters delegated to the

CEO

**Origin: (cite Education Act and/or Board Policy or other legislation)**

Regulation 306 Special Education Programs and Services

**Policy Statement and/or Education Act/other Legislation citation:**

Policy 1001 - Ends

**Alignment to the MYSP:**

**Awaken to Belong**

- Every student can see themselves reflected in their learning.
- Staff experiences a positive, healthy, and inclusive workplace.
- Are aware of and/or use the available resources to assist in navigation of the school system.

**Ignite to Believe**

- Every student experiences the Ontario Catholic School Graduate Expectations (OCSGEs) and the WCDSB pastoral plan within their learning environments.
- Staff are welcomed and invited to continue to be a partner in their adult faith formation journey.
- The relationship between home, parish and school is strengthened.

**Strengthen to Become**

- Every student reaches their full potential.
- Staff see their impact on student achievement.
- Are engaged as active partners in our students' Catholic education journey.



### **Background/Comments:**

This past summer, the Waterloo Catholic District School Board assigned funds to deliver the 2024 Summer Learning Programs (SLP) with the intent to meet the needs of our most vulnerable students, parents, and communities. The program focused on supporting students who needed extra help to be successful with Mathematics and Literacy learning. Additional objectives included:

- Minimizing summer learning loss;
- Identifying learning gaps and structuring programs to reduce gaps and increase achievement;
- Providing activities that enrich student participation in the SLP and promote a growth mindset, and;
- Building capacity in students, the parent community and among staff.

The 2024 Summer Boost program consisted of 12 classes and ran from July 2<sup>nd</sup> – July 19<sup>th</sup> inclusively and the following school locations:

- Sir Edgar Bauer - Waterloo
- St. Bernadette – Kitchener
- St. Peter – Cambridge

Each site consisted of four classes of 26 students ranging from kindergarten to Grade 6, and each classroom used a team-teaching model. The model consisted of two Classroom Teachers and one Educational Assistant assigned to each classroom. Each school site also had a Special Education Teacher. The overall program was supported by a Literacy Resource Teacher, a Numeracy Resource Teacher and an Itinerant Assistive Technology Trainer. In total, approximately 315 students participated in Summer Boost, which represents an increase of approximately 75 students from previous years.

In creating the Summer Boost model this year, we accessed the “Summer Learning for Students with Special Needs” funds to enhance the model to better support students. In doing so, it allowed for us to once again deliver a team-teaching approach based on a 26:2 or 13:1 student/teacher ratio. Like last year, the team-teaching model was quite successful and created more opportunities for individual and small group support. It also allowed for the ability to grow class sizes from 20 to 26 while still allowing for precision programming with the bonus of serving more students. Furthermore, it allowed for the intentional pairing of experienced teachers with “new-to-the-role” teachers, building in a natural mentorship model where the goal is to continue to train and retain new staff within our board.

To ensure the program was serving the appropriate target audience, student selection was based on the student learning profile (e.g., whether student had an IEP), date/time of registration and sibling participation. With our target audience being students with a current IEP, and Level 2 students approaching the provincial standard, an education assistant was allocated to each classroom.

### **Planning and Preparation**

The Summer Boost administrator created and shared a Summer Boost D2L site whereby daily posts, announcements, calendar links, resources and Monday morning memos were housed. This drew



educators to the site from a “user” perspective. Administrators also contacted the E-Learning Teacher (Michelle Booth) and D2L sites for each classroom teacher were created with staff training sessions offered by admin.

To help build teacher capacity through the Summer Boost program, staff training sessions - facilitated by the Literacy and Numeracy Support Teachers – were held during the initial staff meeting, as well as on an on-going basis between 8:30 a.m. - 9:00 a.m. These sessions were offered to large groups and small groups, depending on the topic and appropriate audience. The Heggerty resource was promoted, and professional learning sessions were provided to staff. The “Math For Love” resource was also shared, along with accompanying math tools to support its use. Additionally, Knowledgehook and Mathology.ca were promoted as digital resources. Professional learning sessions were also provided by our Itinerant Assistive Technology Trainer and Chromebooks were made available at each of the three teaching sites with a 1:1 ratio so students could access any necessary programs and supports.

### **Student Engagement Strategies**

All three sites began and ended their day with a prayer and/or reflection with the students. One site specifically, began their day altogether – Kindergarten to Grade 6 so that everyone could join in prayer and goal-setting activities first thing in the morning. This large group gathering allowed our student leaders from the Grade 5/6 class to lead the site in reflection and prayer, releasing the responsibility and leadership opportunity to our students.

The team-teaching model allowed teachers to work with small groups based on need, driven by data collected in literacy and numeracy. Educational Assistants supported students who required extra support in self-regulation and learning. Students received daily Phonemic Awareness instruction by using Summer Support for Heggerty resource. Students practiced daily phonics review and explicit review in short and long vowel patterns using The Phonic Companion. Mentor texts to support vocabulary development were made accessible at all three sites. Classrooms were provided with literacy and numeracy bins that promoted guided math and literacy (books, manipulatives, and games).

All Grades 3-6 students received a minimum of one whole-class lesson on how to use “Google Read and Write” from our Itinerant Assistive Technology Trainer. Several classrooms requested follow-up sessions to support small groups and individual sessions for students with SEA claims and/or on IEPs with assistive technology included as an accommodation.

Teachers were provided with “Math For Love” teacher books that outline the games that encourage mathematical thinking and allow students to practice math facts in a fun and engaging way. Manipulatives were also provided in the math bins given to each class. Teachers were provided professional development by our Numeracy Lead Teacher, allowing them to dive into and discuss how to use the “Math For Love” resource.

A parent engagement evening was held and led by the Literacy and Numeracy Lead Teachers, allowing parents to gain a clear understanding of what their children were experiencing each day as well as how they can continue to support their children at home once the program was completed. The goal was to build parent capacity as well.

First Nations, Metis and Inuit (FNMI) guest speaker, Quincy Mack, presented to all three of our sites in



an engaging, student-friendly format with his “ALL STAR Tour” with a focus on positive mindset, building on our existing positive traits and being an “All Star” for good in our world. Being proud of who you are and your background, was another major part of his conversation with the students.

The students also participated in a Laurel Creek Outdoor Education centre trip to learn about the pond and creeks and various creatures in the ecosystem (i.e., turtles & snakes). Scientists in Schools came to each site and provided groups of students with hands-on science learning/experiments supporting the new science curriculum of exploration of science topics.

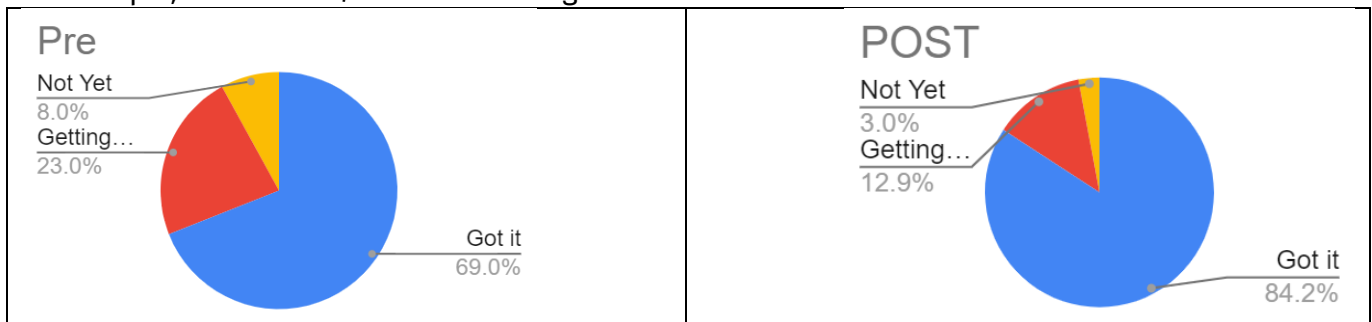
### **Achievement & Outcomes**

Due to the timeline of the program, we felt it important to establish a narrow curriculum focus in the areas of Literacy and Numeracy. In the area of Literacy, for Kindergarten and Grade 1, the learning focus was “Phonological Awareness and Skill Development”.

In Grade 2 and Grade 6, the focus was “Vocabulary Development in Oral Language, Reading and Writing Contexts.” In consultation with the Literacy Lead Teacher, it was determined that these foci could be achieved through the development of Tier 2 Words. These are words that may be unfamiliar to students and carry unique meanings. They can be useful in many contexts and may have simpler versions that are often used by students. For example, instead of “house”, a Tier 1 word that would be familiar to most students, they may use “habitat” to describe a house for any animal. This focus was based on research showing that vocabulary size and richness, and the speed of accessing word meanings from memory are strong predictors of reading comprehension and overall academic success.

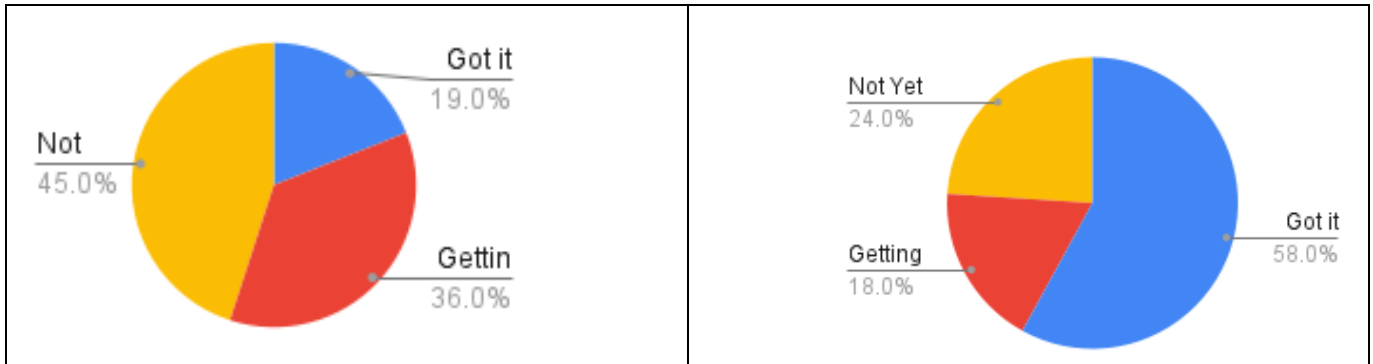
The pre- and post-assessment data varies from class to class across the program in the different grade levels and across the sites. Overall, the data demonstrates a significant increase in the understanding and use of Tier 2 words.

For example, the Grade 5/6 class at Sir Edgar Bauer:

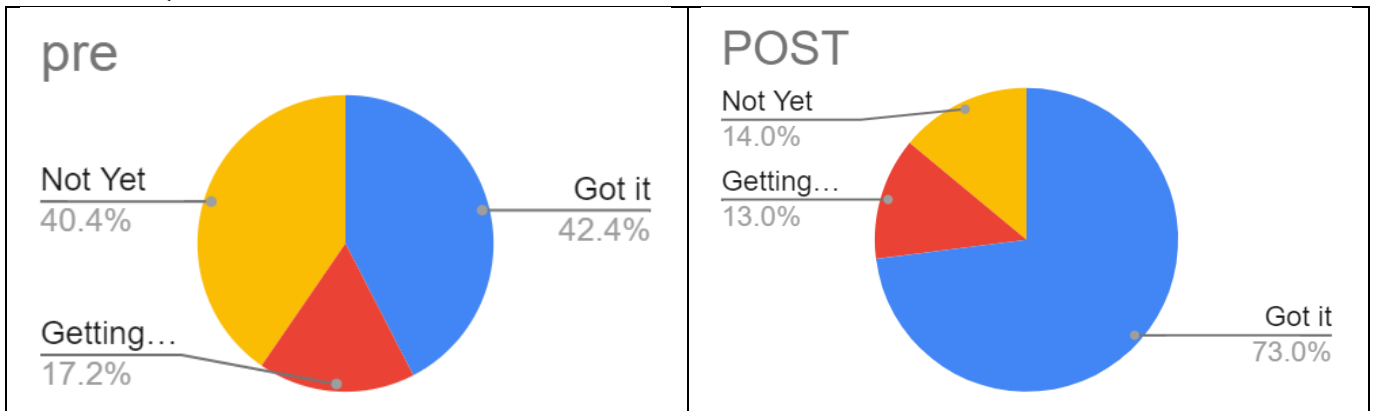


The Grade 1/2 class at Sir Edgar Bauer: (Pre and Post)





The Grade 4/5 class at St. Peter:



The pre- and post-data was collected for each class with consistent patterns in the data. The improvement for the students in the “Got It” range is represented by an increase from 15% to 32%. The understanding and development of Tier 2 Words (i.e., being able to read the word, identifying with it, understanding its meaning and morphing the word) during this program is something to celebrate!

In the area of Numeracy, in consultation with the Numeracy Lead Teacher, it was determined that the area of “Number” would be the focus, and the pre- and post-assessments would be centered around 4 questions:

- Building Self-Efficacy in Mathematics (“I can do it.”)
- Number Representations (Question #1 on the Pre – and Post-Assessments)
- Number Lines (Question #2 on the Pre - and Post-Assessments)
- Problem Solving (Question #3 on the Pre – and Post-Assessment)

The data collected demonstrates that although there was a very short timeline, gains were made. There was a positive difference in the Pre- and Post-Assessments in Self-Efficacy, student belief that students are good at Math. The lessons provided by the teachers were appropriate to the students’ ability and their next level of learning. As such, over the course of the program, students’ belief in themselves as math learners increased by 9%. This is an excellent increase in just 14 days of learning.

In terms of the other three areas of Mathematics that were focused on, in Number: Composing and Decomposing Numbers, Understanding and Manipulating Numbers on a Number Line and Problem



Solving, the following data was collected:  
Composing and Decomposing Numbers

PRE	% of Got It:	51%	% of Getting There/Not Yet	49%
POST	% of Got It:	68%	% of Getting There/Not Yet	32%
Difference	% of Got It:	17%	% of Getting There/Not Yet	-17%

Manipulating Numbers on a Number Line

PRE	% of Got It:	29%	% of Getting There/Not Yet	71%
POST	% of Got It:	49%	% of Getting There/Not Yet	51%
Difference	% of Got It:	20%	% of Getting There/Not Yet	-20%

Problem Solving

PRE	% of Got It:	35%	% of Getting There/Not Yet	65%
POST	% of Got It:	55%	% of Getting There/Not Yet	45%
Difference	% of Got It:	20%	% of Getting There/Not Yet	-20%

This data demonstrates an increase in the number of students who achieved a level 3 or greater (“Got It”) on the pre- and post-assessments given to each class in math. The data was collected and collated across three sites, as 315 students participated in the program. Important things to note:

- There was a 17% increase in the number of students who demonstrated understanding of Composing and Decomposing numbers;
- There was a 20% increase in the number of students who demonstrated understanding of Manipulating Numbers on a Number Line;
- There was a 20% increase in the number of students who demonstrated understanding of Problem Solving.

Furthermore, the number of students who found themselves in the “Not Yet” category (the lowest of the three categories used for assessing students) was reduced by 50% from the pre to the post-assessments.

Overall, the program had some fantastic, measurable gains – something to be celebrated!

**Additional Summer Learning Opportunities:**

“The Summer Expedition Program” ran at two of our High School Sites – St. Benedict and St. Mary’s. This program was targeted towards Grade 6 – Grade 8 students looking to extend their learning in STEM (Science, Technology, Engineering and Mathematics). The Grade 6 program was to create a solar-powered car, complete with engineering plans, building, developing and coding a remote to allow it to operate. The Grade 7 and Grade 8 program was centered around several Lego challenges which allowed students to follow a set of directions to complete an engineering and building challenge.



This program housed two classes with a total of 27 students at St. Benedict Catholic High School, and four classes with a total of 65 students at St. Mary's Catholic High School. It also worked with a team-teaching model with Classroom Teachers teaching students at a relatively low student-teacher ratio (14:1) and an Educational Assistant assigned to each site to support students with unique needs.

The Summer Expedition program is an exceptional program providing students with an experience to work at one of our high schools in an area of the curriculum that they may not see at every elementary school site. There were several testimonials from our parent community and students exclaiming the value and benefits of this program as a wonderful learning and problem-solving opportunity for our students.

The "Worry Busters" program was new this year and ran at two of our Summer Boost Sites. Members of the Social Work team offered this program to students who had received social work support throughout the school year and had accepted a spot in the program. The program was implemented at Sir Edgar Bauer and St. Peter and offered students additional time, strategies and support to address their anxieties over the long summer months.

### **Secondary Transition to School Program**

The secondary transition program ran at the same time as HeadStart and focused on assisting in transitioning targeted secondary students back to school during the timeframe of August 19<sup>th</sup> – 22<sup>nd</sup>. Each high school was assigned a Special Education Teacher, CYCW and EA. The program consisted of transition visits to the school which included a tour of the school building followed by a review of any necessary resources or visual supports. Where there were students who registered for HeadStart with special needs that required support, CYCW/EA staff were allocated to support where needed.

Similar to last year, it was a time where the school could invite students with special needs who were transitioning from elementary to secondary for a school tour or to meet staff. Other considerations included inviting students who had an IEP for anxiety, or students who were transitioning back to face-to-face learning in the fall. Also, any student in the Community & ACTIVE Living Program could be considered as well. It was up to each school site to determine which students they would invite and schedule the school visits.

### **Extra CYCW Transition Support in Fall**

The remainder of the funds are being used to hire additional CYCWs/EAs to temporarily assist students in transitioning into their schools until September 30<sup>th</sup> to ensure a successful start to the school year. The main purpose of this role is to build capacity around the effective implementation of Universal Supports and other class wide practices to support the transition of new students with behavioural and/or self-regulation needs in our buildings.

### **Other Summer Programs**

Below is a high-level summary of additional courses and programs offered to WCDSB students this summer and the number of student participants.



- 2,771 local high school and St. Louis students registered for summer credit courses (additionally some students registered through PRISM from other boards)
- Once summer plans and credit needs were accounted for it resulted in a change of 2,232 participating in credit courses
- Students who participated included:
  - 128 students in six Grade 9 Technology courses (TDJ (3), TGJ, TFJ, TXJ) at St. Benedict's
  - 57 students registered for the HIF 10E Reach Ahead credit. This year it was offered online.
  - 62 students participating in Summer Co-op (had 100 start the registration process in the spring but change their plans as Saturday classes start and summer plans change)
  - 1,985 in online learning across 22 different classes (Grade 10 Careers/Civics, mix of Grades 11 and 12 English (including NBE 3C and 3U), Math, Science and Religion as well as a couple other elective credits)
- 1,862 learners registered for St. Louis run non-credit summer learning programs for school aged students
  - 730 through International Languages in eight languages at two sites- St. Louis (St. Francis Kitchener campus) and St. David
  - 118 in Summer Expedition – Grade 6-8 at two Secondary School sites - St. Benedict and SMH
  - 1,014 HeadStart to Grade 9 at four secondary schools and one elementary school due to construction (Doyle)
- 540 students participated in Adult ESL programming in July out of St. Louis- 77 Young St. Campus
- Total students registered for St. Louis programs for July and August = 5,173

A more fulsome report including Summer Secondary Credits, Credits at Work and ESL (adult) programs will be available in the November Adult Education Report.

**Recommendation:**

This report is for the information of the Board.

**Prepared/Reviewed By:** Tyrone Dowling  
Director of Education

Gerald Foran  
Superintendent of Learning

Sean Spitzig  
Principal of Summer Boost, Summer Expedition, Worry Busters

\*4.2 DIRECTOR Monitoring Reports: Where the Board receives from the CEO a monitoring report that flows from a responsibility delegated to the Director under Board Policy – except where approval is required by the Board on a matter delegated by policy to the Board – the minutes of the Meeting at which the Report is received shall expressly provide that the Board has received and approved of the Report as an action consistent with the authority delegated to the CEO, subject in all instances to what otherwise actually occurred.





**Date:** September 23, 2024  
**To:** Board of Trustees  
**From:** Director of Education  
**Subject:** New School Names

**Type of Report:**

- Decision-Making
- Monitoring
- Incidental Information concerning day-to-day operations

**Type of Information:**

- Information for Board of Trustees Decision-Making
- Monitoring Information of Board Policy **XX XXX**
- Information only of day-to-day operational matters delegated to the CEO

**Origin: (cite Education Act and/or Board Policy or other legislation)**

Three new Catholic schools are under construction in the Region. A fourth will begin within 60 days. This report outlines the process for naming these schools and requests direction from Trustees on the naming of the elementary school being constructed in East Kitchener.

**Policy Statement and/or Education Act/other Legislation citation:**

[APF013 - Naming of Schools & Dedications Within Board Facilities](#)

**Alignment to the MYSP:**

**Awaken to Belong**

- Every student can see themselves reflected in their learning.
- Staff experiences a positive, healthy, and inclusive workplace.
- Families are aware of and/or use the available resources to assist in navigation of the school system.

**Ignite to Believe**

- Every student experiences the Ontario Catholic School Graduate Expectations (OCSGEs) and the WCDSB pastoral plan within their learning environments.
- Staff are welcomed and invited to continue to be a partner in their adult faith formation journey.
- The relationship between home, parish and school is strengthened.

**Strengthen to Become**

- Every student reaches their full potential.
- Staff see their impact on student achievement.
- Families are engaged as active partners in our students' Catholic education journey.



### **Background/Comments:**

Administrative Procedure APF013 outlines the process for naming new schools. Four new schools will need names:

1. 7 to 12 School – East Kitchener
2. Rosenberg Elementary School – South West Kitchener
3. Former St. Patrick School – East Kitchener
4. South East Galt School - Cambridge

A new school naming committee for each school is required. Committees are composed of:

- The school's superintendent
- The administrator, or an administrator representative
- The Board's Spiritual Animator
- School council representatives – one from each feeder school community
- A parish representative

Each committee will identify up to 3 options for the Board of Trustees to consider. These options must be accompanied by a rationale and:

- Reflect, in an obvious manner, the Catholic faith.
- Be a source of encouragement and inspiration to the staff and students of the wider Catholic community.
- Be such that students may identify with and emulate the ideals of the individual.
- Be such that it does not encourage abbreviation or nicknaming and cannot be ridiculed.

The Bishop of the Diocese of Hamilton will also be consulted as part of the naming process.

School naming committees will provide their reports to Trustees in the coming months.

Stakeholders have been using the St. Patrick name for the school being built on the former St. Patrick School site in Kitchener (1201 River Road East, Kitchener, ON) since funding was announced by the province in January 2022. The name has also been used by local media in their news articles, and staff used the familiar name when engaging communities in a recent boundary review. A school naming process was not undertaken for this new school. Staff are seeking direction from Trustees on their preferred name for this school community.

The AP indicates a rebuilt school will retain its old name, but that was written the context of an active/open school being rebuilt for the same school community. As St. Patrick closed more than a decade ago, retaining the name is not required.

St. Patrick Catholic Elementary School opened in 1968 with 1 kindergarten and 12 open concept classrooms and had a gross floor area of approximately 31,300 sq.ft. Prior to its closing in June 2010, the school had a ministry rated capacity of 282 pupil places. Over time, the enrolment of the school declined. St. Patrick was closed through a pupil accommodation review process which concluded in June 2008. In September 2010, approximately 120 St. Patrick students became part of the St. Daniel Catholic Elementary School community.



The St. Patrick school building was demolished in 2016 due to advanced deterioration and ongoing vandalism.

Residents in the new school's community may have attended the original St. Patrick School or would have children or grandchildren that did so.

Patrick (5<sup>th</sup> century) is the patron saint and national apostle of Ireland. He is credited with bringing Christianity to Ireland and may have played a part in the Christianization of the Picts and Anglo-Saxons<sup>1</sup>. Additional information on St. Patrick's life and contributions is attached to this report.

If desired, the name St. Patrick Catholic Elementary School can be affirmed by Trustees.

If desired, a naming committee can be struck, and a school name chosen from the options they provide. If Trustees choose this option, the name St. Patrick Catholic Elementary School could be considered by the committee as an option.

**Recommendation:**

That the Board of Trustees affirms the use of the name St. Patrick Catholic Elementary School for the new school being built at 1201 River Road East, Kitchener, ON.

Or

That the Board of Trustees directs staff to use the process defined in APF013 to name the new school being built at 1201 River Road East, Kitchener, ON.

Or

That the Board of Trustees directs staff to use the process defined in APF013 to name the school being built at 1201 River Road East, Kitchener, ON, and further that the name St. Patrick Catholic Elementary School be considered by the committee as an option.

**Prepared/Reviewed By:** Tyrone Dowling  
Director of Education

Shesh Maharaj  
Executive Superintendent, Corporate Services

\*4.2 DIRECTOR Monitoring Reports: Where the Board receives from the CEO a monitoring report that flows from a responsibility delegated to the Director under Board Policy – except where approval is required by the Board on a matter delegated by policy to the Board – the minutes of the Meeting at which the Report is received shall expressly provide that the Board has received and approved of the Report as an action consistent with the authority delegated to the CEO, subject in all instances to what otherwise actually occurred.

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<sup>1</sup> [https://www.britannica.com/biography/Saint-Patrick#:~:text=Patrick%20\(flourished%205th%20century%2C%20Britain,the%20Picts%20and%20Anglo%2DSaxons.](https://www.britannica.com/biography/Saint-Patrick#:~:text=Patrick%20(flourished%205th%20century%2C%20Britain,the%20Picts%20and%20Anglo%2DSaxons.)



# St. Patrick

Feast Day, March 17  
The Patron Saint of Ireland

St. Patrick was born 387 A.D. and died March 17, 461 A.D.

Though he was never officially canonized, early Christians declared him a saint in Heaven.

Patrick led a difficult life but his faith in God never wavered. When he was a young teenager, he was kidnapped by Irish pirates and forced into slavery, which he later wrote drove him closer to God. He prayed often during his captivity, and he remained a slave until his early twenties, when he received a dream from God telling him his freedom awaited. In the dream he was led to the coast, so when he awoke, he escaped and ran to the docks where he found a ship that took him safely home to Britain.

He was reunited with his family and continued his religious studies until he was ordained a bishop. In his memoir, Patrick wrote of a vision he received in which the "Voice of the Irish" called to him and led him to spread the Gospel of God in Ireland. While preaching, he famously used the shamrock to teach about the Blessed Trinity.

Though there are many stories about what happened when Patrick preached in Ireland. Although some are likely just stories, others are likely rooted in fact. All these stories agree that Patrick was able to spread the Word of God to Ireland and built many churches. After spreading the Good News throughout Ireland for 40 years, Patrick passed away at Saul, the first Irish church he built.

The Irish nation has remained faithful to the Church for centuries, her monasteries serving as a repository of knowledge, and her scholars among the greatest. After Patrick, the nation continues to be a source of pride and blessing for millions.



## *ST. PATRICK'S BREAST PLATE PRAYER (433 AD)*

Christ be with me, Christ within me  
Christ behind me, Christ before me  
Christ beside me, Christ to win me  
Christ to comfort me and restore me.  
Christ beneath me, Christ above me  
Christ in quiet, Christ in danger  
Christ in hearts of all that love me  
Christ in mouth of friend or stranger.



**Date:** September 23rd, 2024  
**To:** Board of Trustees  
**From:** Director of Education  
**Subject:** Student Trustee Report – September 2024

**Type of Report:**  Decision-Making  
 Monitoring  
 Incidental Information concerning day-to-day operations

**Type of Information:**  Information for Board of Trustees Decision-Making  
 Monitoring Information of Board Policy **XX XXX**  
 Information only of day-to-day operational matters delegated to the CEO

**Origin: (cite Education Act and/or Board Policy or other legislation)**

Policy II 011 Student Representation on the Board  
Policy II 012 Student Trustee Role Description

**Policy Statement and/or Education Act/other Legislation citation:**

Policy II 011 Student Representation on the Board  
Policy II 012 Student Trustee Role Description

**Alignment to the MYSP:**

**Awaken to Belong**

- Every student can see themselves reflected in their learning.
- Staff experiences a positive, healthy, and inclusive workplace.
- Are aware of and/or use the available resources to assist in navigation of the school system.

**Ignite to Believe**

- Every student experiences the Ontario Catholic School Graduate Expectations (OCSGEs) and the WCDSB pastoral plan within their learning environments.
- Staff are welcomed and invited to continue to be a partner in their adult faith formation journey.
- The relationship between home, parish and school is strengthened.

**Strengthen to Become**



- Every student reaches their full potential.
- Staff see their impact on student achievement.
- Are engaged as active partners in our students' Catholic education journey.

### **Background/Comments:**

*Summary:* The WCDSB schools are starting the September of the 2024-2025 school year with lots of enthusiasm with the beginning of the first semester. The schools have planned a diverse range of events, keeping sentiments of community, inclusivity, and reconciliation in mind.

#### *Common Activities Hosted by The Schools:*

##### At St. Mary:

- On Sept 19th, approximately 300 grade nine students were welcomed into the cafeteria to attend the annual Niners Dance. The student council partnered with the SMH Link Crew to provide refreshments and curate a fun and engaging environment. The dance was held from 6:30 PM until 9:00 PM with doors closing at 7:00 PM.

##### At St. Benedict:

- A neon dance night took place September 12th for grade nine introduction. The dance was offered exclusively to grade nines to welcome them to high school and was free of charge for entry.

##### At Monsignor Doyle:

- On September 30th, Doyle will honour the National Day of Truth and Reconciliation. On this day, students are encouraged to wear Orange shirts to stand in solidarity. In addition, the student council will release informational posts regarding Indigenous stories and notify the student body of the importance of acknowledging Indigenous history.

##### At Resurrection:

- On September 19th Resurrection will be hosting a Terry Fox run. The student council is engaging every member of the school to participate and is fundraising a goal of \$3000 to go towards the Terry Fox Foundation.

##### At St. David:

- In a similar light, St. David plans on hosting their own Terry Fox event on September 26th, classes are all encouraged to participate and pay respect to a great Canadian hero.

##### Student Senate:

- The first Student Senate Meeting was held at Monsignor Doyle on September 18th. During this meeting, the theme "United We Grow" was established. Elementary and Secondary school initiatives were brainstormed, and ideas such as Pen Pals and/or a Dodgeball tournament

were decided upon for the fall initiative. As for Spring initiatives, the initiative discussed was a multicultural event meant for the WCDSB community. The meeting also covered SAC Unity and its activities. Finally, the Senate Instagram was brought forward, and co-president introduction videos were assigned to be completed for October 2nd.

**Recommendation:**

This report is for the information of the Board.

**Prepared/Reviewed By:** Allison-Hannah Berwick and Matteo Leone  
Student Trustees.

\*4.2 DIRECTOR Monitoring Reports: Where the Board receives from the CEO a monitoring report that flows from a responsibility delegated to the Director under Board Policy – except where approval is required by the Board on a matter delegated by policy to the Board – the minutes of the Meeting at which the Report is received shall expressly provide that the Board has received and approved of the Report as an action consistent with the authority delegated to the CEO, subject in all instances to what otherwise actually occurred.





**Date:** September 23, 2024  
**To:** Board of Trustees  
**From:** Chair of the Board  
**Subject:** Chair's Report

**Type of Report:**  Decision-Making  
 Monitoring  
 Incidental Information concerning day-to-day operations

**Type of Information:**  Information for Board of Trustees Decision-Making  
 Monitoring Information of Board Policy **XX XXX**  
 Information only of day-to-day operational matters delegated to the CEO

**Origin: (cite Education Act and/or Board Policy or other legislation)**

N/A

**Policy Statement and/or Education Act/other Legislation citation:**

Policy I 001 Ends  
Policy II 003 Board Job Description  
Policy II 004 Advocacy and Advertising

**Alignment to the MYSP:**

**Awaken to Belong**

- Every student can see themselves reflected in their learning.
- Staff experiences a positive, healthy, and inclusive workplace.
- Are aware of and/or use the available resources to assist in navigation of the school system.

**Ignite to Believe**

- Every student experiences the Ontario Catholic School Graduate Expectations (OCSGEs) and the WCDSB pastoral plan within their learning environments.
- Staff are welcomed and invited to continue to be a partner in their adult faith formation journey.
- The relationship between home, parish and school is strengthened.

**Strengthen to Become**

- Every student reaches their full potential.



- Staff see their impact on student achievement.
- Are engaged as active partners in our students' Catholic education journey.

**Background/Comments:**

Although September ushers in the Fall season, there is a sense of renewal as the new School Year gets underway.

**Calendar Activities**

Several discussions with Director Dowling and Vice-Chair Cuff

September 4 – SEAC

September 9 – Committee of the Whole

September 10 – Governance Committee

September 11 – Groundbreaking Ceremony for New Rosenberg School

September 12 – Cambridge Mayor’s State of the City

September 17 – Student Trustee Orientation

September 19 – Diocesan Celebration of Catholic Education

September 23 – Board Meeting

September 24 – OCSTA West Regional Fall Meeting

**Recommendation:**

This report is for the information of the Board.

**Prepared/Reviewed By:** Robert Sikora  
Chair of the Board

\*4.2 DIRECTOR Monitoring Reports: Where the Board receives from the CEO a monitoring report that flows from a responsibility delegated to the Director under Board Policy – except where approval is required by the Board on a matter delegated by policy to the Board – the minutes of the Meeting at which the Report is received shall expressly provide that the Board has received and approved of the Report as an action consistent with the authority delegated to the CEO, subject in all instances to what otherwise actually occurred.





**Date:** September 23, 2024  
**To:** Board of Trustees  
**From:** Vice-Chair of the Board & Chair of Governance Committee  
**Subject:** Board Policy II 007: Board Members' Code of Conduct Amendments

**Type of Report:**

- Decision-Making
- Monitoring
- Incidental Information concerning day-to-day operations

**Type of Information:**

- Information for Board of Trustees Decision-Making
- Monitoring Information of Board Policy **XX XXX**
- Information only of day-to-day operational matters delegated to the CEO

**Origin: (cite Education Act and/or Board Policy or other legislation)**

N/A

**Policy Statement and/or Education Act/other Legislation citation:**

N/A

**Alignment to the MYSP:**

**Awaken to Belong**

- Every student can see themselves reflected in their learning.
- Staff experiences a positive, healthy, and inclusive workplace.
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**Strengthen to Become**

- Every student reaches their full potential.
- Staff see their impact on student achievement.
- Are engaged as active partners in our students' Catholic education journey.



**Background/Comments:**

On July 30, 2024, the Ministry of Education issued a detailed memorandum to all school boards, outlining new regulations in support of the legislative reforms in Bill 98, also known as the Better Schools and Students Outcomes Act, 2023. These new regulations include changes to the Trustee Code of Conduct, Electronic Meetings, Integrity Commissioners, and financial penalties for breaches of the Trustee Code of Conduct.

Ontario Regulation 246/18: Members of School Boards – Code of Conduct has been revoked and replaced with a new Minister’s regulation, Ontario Regulation 312/24, which establishes a mandatory code. This regulation allows boards to add additional provisions to the Code of Conduct that reflect their local needs, provided that these additions do not contradict the mandatory provisions set out in the regulation. Boards are required to revise their current trustee Codes of Conduct and related policies to comply with the new regulatory requirements by August 28, 2024.

Director Dowling sought clarification from the Ministry of Education and confirmed that the Board could amend the policy as soon as possible. Consequently, the Governance Committee met on September 10, 2024, to review recommendations.

In Appendix “A,” you will find the proposed amendment to Board Policy II 007: Board Members’ Code of Conduct. Appendix “B” contains the final version for approval by the Board of Trustees.

Further amendments will be required by January 1, 2025, to incorporate the Integrity Commissioner-Led Investigation Regulation and financial penalties for trustees. The Governance Committee will meet in October to address these changes.

**Recommendation:**

That the Board of Trustees approve Board Policy II 007: Board Members’ Code of Conduct as found in Appendix “B”.

**Prepared/Reviewed By:** Linda Cuff  
Vice-Chair of the Board & Chair of Governance Committee

\*4.2 DIRECTOR Monitoring Reports: Where the Board receives from the CEO a monitoring report that flows from a responsibility delegated to the Director under Board Policy – except where approval is required by the Board on a matter delegated by policy to the Board – the minutes of the Meeting at which the Report is received shall expressly provide that the Board has received and approved of the Report as an action consistent with the authority delegated to the CEO, subject in all instances to what otherwise actually occurred.





## Number: II 007

### Subject: Board Members' Code of Conduct

**Approval Date:** September 29, 2008  
**Effective Date:** September 29, 2008  
**Revised:** April 26, 2011, November 24, 2014, October 26, 2020, **September 23, 2024**

#### **ACCESSIBILITY:**

To request this file in large print, please email [aoda@wcdsb.ca](mailto:aoda@wcdsb.ca) or call (519) 578-3660.

#### **POLICY STATEMENT:**

Waterloo Catholic District School Board (“Board”) Trustees represent all the citizens of Waterloo Region and are responsible to separate school supporters through the democratic process. The separate school supporters of Waterloo Region have entrusted Trustees, through the democratic process, with the education of all students in its schools and to serve as their advocates. The public is entitled to expect the highest standards from the school Trustees it elects.

A code of conduct contributes to public confidence in the education system by setting standards of conduct for Trustees. The Board has developed this Board Members' Code of Conduct (“Code of Conduct”) to establish standards for acceptable Trustee behaviour, to provide a complaint and enforcement mechanism, and to comply with the Education Act and Regulations. This Code of Conduct applies to all Trustees of the Board, including the Chair and Student Trustees.

~~Board members must represent un-conflicted loyalty to the interests of the ownership. This accountability supersedes the personal interest of any Board member acting as an individual consumer of the organization's services.~~

#### **STANDARDS OF CONDUCT:**

In addition to the duties of a Trustee under Section 218.1 of the Education Act and Regulations of Ontario, Catholic Trustees honour a set of additional expectations that have been set for them by the Catholic community. These include, but are not limited to:

- An appreciation that Catholic schools are an expression of the teaching Ministry of the Church;
- The facilitation of the best possible Catholic education according to the programs approved by the provincial Minister of Education and supported by the Canadian Conference of Catholic Bishops;
- A recognition and defense of the constitutional right of Catholic education and the democratic and corporate authority of the Board;
- An affirmation of a strong sense of Catholic community; and



- Prayer, support and encouragement for the efforts of all persons engaged in the ministry of Catholic education in Canada.
- The promotion of a positive image of the Board.
- Finally, Trustees will not cause or allow any conditions, procedures, actions or decisions that are undignified, unprofessional, or contrary to the preservation of Catholic values and teaching.

#### **Individual Trustees are expected to:**

- Familiarize themselves with their duties and any requirements of them as prescribed by the Education Act, Regulations, and PPMs;
- Familiarize themselves with their duties and any requirements of them as prescribed by the Municipal Freedom of Information and Protection of Privacy Act and their related regulations;
- Familiarize themselves with positions, policies and directions of the Ontario Catholic School Trustees Association;
- ~~Comply with the Municipal Conflict of Interest Act in declaring any and all direct and indirect pecuniary interests in a matter before the Board. Trustees are responsible and accountable for exercising good judgment and avoiding situations that might present a conflict of interest or an appearance of a conflict of interest;~~
- ~~Respect and treat others fairly regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability;~~
- ~~Agree that all information deemed private or confidential that is provided is for Board business only, and will not be communicated beyond those to whom it has been provided;~~
- Commit to being fully prepared to participate and deliberate on all matters before the Board;
- Share in the distribution of Board workload including preparing, attending and participating in meetings, committees, public events such as graduations or other assignments as appointed.
- Trustees who sit on committees of the Board will bring on-going reports back to the Board of Trustees describing the work and any new learning and information gained as a result of the work of the committee.
- Trustees will treat each other with the respect and dignity requisite with their office including proper use of authority and appropriate decorum when acting as Board members.

#### **Statutory Duties of a Trustee:**

Trustees are ~~expected~~ **required** to comply with the duties of a Board member as set out in Section 218.1 of the Education Act and Regulations.

A **Trustee** ~~board member~~ shall:

- Carry out his or her responsibilities in a manner that assists the Board in fulfilling its duties under ~~this Act.~~, **the Education Act**, including but not limited to the Board's duties under Section 169.1;
- Attend and participate in meetings of the ~~the~~ Board, including meetings of Board committees of which he or she is a member;
- Consult with parents, students and separate school supporters on the Board's multi-year plan under clause 169.1(1) (f);
- Uphold the implementation of any Board resolution after the Board has made a decision;
- Maintain focus on student achievement and well-being through the development of policies;
- **Bring concerns of parents, students and supporters of the Board to the attention of the Board;**
- **Entrust the day to day management of the Board to its staff through the Director of Education;**
- **Comply with this Code of Conduct and any applicable Board by-law, resolution, policy or procedure;**
- **When acting or holding themselves out as a Trustee, conduct themselves in a manner that would not discredit or compromise the integrity of the Board; and**

- When acting or holding themselves out as a Trustee, treat all persons equally without discrimination based on race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability.

A Trustee shall not:

- Use or permit the use of Board resources for any purpose other than the business of the Board;
- Disclose confidential information obtained or made available to them in their role as Trustee, except as authorized by law or by the Board;
- Use confidential information obtained or made available to them in their role as Trustee in a manner that would be detrimental to the interests of the Board or for the purpose of personal gain or the gain of their parent, spouse or child; and
- Accept a gift from any person, group or entity that has dealings with the Board if a reasonable person might conclude that the gift could influence the member when performing their duties unless,
  - i. the gift is of nominal value,
  - ii. the gift is given as an expression of courtesy or hospitality, and
  - iii. accepting the gift is reasonable in the circumstances.
- Further, Trustees must comply with the Municipal Conflict of Interest Act in declaring any and all direct and indirect pecuniary interests in a matter before the Board. Trustees are responsible and accountable for exercising good judgment and avoiding situations that might present a conflict of interest or an appearance of a conflict of interest.

### Relationship with the CEO and staff:

Board members may not attempt to exercise individual authority over the organization.

- Board members interaction with the CEO, or with staff, must recognize the lack of authority vested in individuals except when explicitly authorized by the Board;
- Board members interaction with the public, press or other entities must recognize the same limitation of any board member to speak for the Board;
- Except for participation in Board deliberation about whether reasonable interpretation of Board policy has been achieved by the CEO, Board members will not express individual judgments of performance of employees of the CEO.
- ~~Board members will respect the confidentiality appropriate to issues of a sensitive nature and all issues in-camera;~~

### Enforcement of Code of Conduct and Municipal Conflict of Interest Act:

#### Step One: Informal Process

Notwithstanding policies and procedures contained in other Board bylaws, in accordance with the provisions of section 218.3 of the Education Act, a breach of this Code of Conduct may be dealt with by the following procedures:

- A Trustee who has reasonable grounds to believe that another Trustee has breached this Code of Conduct may bring the alleged breach to the attention of the Board. This is done through the Chair. Alternatively, a ~~Roman Catholic elector~~ **Catholic School Ratepayers** may petition the Board of Trustees directly. Any allegation of a breach of the Code must be brought to the attention of the Chair no later than 6 weeks after the breach comes to the knowledge of the Trustee (or ~~Roman Catholic elector~~ **Catholic School Ratepayers**) reporting the breach. Unless the allegation is of a criminal nature, allegations of a breach of the code should not come to the Chair if they are

alleged to have occurred earlier than six months prior to coming to the awareness of the Trustee or ratepayer **Catholic School Ratepayers**.

- If an alleged breach is brought to the attention of the Chair, s/he, along with the Vice-Chair shall make inquiries into the matter and shall, based on the result of the inquiries, determine whether there has been a breach. Investigations of alleged breaches of the Code are to be undertaken by the Chair and Vice-Chair of the Board or by two other Trustees selected by the Board for this purpose. The Chair or Vice Chair and/or selected Trustees shall exercise their powers in a fair and impartial manner having due regard for every Trustee's opinion or view.
- If in the opinion of the Chair and Vice-Chair of the Board an outside consultant should conduct the inquiry, the Director will appoint the consultant. At any time in the process, the Trustee who is alleged to have breached the Code can ask for an outside consultant to be brought in if, in her/his opinion, he/she is not being dealt with fairly.

## **Step Two: Process Resolution**

If, after hearing the evidence provided through the informal process, the Board determines that a Trustee has breached this Code of Conduct, the Board may select from a number of options moving forward in a progressive discipline approach:

### **Informal Process Resolution**

1. A conversation between the Chair/Vice Chair and the Trustee in question where clarification, re-direction and/or a request for an apology may be sought.
2. The Chair/Vice Chair may recommend the Board use a Restorative Circle approach to bring understanding of the alleged offence and reconciliation of the issue so that, as a group, the Trustees can move on and healing occur. If this method is selected an outside facilitator, trained in Restorative Circles, will work with the group on this process.
3. The Board may also opt for a formal process to resolve the issue.

### **Formal Process Resolution:**

4. Similar to the informal resolution process, the Chair/Vice-Chair (or in certain circumstances an outside consultant) investigates alleged breaches and brings a formal report to the Board. The Board will hear the evidence gathered through the investigation and determine if a breach of the Code occurred. It may impose one or more of the following sanctions:
  - request for an apology,
  - reprimand, censure or other sanctions as per board motion. These could include:
    - a) Censure of the Trustee
    - b) Barring the Trustee from attending all or part of a meeting of the Board or a meeting of a committee of the Board
    - c) Barring the Trustee from sitting on one or more committees of the Board for a period of time determined by the Board or
    - d) Removal of the Chair or Vice-Chair of the Board or Committee. A Trustee who is removed from attending all or part of a meeting of the Board or a meeting of a committee of the Board is not entitled to receive any materials that related to that meeting or that part of the meeting that are not available to any member of the public.
  - In appropriate circumstances, the Board may also resolve to disassociate the Board from any action or statement of a Trustee.
5. If a Board determines that a Trustee has breached this Code of Conduct, the Board shall give the Trustee written notice of the determination and of any sanction imposed by the Board.
6. The notice shall inform the Trustee that he or she may make written submissions to the Board in respect of the determination or any sanction imposed by the Board.

7. The notice shall inform the Trustee that he or she may make written submissions to the Board in respect of the determination or sanction by the date specified in the notice that is at least 14 days after the notice is received by the Trustee.
8. The Board shall consider any submissions made by the Trustee and shall confirm or revoke the determination within 14 days after the Trustee's submissions are received.
9. If the Board revokes a determination that a Trustee has breached this Code of Conduct, any sanctions imposed by the Board are also revoked.
10. If the Board confirms a determination that a Trustee has breached this Code of Conduct, the Board shall, within 14 days after the Trustee's submissions were received, confirm, vary or revoke the sanction(s) imposed by the Board.
11. If a sanction is varied or revoked, the variation or revocation shall be deemed to be effective as of the date the original determination about the alleged breach was made by the Board.
12. Despite subsection 207 (1) of the Education Act which requires meetings of the Board to be open to the public, but subject to the requirements below for specific resolutions of the Board to be made in public, the Board may close to the public the part of the meeting during which a breach or alleged breach of this Code of Conduct is considered when the breach or alleged breach involves any of the following matters:
  1. The security of the property of the Board;
  2. The disclosure of intimate, personal or financial information in respect of a Trustee or committee, an employee or prospective employee of the Board or a student or his or her parent or guardian;
  3. The acquisition or disposal of a school site;
  4. Decisions in respect of negotiations with employees of the Board or
  5. Litigation affecting the Board.

#### **Process to be followed after decision to impose sanctions:**

The Board shall do the following things by resolution at a meeting of the Board, and the vote on the resolution shall be open to the public:

- Make a determination that a Trustee has breached this Code of Conduct;
- Impose a sanction on a Trustee for a breach of this Code of Conduct;
- Confirm or revoke a determination regarding a Trustee's breach of this Code of Conduct;
- Confirm, vary or revoke a sanction after confirming or revoking a determination regarding a Trustee's breach of this Code of Conduct.

A Trustee who is alleged to have breached this Code of Conduct shall not vote on any of the resolutions listed above. When a resolution listed above is passed, the resolution shall be recorded in the Minutes of the meeting.

The Statutory Powers Procedures Act does not apply to any of the enforcement provisions under section 218.3 of the Education Act. Nothing in this Code of Conduct prevents a Trustee's breach of the Municipal Conflict of Interest from being dealt with in accordance with that Act.

A Trustee who is subject to a board inquiry to determine whether the Trustee has breached the Code of Conduct has a right to retain and be represented by legal counsel throughout the process. Legal expenses will not be paid unless extraordinary circumstances are determined by Board motion.

The required vote on any resolutions of determination will be made by a simple majority of all Trustees on the Board not including the accused Trustee.



## **Number: II 007**

### **Subject: Board Members' Code of Conduct**

**Approval Date:** September 29, 2008  
**Effective Date:** September 29, 2008  
**Revised:** April 26, 2011, November 24, 2014, October 26, 2020, September 23, 2024

#### **ACCESSIBILITY:**

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#### **POLICY STATEMENT:**

Waterloo Catholic District School Board ("Board") Trustees represent all the citizens of Waterloo Region and are responsible to separate school supporters through the democratic process. The separate school supporters of Waterloo Region have entrusted Trustees, through the democratic process, with the education of all students in its schools and to serve as their advocates. The public is entitled to expect the highest standards from the school Trustees it elects.

A code of conduct contributes to public confidence in the education system by setting standards of conduct for Trustees. The Board has developed this Board Members' Code of Conduct ("Code of Conduct") to establish standards for acceptable Trustee behaviour, to provide a complaint and enforcement mechanism, and to comply with the Education Act and Regulations. This Code of Conduct applies to all Trustees of the Board, including the Chair and Student Trustees.

#### **STANDARDS OF CONDUCT:**

In addition to the duties of a Trustee under Section 218.1 of the Education Act and Regulations of Ontario, Catholic Trustees honour a set of additional expectations that have been set for them by the Catholic community. These include, but are not limited to:

- An appreciation that Catholic schools are an expression of the teaching Ministry of the Church;
- The facilitation of the best possible Catholic education according to the programs approved by the provincial Minister of Education and supported by the Canadian Conference of Catholic Bishops;
- A recognition and defense of the constitutional right of Catholic education and the democratic and corporate authority of the Board;
- An affirmation of a strong sense of Catholic community; and
- Prayer, support and encouragement for the efforts of all persons engaged in the ministry of Catholic education in Canada.
- The promotion of a positive image of the Board.
- Finally, Trustees will not cause or allow any conditions, procedures, actions or decisions that are undignified, unprofessional, or contrary to the preservation of Catholic values and teaching.



### **Individual Trustees are expected to:**

- Familiarize themselves with their duties and any requirements of them as prescribed by the Education Act, Regulations, and PPMs;
- Familiarize themselves with their duties and any requirements of them as prescribed by the Municipal Freedom of Information and Protection of Privacy Act and their related regulations;
- Familiarize themselves with positions, policies and directions of the Ontario Catholic School Trustees Association;
- Commit to being fully prepared to participate and deliberate on all matters before the Board;
- Share in the distribution of Board workload including preparing, attending and participating in meetings, committees, public events such as graduations or other assignments as appointed.
- Trustees who sit on committees of the Board will bring on-going reports back to the Board of Trustees describing the work and any new learning and information gained as a result of the work of the committee.
- Trustees will treat each other with the respect and dignity requisite with their office including proper use of authority and appropriate decorum when acting as Board members.

### **Statutory Duties of a Trustee:**

Trustees are required to comply with the duties of a Board member as set out in Section 218.1 of the Education Act and Regulations.

A Trustee shall:

- Carry out his or her responsibilities in a manner that assists the Board in fulfilling its duties under, the Education Act, including but not limited to the Board's duties under Section 169.1;
- Attend and participate in meetings of the Board, including meetings of Board committees of which he or she is a member;
- Consult with parents, students and separate school supporters on the Board's multi-year plan under clause 169.1(1) (f);
- Uphold the implementation of any Board resolution after the Board has made a decision;
- Maintain focus on student achievement and well-being through the development of policies;
- Bring concerns of parents, students and supporters of the Board to the attention of the Board;
- Entrust the day to day management of the Board to its staff through the Director of Education;
- Comply with this Code of Conduct and any applicable Board by-law, resolution, policy or procedure;
- When acting or holding themselves out as a Trustee, conduct themselves in a manner that would not discredit or compromise the integrity of the Board; and
- When acting or holding themselves out as a Trustee, treat all persons equally without discrimination based on race, ancestry, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability.

A Trustee shall not:

- Use or permit the use of Board resources for any purpose other than the business of the Board;
- Disclose confidential information obtained or made available to them in their role as Trustee, except as authorized by law or by the Board;
- Use confidential information obtained or made available to them in their role as Trustee in a manner that would be detrimental to the interests of the Board or for the purpose of personal gain or the gain of their parent, spouse or child; and

- Accept a gift from any person, group or entity that has dealings with the Board if a reasonable person might conclude that the gift could influence the member when performing their duties unless,
  - i. the gift is of nominal value,
  - ii. the gift is given as an expression of courtesy or hospitality, and
  - iii. accepting the gift is reasonable in the circumstances.
- Further, Trustees must comply with the Municipal Conflict of Interest Act in declaring any and all direct and indirect pecuniary interests in a matter before the Board. Trustees are responsible and accountable for exercising good judgment and avoiding situations that might present a conflict of interest or an appearance of a conflict of interest.

**Relationship with the CEO and staff:**

Board members may not attempt to exercise individual authority over the organization.

- Board members interaction with the CEO, or with staff, must recognize the lack of authority vested in individuals except when explicitly authorized by the Board;
- Board members interaction with the public, press or other entities must recognize the same limitation of any board member to speak for the Board;
- Except for participation in Board deliberation about whether reasonable interpretation of Board policy has been achieved by the CEO, Board members will not express individual judgments of performance of employees of the CEO.

**Enforcement of Code of Conduct and Municipal Conflict of Interest Act:**

**Step One: Informal Process**

Notwithstanding policies and procedures contained in other Board bylaws, in accordance with the provisions of section 218.3 of the Education Act, a breach of this Code of Conduct may be dealt with by the following procedures:

- A Trustee who has reasonable grounds to believe that another Trustee has breached this Code of Conduct may bring the alleged breach to the attention of the Board. This is done through the Chair. Alternatively, a Catholic School Ratepayers may petition the Board of Trustees directly. Any allegation of a breach of the Code must be brought to the attention of the Chair no later than 6 weeks after the breach comes to the knowledge of the Trustee (or Catholic School Ratepayers) reporting the breach. Unless the allegation is of a criminal nature, allegations of a breach of the code should not come to the Chair if they are alleged to have occurred earlier than six months prior to coming to the awareness of the Trustee or Catholic School Ratepayers.
- If an alleged breach is brought to the attention of the Chair, s/he, along with the Vice-Chair shall make inquiries into the matter and shall, based on the result of the inquiries, determine whether there has been a breach. Investigations of alleged breaches of the Code are to be undertaken by the Chair and Vice-Chair of the Board or by two other Trustees selected by the Board for this purpose. The Chair or Vice Chair and/or selected Trustees shall exercise their powers in a fair and impartial manner having due regard for every Trustee’s opinion or view.
- If in the opinion of the Chair and Vice-Chair of the Board an outside consultant should conduct the inquiry, the Director will appoint the consultant. At any time in the process, the Trustee who is alleged to have breached the Code can ask for an outside consultant to be brought in if, in her/his opinion, he/she is not being dealt with fairly.

## Step Two: Process Resolution

If, after hearing the evidence provided through the informal process, the Board determines that a Trustee has breached this Code of Conduct, the Board may select from a number of options moving forward in a progressive discipline approach:

### Informal Process Resolution

1. A conversation between the Chair/Vice Chair and the Trustee in question where clarification, re-direction and/or a request for an apology may be sought.
2. The Chair/Vice Chair may recommend the Board use a Restorative Circle approach to bring understanding of the alleged offence and reconciliation of the issue so that, as a group, the Trustees can move on and healing occur. If this method is selected an outside facilitator, trained in Restorative Circles, will work with the group on this process.
3. The Board may also opt for a formal process to resolve the issue.

### Formal Process Resolution:

4. Similar to the informal resolution process, the Chair/Vice-Chair (or in certain circumstances an outside consultant) investigates alleged breaches and brings a formal report to the Board. The Board will hear the evidence gathered through the investigation and determine if a breach of the Code occurred. It may impose one or more of the following sanctions:
  - request for an apology,
  - reprimand, censure or other sanctions as per board motion. These could include:
    - a) Censure of the Trustee
    - b) Barring the Trustee from attending all or part of a meeting of the Board or a meeting of a committee of the Board
    - c) Barring the Trustee from sitting on one or more committees of the Board for a period of time determined by the Board or
    - d) Removal of the Chair or Vice-Chair of the Board or Committee. A Trustee who is removed from attending all or part of a meeting of the Board or a meeting of a committee of the Board is not entitled to receive any materials that related to that meeting or that part of the meeting that are not available to any member of the public.
  - In appropriate circumstances, the Board may also resolve to disassociate the Board from any action or statement of a Trustee.
5. If a Board determines that a Trustee has breached this Code of Conduct, the Board shall give the Trustee written notice of the determination and of any sanction imposed by the Board.
6. The notice shall inform the Trustee that he or she may make written submissions to the Board in respect of the determination or any sanction imposed by the Board.
7. The notice shall inform the Trustee that he or she may make written submissions to the Board in respect of the determination or sanction by the date specified in the notice that is at least 14 days after the notice is received by the Trustee.
8. The Board shall consider any submissions made by the Trustee and shall confirm or revoke the determination within 14 days after the Trustee's submissions are received.
9. If the Board revokes a determination that a Trustee has breached this Code of Conduct, any sanctions imposed by the Board are also revoked.
10. If the Board confirms a determination that a Trustee has breached this Code of Conduct, the Board shall, within 14 days after the Trustee's submissions were received, confirm, vary or revoke the sanction(s) imposed by the Board.
11. If a sanction is varied or revoked, the variation or revocation shall be deemed to be effective as of the date the original determination about the alleged breach was made by the Board.
12. Despite subsection 207 (1) of the Education Act which requires meetings of the Board to be open to the public, but subject to the requirements below for specific resolutions of the Board to be made in public, the Board may close to the public the part of the meeting during which a breach

or alleged breach of this Code of Conduct is considered when the breach or alleged breach involves any of the following matters:

1. The security of the property of the Board;
2. The disclosure of intimate, personal or financial information in respect of a Trustee or committee, an employee or prospective employee of the Board or a student or his or her parent or guardian;
3. The acquisition or disposal of a school site;
4. Decisions in respect of negotiations with employees of the Board or
5. Litigation affecting the Board.

**Process to be followed after decision to impose sanctions:**

The Board shall do the following things by resolution at a meeting of the Board, and the vote on the resolution shall be open to the public:

- Make a determination that a Trustee has breached this Code of Conduct;
- Impose a sanction on a Trustee for a breach of this Code of Conduct;
- Confirm or revoke a determination regarding a Trustee's breach of this Code of Conduct;
- Confirm, vary or revoke a sanction after confirming or revoking a determination regarding a Trustee's breach of this Code of Conduct.

A Trustee who is alleged to have breached this Code of Conduct shall not vote on any of the resolutions listed above. When a resolution listed above is passed, the resolution shall be recorded in the Minutes of the meeting.

The Statutory Powers Procedures Act does not apply to any of the enforcement provisions under section 218.3 of the Education Act. Nothing in this Code of Conduct prevents a Trustee's breach of the Municipal Conflict of Interest from being dealt with in accordance with that Act.

A Trustee who is subject to a board inquiry to determine whether the Trustee has breached the Code of Conduct has a right to retain and be represented by legal counsel throughout the process. Legal expenses will not be paid unless extraordinary circumstances are determined by Board motion.

The required vote on any resolutions of determination will be made by a simple majority of all Trustees on the Board not including the accused Trustee.