

Governance and Policy Committee Meeting

AGENDA

Wednesday, November 8, 2023

OPEN SESSION

Hybrid Meeting, 5:30 p.m.

Committee Members:

B. MacDonald (Committee Chair)
L. Alves (Committee Vice-Chair)
K. Bailey
S. Benjamin
J. Clark
K. McDonald

D. Green (Ex-officio)
L. Cole (Ex-officio)

OPEN SESSION

1. Call to Order

2. Acknowledgement of Traditional Lands

3. Approval of Agenda

4. Declarations of Conflict of Interest

5. Approval of Minutes

5.1. Governance and Policy Committee Meeting, September 13, 2023

6. Delegations

6.1 Jamie Peddle, Resident, Regarding the Creation of a Peel District School Board Policy for Trustee Debates

7. Staff Reports

7.1 Trustee Expense Policy
7.2 Flexible School Boundaries (For Information)
7.3 School Councils (For Information)
7.4 AI and Plagiarism: Employee Implications (For Information)
7.5 Student Records (For Information)
7.6 Proposed Amendments to the PDSB Procedure By-law and Committee Terms of Reference (For information)

8. Communications

9. Trustee Motions for Consideration

10. Trustee Notices of Motion

10.1 Notice of Motion from Chair Green regarding School Boundary Information

11. Adjournment

PEEL DISTRICT SCHOOL BOARD

Minutes of a meeting of the Governance and Policy Committee of the Peel District School Board, held on Wednesday, September 13, 2023, at 17:32 hours. The hybrid meeting was held in the Brampton Room, the H. J. A. Brown Education Centre, 5650 Hurontario Street, Mississauga, Ontario, and by electronic means, under Ontario Regulation 463/97.

Members present:

Brad MacDonald, Chair
Lucas Alves, Vice-Chair
Karla Bailey
Susan Benjamin
Jeffrey Clark (electronic)
LeeAnn Cole, (ex-officio) (electronic)
Kathy McDonald (electronic)

Trustees also present:

Stan Cameron
Will Davies
Jill Promoli
Srishti Sekhri, Student Trustee

Administration:

Kathryn Lockyer, General Counsel and Governance Officer (Executive Member)
Camille Logan, Associate Director, School Improvement and Equity, Curriculum and Instruction, Student and Community Engagement
Wendy Dobson, Controller, Corporate Support Services
Tiffany Gooch, Executive Lead, Public Engagement and Communications

Lorelei Fernandes, Board Reporter

1. Call to Order

Chair MacDonald called the meeting to order.

2. Acknowledgement of Traditional Lands

The Land Acknowledgement was read.

3. Approval of Agenda

Item 7.2, Trustee Staff Relations Policy, was withdrawn from the agenda.

GC-51 moved by Karla Bailey
seconded by Susan Benjamin

Resolved, that the agenda, as amended, be approved.

..... carried
2/3rds' majority

4. Conflict of Interest

There were no declarations of conflict of interest.

5. Minutes of the Governance and Policy Committee Meeting, June 7, 2023

GC-52 moved by Jeffrey Clark
seconded by Lucas Alves

Resolved, that the Minutes of the Governance and Policy Committee Meeting, held June 7, 2023, be approved.

..... carried

6. Delegation by Salma Mustafa re Development of an Explicit Grade Acceleration Policy for Peel DSB

The delegation did not attend the meeting.

7. Referred Motion – Secondary Final Evaluations

GC-53 moved by Karla Bailey
seconded by Kathy McDonald

Resolved, that the report re Secondary Final Evaluations, be received.

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Coordinating Principal, Curriculum, Instruction and Assessment, Sumble Kaukab, recalled that the report on Secondary Final Evaluations was presented at the Curriculum, Equity and Student Well-Being Committee on March 8, 2023, based on the communication disclosed for 2022-2023 school year. She stated that Rasulan Hoppie, Superintendent of Secondary Curriculum, Instruction and Assessment, addressed some concerns raised by the Committee and had advised the Committee that Final Evaluations were being implemented and brought back for the 2023-2024 school year.

Responses to trustees' questions of clarification included: weighting for Grades 9 and 10 secondary courses can include a final exam up to 10% of the final course grade and Grades 11 and 12 can include up to 20%; in Ontario, final examinations, including any culminating activity can be weighted up to 30% of the final grade for Grades 9 – 12. In reply to a concern, Sumble Kaukab explained that the evaluations comprise a combination of skills and knowledge, and preparation still requires students to have all pre-requisites independent of the weight of the exam. The trustee asked for consideration to ensure that students leaving PDSB and pursuing future pathways will be sufficiently prepared for examinations which have a higher threshold than 20%, to support student success in post-secondary education. The comment was taken under advisement.

7. Referred Motion – Secondary Final Evaluations (Continued)

Further questions of clarification from trustees were responded to regarding: students will continue to engage in examinations, however the weighting has been adjusted in order to use other evaluation methods for students to demonstrate their knowledge; research shows that when using multiple ways of demonstrating student learning, positive outcomes emerge. Comments and suggestions from trustees included communication on the secondary evaluation process through Parent Information Nights, lowering the weightage of secondary school examinations appears to be lowering the bar for students, there may be opportunity for students to use artificial intelligence for homework that is part of the evaluation, and there is no evidence to show that lowering or raising the percentage of exams affects the performance in post-secondary studies. Some trustees conveyed concerns from their constituents regarding lowering the weightage of exams at secondary level and indicated that it may impact student performance in post-secondary institutions. Camille Logan offered to take the concerns under advisement and to better inform parents at the school level.

Responding to the query on lack of trustees' involvement on this matter, General Counsel and Governance Officer, Kathryn Lockyer explained that, historically and currently, the decision is guided by the Ministry document 'Growing Success' which sets out criteria for the curriculum and how evaluations will be conducted in terms of percentage of assignments and examinations as part of the final mark. According to the guidelines set by the Province, school board administration is allowed to use their discretion to use different methods of evaluation for the various courses. Kathryn Lockyer provided background information on why this report was brought for review to the Governance and Policy Committee and noted that it is not within the purview of trustees to be involved in operational matters. Further discussion ensued and some trustees spoke in favour of using multiple ways of evaluating students, depending on the courses, while other trustees conveyed parents' concerns and strong opposition to the shift in evaluation methods. A trustee suggested a public consultation on the topic to invite feedback from the parents.

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GC-53

..... carried

8. Social Media Policy

Executive Lead, Public Engagement and Communications, Tiffany Gooch, recalled that the initial report was developed in June 2022. She stated that in view of the changing nature of social media, an annual review of the policy is recommended. Reviewing the report, Tiffany Gooch advised that an environmental scan was conducted with other school boards and government organizations to review information. Findings indicated a significant number of hate posts, and approaches to deal with posts on various platforms are being considered. Tiffany Gooch highlighted the General Principles in the Social Media Policy which guide staff to be mindful of all equity and inclusivity-related board policies and the Ontario Human Rights Code when posting content on social media.

8. Social Media Policy (Continued)

GC-54 moved by Jeffrey Clark
seconded by Kathy McDonald

Resolved, that the Governance and Policy Committee recommends to the Board:

That, the revised Social Media Policy, be approved and replace the existing Social Media Policy. (APPENDIX I, Item 7.3 of the Governance and Policy Committee Agenda)

..... carried

9. Excursions Policy

Coordinating Principal, Curriculum, Instruction and Assessment, Sumble Kaukab, presented the revised Excursions Policy which applies to all Peel DSB approved curricular and extra-curricular activities involving students that take place off school property. She advised that the policy covers all staff and stakeholders, including third party providers and volunteers. Sumble Kaukab reviewed the report, highlighting that the policy ensures equity of access and opportunity, provides advance notice to parents, and prioritizes safety of students. A trustee expressed support for removing the financial barrier to access programs.

Responses to trustees' questions of clarification and comments included: possibility of covering the criminal reference check fee for volunteer parents can be addressed in the Operating Procedure (OP); inclement weather procedures are addressed in the student transportation policies and procedures; staff work with families in need to discreetly address financial constraints, which will also be addressed in the OP; excursion destinations are chosen in relation to curriculum.

GC-55 moved by Lucas Alves
seconded by Susan Benjamin

Resolved, that the Governance and Policy Committee recommends to the Board:

That, the Excursions Policy, be approved and replace the existing Policy 17. (APPENDIX II, Item 7.4 of the Governance and Policy Committee Agenda)

..... carried

10. Trustee Honoraria Policy

Kathryn Lockyer, General Counsel and Governance Officer, stated that Ontario Regulation 357/06 requires an annual revision to the Trustee Honoraria Policy to reflect updated enrolment amount. Policy 72 has been revised, indicating the honoraria for the period November 15, 2023 to November 14, 2024. She added that the amount is based on the base amount of \$1.75 per Average Daily Enrolment (ADE) and amounts to a total of \$27,852.44.

10. Trustee Honoraria Policy (Continued)

The amounts for the Chair and Vice-Chair are recognized for extra work and are paid an additional amount, while the student trustees have a fixed amount of \$2500 per year.

GC-56 moved by Kathy McDonald
seconded by Karla Bailey

Resolved, that the Governance and Policy Committee recommends to the Board:

That, the revised Trustee Honoraria Policy pertaining to the year November 15, 2023 – November 14, 2024, be approved effective November 15, 2023, and that Policy 72 – Trustee Honoraria pertaining to the period December 1, 2022 to November 14, 2023, be repealed. (APPENDIX III, Item 7.5 of the Governance and Policy Committee Agenda)

..... carried

11. Policy #71 Video Surveillance (Security Cameras in Schools/Sites)

Controller of Corporate Support Services, Wendy Dobson, stated the program will provide for student and staff safety and deter vandalism and other destructive acts. She advised that Policy 71 has been revised to include additional language from the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) with respect to notice, access, use, disclosure, retention, and disposal of records containing personal information. In addition, definitions have updated in relation to retention periods and video surveillance systems, and roles and responsibilities have been adjusted to align with privacy considerations.

A trustee inquired about the release of surveillance video footage to the Discipline Committee. General Counsel and Governance Officer, Kathryn Lockyer, explained that there are two aspects related to video footage, one from security cameras installed and the other from students' devices, which will be addressed in the guidelines for Discipline hearings as well as Operating Procedures in the future.

GC-57 moved by Karla Bailey
seconded by Susan Benjamin

Resolved, that the Governance and Policy Committee recommends to the Board:

That, the Video Surveillance Policy (formerly Security Cameras in Schools), be approved. (APPENDIX IV, Item 7.6 of the Governance and Policy Committee Agenda)

..... carried

12. Policy Management Program: Annual Report 2023

Policy Analyst, LaShawn Murray, advised that the report outlines the activities and accomplishments for the Policy Management Program during the 2022-2023 school year. She stated that the goal of the program is to develop and implement a framework for policy and procedure development in compliance with legislation, to align with Peel DSB’s vision, goals, and priorities, include input from the community, and reflect the Board’s commitment to equity and inclusion. Providing statistics on the work done under the program, LaShawn Murray reported that next steps will include: finalizing a periodic review schedule; implementing new naming and numbering conventions for policies and procedures; redesigning the intranet and Peel DSB web pages for posting policies and procedures; building capacity of responsible offices on policy and procedure development and review.

GC-58 moved by Jeffrey Clark
seconded by Lucas Alves

Resolved, that the report re Policy Management Program: Annual Report 2023, be received.

..... carried

13. Communications

1. Memo re Days of Significance and Scheduling of External Examinations

Kathryn Lockyer stated that the memo is in response to a question raised at the previous Governance and Policy Committee meeting regarding examinations being scheduled by third parties on Days of Significance. She advised that the Peel DSB Days of Significance Calendar does not apply to externally scheduled examinations as Peel DSB does not schedule the external organization exams.

GC-59 moved by Lucas Alves
seconded by Kathy McDonald

Resolved, that the Memo re Days of Significance, be received.

..... carried

14. Motion by Trustee Bailey re Student Transportation

GC-60 moved by Karla Bailey
seconded by Lucas Alves

Resolved, that the Governance and Policy Committee recommends to the Board that:

Whereas, the Peel District School Board has a policy regarding transportation (Policy 39);

And whereas, Transportation Policy 39 specifically provides that transportation shall not be provided to Regional Learning Choices programs;

14. Motion by Trustee Bailey re Student Transportation (Continued)

And whereas, Peel families have made requests to the Peel DSB to provide student transportation to Regional Learning Choices programs;

Therefore be it resolved, that staff report with a review of Transportation Policy 39 and the Regional Learning Choices Program Policy 64 in relation to student transportation and possible solutions starting in the 2024-2025 school year;

And further, that the Peel DSB work with STOPR to propose updates to the eligibility requirements for student transportation to be included in the report;

And further, that the report include estimated budget impacts of the inclusion of student transportation options for Regional Learning Choices programs;

And further, that the report come back to a future meeting of the Governance and Policy Committee.

..... carried

15. Adjournment

GC-61 Moved by Susan Benjamin
 Seconded by Karla Bailey

Resolved, that the meeting adjourn (19:18 hours).

..... carried

..... Chair

Delegation Request Form

Contact Information

Affiliation (Association/Group): _____
or
Spokesperson (if designated): _____

Speaker 1*

Name: Jamie Fedalle
Preferred Pronouns: Mr.
Home Address: _____
City & Postal Code: _____
Phone: _____ Email address: _____

Speaker 2*

Name: _____
Preferred Pronouns: _____
Home Address: _____
City & Postal Code: _____
Phone: _____ Email address: _____

Speaker 3*

Name: _____
Preferred Pronouns: _____
Home Address: _____
City & Postal Code: _____
Phone: _____ Email address: _____

Requested Committee Name and Meeting

Date: _____

Agenda Item/Topic: _____

Translation services: Yes No
Technology assistance: Yes No

Description of the Delegation's general position and associated rationale (provide specific details):

I would like to put a delegation forward regarding having a policy in place for having a debate for all people running for School board Trustee. The people of peel region deserve to know on what each candidate is all about before they make there vote count during election time. We see this for the Mayor and city councillors. Why not for Trustee ???

- Attached: 1) Speaking Notes
2) Additional materials (presentation, videos)
3) Petitions

*Staff members of the Peel DSB must disclose their employment status (not position or location) on the Delegation Request Form and, if given delegate status, at the beginning of their presentation to the Committee. Delegation presentations will not be received in accordance with Section 6.2.4 of the By-laws.

Date: Oct. 4 / 2023

Signature: [Handwritten Signature]

7.1

Governance and Policy Committee, November 8, 2023

Trustee Expense Policy 75

Strategic Alignment:

Alignment with the *Education Act* regarding Honorarium and reimbursement of expenses to school board Trustees.

Report Type:

Recommendation

Prepared by: Kathryn Lockyer, General Counsel & Governance Officer

Submitted by: Rashmi Swarup, Director of Education

Overview

Recommendation:

That the Trustee Expense Policy as attached as Appendix 1, be approved, and replace the existing Trustee Expense Policy #75.

Highlights:

The *Education Act* provides for honoraria to be provided to trustees and for reimbursement of trustee expenses necessary to fulfil the obligations and duties of a trustee.

It is best practice to review the Trustee Expense Policy regularly to ensure compliance and that it meets the needs of the Trustees.

The draft Trustee Expense Policy appended to this report is based on an environmental scan, regulations and guidelines as well as consultations.

Updated and new procedures and forms will be completed following approval of the draft policy.

Other related policies will be reviewed and brought forward for consideration by this Committee at a future meeting.

Background:

Under the *Education Act*, school boards may provide honoraria to trustees for their services. Further, the *Education Act* deems one-third of the annual honorarium be for expenses incidental to the discharge of their duties as members of the Board. The reimbursement of trustee expenses is guided by legislation, regulation, Ministry of Education Guidelines, and guiding principles.

The purpose of this Policy is to ensure that each trustee has access to the necessary resources to carry out their duties and responsibilities as publicly elected officials of the Board. The Policy provides rules for reimbursement of expenses incurred by the trustees to carry out their duties and responsibilities as members of the Board.

The policy will apply to all Peel District School Board Trustees and Student Trustees.

Evidence

A representative sample of other school boards' trustee expenses policies were reviewed. The draft policy was reviewed for comment by Finance, Trustee Services, and the Director's Office. The comments gathered were incorporated into the draft appended to this report.

Operating procedures and forms will be reviewed and refreshed to align with the policy once approved. These operating procedures and forms will be shared with Trustees.

Impact Analysis

Legal implications:

The policy complies with the Education Act and best practices for reimbursement of expenses of public officials. The policy promotes financial integrity, accountability and transparency.

Risk Assessment:

The policy provides rules and guidance for reimbursement of expenses incurred by Trustees as publicly elected officials.

Community Impact:

The policy provides transparency on the use of public funds to carry out their duties as members of the Board. The transparency will help to build public trust and confidence in the PDSB.

Next Steps

Action Required:

- Upon approval, update Peel District School Board website with the updated Trustee Expense Policy.
- Review and refresh procedures and forms for implementation and administration of the policy.
- Review and refresh related policies and procedures for consistency with the approved policy.

Appendices

Appendix 1 – Trustee Expense Policy

PEEL DISTRICT SCHOOL BOARD POLICY

Trustee Expense

Style Definition: Text

POLICY ID: GOV104

FUNCTIONAL CATEGORY: Governance

RESPONSIBILITY: Legal and Governance Services

APPROVAL: Board of Trustees

APPROVAL DATE: Click for date

EFFECTIVE DATE: Click for date

PROJECTED REVIEW DATE: Click or tap here to enter text.

REVIEW SCHEDULE: Minimum of every Trustee Term of Office

1. Purpose

The *Education Act* (the EA) provides that boards are permitted to provide honoraria to Trustees for their services. The EA further deems one-third of the annual honorarium to cover a Trustee's out-of-pocket expenses. In addition to the honorarium, the EA also provides that Boards may establish a policy to reimburse Trustees for all or part of their out-of-pocket expenses reasonably incurred in connection with carrying out the responsibilities of a board member.

It is recognized that Trustees require resources to fulfill their responsibilities of being a Trustee. These include resources for professional development, communicating with the constituency, office supplies and services, hospitality, and business travel.

The reimbursement of Trustee expenses will be guided by legislation, regulation, Ministry of Education Guidelines, and guiding principles.

2. Preamble

This Policy will ensure that each Trustee has access to necessary resources with which to address their ability to carry out the responsibilities of being a Trustee. Further, this Policy provides rules for reimbursement of expenses incurred by Trustees in connection with carrying out such responsibilities. As elected officials, Trustees are guardians of the

public trust. The establishment of a distinct trustee expense policy promotes financial integrity, accountability, and transparency.

3. Application and Scope

This policy applies to all Peel District School Board (PDSB) Trustees and Student Trustees.

4. Guiding Principles

All expenses should be considered in the context of these guiding principles before they are incurred or reimbursed. The guiding principles are as follows:

- a) Appropriateness – all expenditures must be directly related to the role of the Trustee.
- b) Reasonableness - expenditures must follow accepted use of public funds. Expenses are consistent with common values and accepted practices and are not perceived as excessive.
- c) Integrity – the interests of PDSB takes precedence over personal interests. All purchases must follow the Conflict of Interest Policy of the PDSB.
- d) Accountability – expenditures must be reasonable and represent value for money. Personal expenses are not acceptable for reimbursement.
- e) Transparency – Trustee expenses are open to public knowledge and scrutiny. Trustee expenses are posted on PDSB's website.

5. Definitions

- 5.1 **Communication Expenses** – The cost of cell phone services, personalized letterhead, envelopes, business cards, advertising in media local to the constituency, newsletters, and other written materials for distribution through various methods, mass mailings within the constituency, organizing meetings for dialogue with constituents and other similar activities.
- 5.2 **Election Period** – In the year in which a municipal election occurs, the date upon which a candidate may first file their nomination until the date of the election.

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- 5.3 **Fiscal Year** – September 1 to August 31.
 - 5.4 **Hospitality** – The provision of food, beverage, accommodation, transportation, and other amenities at PDSB expense.
 - 5.5 **PDSB employees** means all full-time, part-time and contract employees of PDSB.
 - 5.6 **Professional Learning** – Activities or resources that engage Trustees in continuing professional development to: be informed of current developments and issues in public education; be knowledgeable about the rapidly changing needs of students and the challenges they face in achieving personal and societal goals; integrate and embed anti-oppression practices and obtain equity and inclusion in education; and to develop and maintain essential skills to participate as effective members of a major educational governing body.
 - 5.7 **Reward Program** – Any loyalty, points, or discounts from any program that offset the cost of any item or service such as Air Miles, Aeroplan, Tim Horton's rewards, etc.

6. Policy

Honorarium

- 6.1 The Peel District School Board (PDSB) shall issue each Trustee an annual honorarium determined in accordance with *Ontario Regulation 357/06* and any other associated regulation.
- 6.2 In recognition of the additional duties of the Chair and Vice Chair, an additional annual honorarium will be paid to each of them in an amount determined in accordance with *Ontario Regulation 357/06*.
- 6.3 The honorarium for student trustees shall be determined in accordance with *Ontario Regulation 7/07 – Student Trustees* and any other associated regulation.
- 6.4 The honorarium amounts may be modified subject to changes in legislation or regulations.

Meeting Attendance

- 6.5 In addition to the honorarium, Trustees are entitled to a meeting attendance amount of \$50 per meeting for attending any meeting of the following committees of the Board: Budget Development Committee; Discipline Committee; Negotiations Advisory Committee; and Student Transportation of Peel Region Committee, so long as the Trustee is a member of said committee.
- 6.6 Trustees are entitled to a meeting attendance amount of \$50 per meeting for attending any task force formed by the Board by resolution.
- 6.7 Further, Trustees are entitled to a meeting attendance amount of \$50 per meeting for attending any committee/task force of a third party that requires a representative from the school board by legislation or regulation or which has been authorized by Board resolution.
- 6.8 If any meeting noted above exceeds four hours in length (excluding any time taken for a meal) the amount is increased to \$100 for that particular meeting.
- 6.9 Each year the Board may review all committees and task forces that have Trustee membership and determine if the meeting attendance amount is sufficient and if any other committee or task force attendance should become eligible for a per meeting amount or if any committee or task force should become ineligible for the per meeting amount.
- 6.10 Trustees shall not be eligible for a meeting attendance amount for PDSB trustee training sessions or consultations.
- 6.11 To be eligible for the meeting attendance amount, the Trustee must submit confirmation of attendance at the meeting and include the committee/task force name, date of the meeting and duration of the meeting to Legal and Governance Services within 30 days following the date of the meeting.

Accommodation Requirements

- 6.12 Recognizing the valuable contribution that Trustees of differing abilities can make to education and in keeping with the Ontario Human Rights Code, reasonable expenses related to specific and appropriate accommodations needed to carry

out their duties as a member of the Board may be reimbursed for any Trustee with disabilities.

Staff Support

- 6.13 Trustees shall be provided with reasonable levels of staff support through the Legal and Governance Services department. The support shall include handling correspondence, assisting with preparation of notices of motions to Committees or the Board, research into materials on file of previous Board discussions, positions or resolutions, and arrangements for attendance at Professional Learning such as registration. Support does not include surveys or communications to be distributed via students or staff or mass mailings or postal services or photocopying.
- 6.14 Trustees shall be provided shared workspace at PDSB's Central Board Office.

Office Equipment/Technology

- 6.15 In addition to the honorarium, at the beginning of each term, each Trustee will be provided with technology equipment from an approved list, including: a cell phone and a computer (one of desktop, laptop, or tablet) and a printer/scanner/copier (the "equipment"). Any equipment or technology provided remains the property of the PDSB.
- 6.16 In the event that a Trustee prefers to use their personal cell phone, they will not be eligible for reimbursement for the cost of the cell phone, but the monthly cost of the cell phone usage for the Trustee to carry out their responsibilities as a Board member is eligible for reimbursement.
- 6.17 Repairs to personal cell phones will not be eligible for reimbursement. The Trustee's personal cell phone will not be supported by the PDSB information technology team.
- 6.18 The equipment will be purchased through the PDSB tendered suppliers using the PDSB purchasing procedures.
- 6.19 The equipment will be supported by the PDSB information technology team.

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- 6.20 The equipment is to be returned to the PDSB at the end of the trustee term or bought out by the Trustee at the equipment's depreciated value established by the PDSB finance team.
- 6.21 The loss or theft of any equipment supplied must be reported to the Risk Management office as soon as practicable following the incident.

Travel Expenses

Automobile Expenses

- 6.22 Travel costs incurred by a Trustee in the completion of duties as required shall be reimbursed based upon a per kilometer rate.
- 6.23 Without limiting the above, Trustees may be reimbursed for use of their personal vehicle to travel to and from a Trustee's residence to a meeting of the Board, or a committee or taskforce meeting for which the Trustee would be eligible to receive an attendance amount.
- 6.24 Distances within the PDSB's automated mileage reimbursement system area are based on Google Maps and are measured using the most direct route between locations.
- 6.25 The per kilometer rates, amended and published from time to time, will be based on the Canada Revenue Agency's (CRA) automobile allowance rates as described in Regulation 7306 of the *Income Tax Act*. CRA reviews automobile allowance rates on a yearly basis. A memo will be issued to all Trustees whenever there is a change in rate.
- 6.26 Costs for the use of 407ETR are not eligible expenses and will not be reimbursed.
- 6.27 The vehicle used by the Trustee must be insured at the vehicle owner's own expense for personal motor vehicle liability. It is the vehicle owner's responsibility to ensure that the motor vehicle insurance includes coverage for business use of the vehicle. PDSB will not reimburse any costs of insurance coverage for business use of a vehicle, physical damage, or liability. PDSB will not reimburse any deductible amount related to insurance coverage. In the event

of an accident, Trustees will not be permitted to make a claim to PDSB for any resulting damage.

Expenses for Other Forms of Transportation

- 6.28 Trustees may be reimbursed for all or part of their out-of-pocket expenses, incurred for travelling on specific business of the Board that requires alternate forms of transportation and/or overnight accommodation. These expenses could include mileage to and from a terminal, air travel costs (economy/coach class), train travel costs (economy/coach class), rental vehicle costs, public transportation, taxis, and accommodations. When incurring eligible costs, Trustees are to be guided by the principle that cost should be the most economical and practical options and no upgrades will be reimbursed.
- 6.29 To be eligible for reimbursement, travel cost claims must be submitted at least semi-annually and within the Fiscal Year that the cost is incurred. Itemized receipts must be included with the claim for any expenses incurred.

Meals

- 6.30 Meal expenses may be reimbursed to Trustees if they conduct a meeting over a meal hour with persons other than PDSB employees or Trustees and the third-party meeting attendee has no other available time to meet. An itemized detailed receipt together with the names of attendees must be submitted for the expense to be eligible for reimbursement.
- 6.31 For meetings with PDSB employees or Trustees that last more than four hours in length and extend over a normal meal, the cost of a meal may be reimbursed.
- 6.32 When incurring meal costs, Trustees are to be guided by the Ontario Public Service Travel, Meal and Hospitality Expenses Directive when determining a reasonable expense for a meal. In no event shall there be reimbursement for a meal expense, inclusive of taxes and gratuities, exceeding: breakfast \$20.00, lunch \$30.00 and dinner \$45.00. For meal expenses claimed for events outside Canada, the meal allowance amounts are converted to the Canadian dollar equivalent.

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- 6.33 Alcohol costs will not be reimbursed as part of a meal expense.
 - 6.34 Meal costs are not reimbursable if meals are provided as part of the registration fee for a conference, workshop, meeting or seminar.

Hospitality

- 6.35 All hospitality events require pre-approval by the Chair of the Board of Trustees in consultation with the Director of Education. When considering a request for pre-approval of a hospitality cost, the Chair of the Board of Trustees and the Director of Education shall apply the Trustee Code of Conduct, any Conflict of Interest policy, any other relevant policy, the budget impact, the purpose of the hospitality and the reputation of PDSB. Only pre-approved Hospitality costs will be reimbursed.
- 6.36 Hospitality that may be approved include a function required as a matter of official protocol while engaging in discussion with national or international officials to advance the business and obligations of the PDSB. Costs that will not be reimbursed include office social events, retirement parties, holiday lunches, celebrations, and year-end functions.
- 6.37 Events involving only Trustees and/or PDSB employees are not considered Hospitality and any costs of such an event will not be reimbursed.
- 6.38 Hospitality costs for a spouse/partner of a Trustee will not be reimbursed.
- 6.39 Costs for alcohol or drugs will not be reimbursed.
- 6.40 When incurring eligible hospitality costs, Trustees are to be guided by the guiding principles, including those costs be reasonable, in that they should be the most economical and practical options.

Professional Learning Allowance

- 6.41 Each Trustee will be reimbursed for expenses up to \$2,500 per Fiscal Year for Professional Learning. The Professional Learning Allowance is provided as encouragement for Trustees to participate in conferences, workshops, seminars,

and courses and obtain resources to further their professional development and fulfil their responsibilities and obligations as a Trustee.

- 6.42 The decision to undertake specific Professional Learning shall rest with individual Trustees based on their analysis of their own needs, however, any Professional Learning undertaken shall be directly relevant to the role of school board trustees and/or the delivery of effective programs and services to students.
- 6.43 Trustees are expected to share the results of their Professional Learning with other Trustees by reporting to the Board, by circulating a written synopsis or by making materials acquired through the Professional Learning available to other Trustees.

Communication Allowance

- 6.44 Each Trustee will be reimbursed up to \$1,800 per Fiscal Year for Communication Expenses. The Communication Allowance is provided as a recognition that Trustees need to communicate periodically with their constituencies. The decision to undertake specific constituency communications shall rest with individual Trustees based on their analysis of their constituencies' needs and of communication avenues normally available within their constituencies.
- 6.45 To be eligible for reimbursement, all advertising in media local to the constituency, newsletters, and other written materials for distribution through various methods and mass mailings within the constituency must be pre-approved by the Chair of the Board of Trustees in consultation with the Executive Lead, Public Engagement and Communications.

Discretionary Expense Allowance

- 6.46 Each Trustee will be reimbursed up to \$3,000 per Fiscal Year for expenses related to carrying out the responsibilities of being a Trustee and are not already reimbursed by any other category in this Policy. In recognition of the extra duties of the Chair and Vice Chair of the Board, each will be reimbursed for discretionary expenses up to an additional \$1,125 and \$375 respectively.

6.47 Eligible expenses include office supplies, internet connectivity charges, school support or PDSB recognition events or programs, events promoting PDSB Board approved advocacy, small tokens of appreciation that are reasonable and of a nominal value for PDSB employees or school council members in recognition of special efforts (for services rendered beyond the expectations of PDSB employees' normal duties) and bereavement recognition for students or PDSB employees.

6.48 Costs of attendance at a retirement event or a contribution to a retirement event for a principal, superintendent, associate director, director of education or other executive officer is eligible for reimbursement.

6.49 Trustees may contribute to support a school in relation to a program or project, particularly when there is a shortage of Provincial funds available for the program or project. Documentation must be provided to establish the need, details of the use for the funds and the amounts to be contributed. Contributions of this nature require preapproval from the Chair of the Board of Trustees and the Director of Education.

6.496.50 Trustees may allocate up to a maximum of \$200 per scholarship or graduation award per school for graduating secondary school students within their ward. These awards should be entitled "Trustee Award – Brampton/Caledon/Mississauga" depending on their area of responsibility.

Ineligible Expenses

Without limiting expenses that may be eligible for reimbursement, the following expenses are ineligible for reimbursement:

- Alcohol
- Books, magazines, periodicals, subscriptions that have no demonstrated relation to the duties of a trustee
- Installation and/or monthly fees for TV/cable/streaming services

-
- Community fundraising galas or charity functions that do not directly support students in Peel
 - Computer or technology equipment which does not conform with the PDSB's standards
 - Entertainment events such as theatre productions, musical performances, or other concerts except for PDSB productions
 - Fees related to the development and maintenance of a personal website or social media platform
 - Social events and life events such as birthdays, births, weddings, anniversaries, holiday gifts or end of year gifts
 - Gifts or payments to PDSB employees or school council members excluding tokens of appreciation and bereavement recognition
 - Donations to community groups
 - Donations to fundraisers or other events organized through a school that are outside of work or operations funded by the Province such that teachers, parents and students are contributing from personal funds and not from Provincial funding. For example, fundraisers for families in need or gifts for families during faith celebrations.
 - Donations to charitable organizations
 - Donations to the Peel Learning Foundation
 - Legal fees
 - Personal long distance call costs
 - Political activities, political membership, donations to political parties, campaigns or events
 - Raffle tickets, silent auction, table prize tickets
 - Retail memberships

-
- Accounting fees
 - Insurance premiums
 - Professional fees

If there is a dispute about the eligibility of an expense for reimbursement, a Trustee may appeal the decision through a request to the Audit Committee. The request shall outline the issue, reasons for the expense and the basis for the appeal. The determination by the Audit Committee of the eligibility of the expense is final.

Purchasing Services

[6.506.51](#) When possible, the PDSB's procurement processes are to be used to purchase all supplies, office furniture and equipment, advertising services and promotional items that are necessary to perform the duties of a trustee.

Reporting of Trustee Expenditures

[6.516.52](#) All expenses claimed by a Trustee will be posted on the PDSB website. The expenses may be grouped into categories and reported in aggregate amounts such as meals, mileage, Professional Learning. The expenses shall be posted within 90 days of the Fiscal Year end.

Budget

[6.526.53](#) Budgets for trustee services will be set each Fiscal Year. Unspent balances in trustee allowance accounts will be carried forward to the next Fiscal Year, save that, in the year in which a municipal election occurs, any unspent balances shall be treated like any other cost savings in the PDSB's overall budget.

Election

[6.536.54](#) The use of PDSB funds for election purposes is prohibited and not acceptable. No expenses related to a municipal election campaign, or any electoral costs shall be reimbursed.

[6.546.55](#) The Use of Corporate Resources Policy should be referenced in relation to allowable or ineligible expenses and activities during an Election Period. During the Election Period a Trustee may not advertise in media local to the constituency, distribute newsletters, and/or other written materials for distribution through various methods including mass mailings within the constituency or organize public meetings for dialogue with constituents and other similar activities. Any expenses related to any of these activities are ineligible for reimbursement.

7. Roles and Responsibilities

Trustees

- 7.1 Trustees shall provide any claim for reimbursement together with ~~original~~ itemized receipts, as soon as practicable after incurring the expense. All claims shall be submitted within the Fiscal Year that the expense was incurred to be eligible for reimbursement. All claims shall indicate the reason for the expenditure.
- 7.2 Trustees shall only claim expenses that were paid. If a Reward Program was used, only the actual paid amount shall be reimbursed and not the full value of the item or service.
- 7.3 Trustees shall review their own expenditure reports regularly to ensure that there are no discrepancies or errors. The Director of Education shall, upon request of a Trustee, produce the Trustee's own expenditure reports.
- 7.4 Where Trustees are unsure of whether an expense or event is related to their duties as a trustee prior approval before claiming reimbursement of costs should be obtained from the Chair of the Board in consultation with the Director of Education.

Director of Education

-
- 7.5 The Director of Education is authorized to and shall issue such procedures as may be necessary to implement this policy.
- 7.6 The Director of Education shall certify that the Trustee expense claims meet the requirements of Board policy and authorize the payment of the claim, except for the Chair of the Board. The Treasurer of the Board shall certify that the Chair of the Board's expense claims meet the requirement of Board policy and authorize the payment of the claim.
- 7.7 The Director of Education shall ensure that claims are processed in a timely manner and that reimbursement funds are deposited to the Trustee's bank account.
- 7.8 The Director of Education will post the Trustee expenses on the PDSB's website.
- 7.9 The Director of Education may appoint one or more designates to fulfil the Director of Education roles and responsibilities as outlined herein.

Audit Committee

- 7.10 Audit Committee shall hear and determine any dispute about the eligibility of an expense.

Financial Support Services

- 7.11 Financial Support Services will provide a memo to Trustees advising of any change in the Canada Revenue Agency mileage rate.

8. Appendices

9. Reference Documents

~~Travelling Allowance for Board Employees and Trustees Policy~~

Trustee Honoraria Policy

Use of Corporate Resources Policy

Ontario Public Sector – Travel, Meal and Hospitality Expenses Directive

Ontario Human Rights Code

10. Revision History

Review Date	Approval Date	Description
	January 26, 2010	
April 26, 2011		Revised.
June 14, 2011		Revised.
February 25, 2014		Revised.
May 26, 2015		Revised.
June 19, 2017		Replaces former Policy 9 – Convention Policy for Trustees.
November 13, 2018		Revised.
July 25, 2019		Housekeeping Amendment.
June 22, 2022		Revised.
February 22, 2023		Revised.

[7.2]

Governance and Policy Committee Meeting, November 8, 2023

Flexible School Boundaries Policy

Strategic Alignment:

Education Act
Human Rights Code
Human Rights Policy
Equity and Inclusive Education Policy
Anti-Racism Policy

Report Type:

For Information

Prepared by: Rasulan Hoppie, Superintendent, Curriculum, Instruction & Assessment and Continuing & Adult Education
Elizabeth England, Coordinating Principal, Curriculum, Instruction & Assessment

Submitted by: Dr. Camille Logan, Associate Director, School Improvement & Equity

Overview

Objective:

This report provides an overview of the Flexible School Boundaries Policy of the Peel District School Board (PDSB).

Highlights:

- The Flexible School Boundaries Policy has been revised by PDSB staff and provides greater clarity regarding the specific instances in which the policy does not apply
- The policy provides a clear and consistent definition of home schools and flexible boundaries
- The draft policy is ready for consultations with school administrators, school council chairs and the PDSB community and will be recommended for approval at a future Governance and Policy Committee meeting.

Background:

The PDSB recognizes that under certain limited circumstances, defined school boundaries may not always meet the needs of students and their families. The Flexible School Boundaries policy establishes direction about access to schools outside of a student's designated home school subject to the financial resources, accommodations, and contractual obligations of the board.

Through this report, Trustees are invited to offer feedback on the draft Flexible School Boundaries Policy, attached as Appendix A, that will be taken into consideration before the revised draft is submitted for final approval.

Evidence

Findings/Key Considerations:

Student learning needs and social-emotional well-being can be well supported in their designated home schools and PDSB encourages students to attend their designated home school. Through this policy the PDSB facilitates requests, in established circumstances, for PDSB students to attend a school other than their designated school. These requests are to be directed to the attention of the receiving school Principal for consideration. However, there are specific instances in which this policy does not apply:

-
- Students placed in special education programs as determined by an Identification, Placement, and Review Committee (IPRC) process
 - Student placements facilitated by the Safe and Caring Schools Department
 - Student applications for Regional Learning Choice Programs (RLCPs) or alternate locations for students enrolled in RLCPs
 - Student applications for the Regional Skilled Trades Program
 - Student applications for French Immersion programs or alternate locations for students enrolled in French Immersion

Through procedures, the PDSB will establish admissions priorities regarding educational continuity, family cohesiveness, and program availability. These priorities may change to meet the financial resources, accommodations, and contractual obligations of the board.

This revisions to this policy have been informed by an environmental scan of related school board policies pertaining to optional attendance, and out of area attendance requests. This policy has been developed in partnership with Planning and Accommodation and Legal and Governance Services.

Impact Analysis

Equity & Human Rights Review:

The Peel District School board continues to have demonstrated commitment and action toward anti-racist, and anti-oppressive practices designed to address systemic forms of discrimination that have resulted in disproportionate, experiences, achievement and wellbeing outcomes for students and those who have been historically marginalized.

Board or Ministry Policy Alignment:

The Flexible School Boundaries Policy is aligned with and supports the principles and expectations of the Board's Human Rights Policy, Equity and Inclusive Education Policy, and the Anti-Racism Policy. At all times, this policy should be interpreted to be consistent with the Board's policies and the *Human Rights Code*.

Resource/Financial Implications:

The PDSB will establish timelines for out of school boundary requests. To facilitate school planning and organization, school principals must adhere to flexible boundary request timelines to ensure consistent implementation of the policy and related procedures.

The PDSB is not responsible in any way for the transportation of students taking advantage of this policy. All transportation requirements to a flex boundary school are the sole responsibility of parent(s)/guardian(s).

Community Impact:

The Peel District School board is diverse both in program offerings and geographic landscape. This policy provides an equitable avenue to meet the needs of students who may not be best served regarding their educational continuity, family cohesiveness, and program availability through their home school.

Risk Assessment:

This policy sets clear and consistent expectations for students and their families to understand what is permissible in terms of attending schools outside of their home school boundary. The absence of this policy would result in inconsistent and inequitable opportunities being afforded to some students and not to others and therefore leave the board exposed to violating its own Human Rights Policy, Equity and Inclusive Education Policy, and the Anti-Racism Policy.

Next Steps

This policy is ready for community consultation. In addition to seeking Trustee feedback, PDSB families and community members will have an opportunity to share their thoughts on the policy. All feedback will be taken into consideration in the policy's development and the policy will be brought back to Trustees for approval.

Appendices

Appendix A – Flexible School Boundaries Policy

PEEL DISTRICT SCHOOL BOARD POLICY

Flexible School Boundaries

POLICY ID: FPE701

FUNCTIONAL CATEGORY: Facilities, Planning and Environment

RESPONSIBILITY: Superintendent of Curriculum, Instruction and Assessment

APPROVAL: Board of Trustees

APPROVAL DATE: Click for date

EFFECTIVE DATE: Click for date

PROJECTED REVIEW DATE:

REVIEW SCHEDULE: 5 Years

1. Purpose

Student learning needs can be well supported in their designated home schools. The PDSB recognizes that under certain limited circumstances, defined school boundaries may not always meet the needs of students and their families. This Policy establishes direction about access to schools outside of a student's designated home school subject to the financial resources, accommodations, and contractual obligations of the board.

2. Application and Scope

This Policy applies to students, parent(s)/guardian(s), Superintendents of Education, Principals, and staff involved in the application and enrolment process for PDSB student(s) who request to attend a school other than their designated home school.

The Flexible School Boundaries Policy is aligned with and supports the principles and expectations of the Board's Human Rights Policy, Equity and Inclusive Education Policy, and the Anti-Racism Policy. At all times, this policy should be interpreted to be consistent with the Board's policies and the Human Rights Code.

This Policy does not apply to:

- Students placed in special education programs as determined by an Identification, Placement, and Review Committee (IPRC) process

- Student placements facilitated by the Safe and Caring Schools Department
- Student applications for Regional Learning Choice Programs (RLCPs) or alternate locations for students enrolled in RLCPs
- Student applications for the Regional Skilled Trades Program
- Student applications for French Immersion programs or alternate locations for students enrolled in French Immersion

3. Definitions

- 3.1 Designated home school: the school which serves the home addresses of a specific geographic area
- 3.2 Flexible Boundaries: when families request their child to attend a school that is not within the designated boundary set by the Board.

4. Policy

- 4.1 Student learning needs and social-emotional well-being can be well supported in their designated home schools and encourage students to attend their designated home school.
- 4.2 The PDSB facilitates a request, in established circumstances, for PDSB students to attend a school other than their designated school. These requests are to be directed to the attention of the receiving school Principal for consideration.
- 4.3 The PDSB will establish criteria for determining schools available for Flexible School Boundary applications with respect to considerations including but not limited to availability, school organization, neighbourhood development, and pupil accommodation review.
- 4.4 The PDSB will establish admissions priorities regarding educational continuity, family cohesiveness, and program availability. These priorities may change to meet the financial resources, accommodations, and contractual obligations of the board.

- 4.5 The PDSB will establish timelines for out of school boundary requests. To facilitate school planning and organization, school principals must adhere to flexible boundary request timelines to ensure consistent implementation of the policy and related procedures.
- 4.6 To facilitate student learning needs and social-emotional well-being, a student may return to their designated home schools at any time in the school year through an established process.
- 4.7 The PDSB is not responsible in any way for the transportation of students taking advantage of this policy. All transportation requirements to a flex boundary school are the sole responsibility of parent(s)/guardian(s).
- 4.8 The PDSB will provide an appeals process for parent(s)/guardian(s) through the Field Superintendent for applications that have been denied.

5. Roles and Responsibilities

- 5.1 School Principal –
 - a) are expected to promote the equality of outcomes of all PDSB Grade 9 programs and the expectation that students attend their designated home schools to all students and parents/guardians.
 - b) Must follow the Flexible Boundary policy and communicate with all stakeholders to ensure consistent application of the policy and operating procedures.
 - c) Consider and make decisions to approve or deny Flexible School Boundary requests in accordance with the criteria and priorities set out within this policy and operating procedures.
- 5.2 Office Managers – Maintain records of flexible boundary applications in the school office
- 5.3 Parents/Guardians - Complete the Flexible Boundary Application by the established timelines to be considered for a flexible boundary for the following school year/semester.

- 5.4 Superintendent – Facilitate an appeals process for parent(s)/guardian(s).
- 5.5 PDSB Community – adhere to the expectations and requirements set out in this Policy.

6. Appendices

7. Reference Documents

Student Registration and Admission Policy

Anti-Racism Policy

Human Rights Policy

Equity and Inclusive Education Policy

8. Revision History

Review Date	Approval Date	Description
	December 14, 1971	
March 1973		Revised.
December 1974		Revised.
January 1, 1998		Revised to reflect change in Board name.
January 2000		Reviewed.
February 25, 2003		Revised.
	December 13, 2005	Replaces former Policy #19 – Flexible School Boundaries.
	January 12, 2010	
	June 11, 2023	Replaces former Policy #19 – Flexible School Boundaries.
	February 9, 2016	
November 13, 2018		Reviewed.
	October 9, 2019	Revised.

[7.3]

Governance and Policy Committee Meeting, November 8, 2023

School Councils Policy

Strategic Alignment:

Education Act

Ontario regulation 612/00

Ontario Regulation 298

Human Rights Code

Human Rights Policy

Equity and Inclusive Education Policy

Anti-Racism Policy

Partnerships/Fundraising

Report Type:

For Information

Prepared by: Rasulan Hoppie, Superintendent, Curriculum, Instruction & Assessment and Continuing & Adult Education
Elizabeth England, Coordinating Principal, Curriculum, Instruction & Assessment

Submitted by: Dr. Camille Logan, Associate Director, School Improvement & Equity

Overview

Objective:

This report provides an overview of the School Councils Policy of the Peel District School Board (PDSB).

Highlights:

- The PDSB has reviewed and revised the School Councils Policy in accordance with the Ontario Regulation 612/00.
- The policy directs that each PDSB school shall establish and maintain a school council.
- The draft policy is ready for consultations with school administrators, school council chairs and the PDSB community and will be recommended for approval at a future Governance and Policy Committee meeting.

Background:

The PDSB recognizes the value of school councils in advancing student achievement, success, and wellbeing through authentic parent and community engagement. School councils act in an advisory capacity, making recommendations to the school principal, and where appropriate, to the Board of Trustees. PDSB staff have reviewed and revised the School Council Policy to ensure compliance with the *Education Act*, Ontario Regulation 612/00, and related legislation. The purpose of this policy is to establish and maintain a school council within each PDSB school

Through this report, Trustees are invited to offer feedback on the draft School Councils policy, attached as Appendix A, that will be taken into consideration before the revised draft is submitted for final approval.

Evidence

Findings/Key Considerations:

The revised School Councils Policy was informed by an environmental scan of related school board policies and feedback from internal departments. The revised policy:

- Recognizes the wealth of knowledge and experiences within the PDSB community and the rights of parents to actively participate in the education of their students and support the attainment of educational objectives.
- Ensures that through active participation of parents, school councils work to improve not only student achievement, but student well-being and belonging.
- Directs school councils to uphold the PDSB's values of equity, inclusion, anti-racism, anti-oppression, and anti-colonialism and ensure these values are

reflected in school and board initiatives, strategies and activities in support of student learning, achievement and wellbeing.

- Outlines the obligations of the PDSB to facilitate processes for consultation with school councils in accordance with Ontario Regulation 612/00.

The Policy also directs school principals to:

- create a safe space for school councils to provide recommendations in support of the school
- Ensure all community members, including those who are newcomers or from marginalized communities, have transparent and equitable access to participating on school councils.

Facilitate learning opportunities for school councils that strengthen their relationships with staff, students, families and the PDSB community, as well as foster practices and environments that are grounded in equity, inclusion, anti-racism and anti-oppression. PDSB staff are currently revising the School Councils operating procedure which outlines areas including but not limited to school council composition, election of parent members, terms of office, fundraising, by-laws, consultation with parents and annual reporting in accordance with Ontario Regulation 612/00.

Impact Analysis

Equity & Human Rights Review:

The Peel District School board continues to have demonstrated commitment and action toward anti-racist and anti-oppressive practices designed to address systemic forms of discrimination that have resulted in disproportionate, experiences, achievement and wellbeing outcomes for students and those who have been historically marginalized.

Board or Ministry Policy Alignment:

The School Councils Policy is aligned with and supports the principles and expectations of the Board's Human Rights Policy, Equity and Inclusive Education Policy, and the Anti-Racism Policy. At all times, this policy should be interpreted to be consistent with the Board's policies and the *Human Rights Code*.

Resource/Financial Implications:

As an advisory body to the principal, school councils are not responsible for the budget of the school. School councils may raise school-generated funds in the name of the school, in compliance with PDSB Partnerships/Fundraising Policy.

Legal implications:

Ontario Regulation 612/00 mandates that all school boards have a school council operating in each of their schools. This policy ensures that we continue to be in compliance with that expectation. Furthermore, this policy aligns with the current principles and expectations outlined in the board's recently updated policies such as the Human Rights policy, Equity and Inclusive Education Policy, and the Anti-Racism policy. Failure to adopt this policy would mean that the board is not following Ministry regulations as well as the board's own policies.

Community Impact:

Advancing student achievement, belonging and well-being is a shared responsibility between schools, staff, families and the PDSB community. This is achieved through collaborative and inclusive partnerships between the Board and the PDSB community that are promoted, nurtured and sustained through meaningful consultation and regular communication. The School Councils Policy facilitates this meaningful consultation, engagement, and communication.

Next Steps

This policy is ready for community consultation. In addition to seeking Trustee feedback, PDSB families and community members, administrators, as well as school council chairs will have an opportunity to share their thoughts on the policy. All feedback will be taken under consideration in the policy's development and the policy will be brought back to Trustees for approval.

Appendices

Appendix A – School Councils Policy

PEEL DISTRICT SCHOOL BOARD POLICY

School Councils

POLICY ID: Enter Text

FUNCTIONAL CATEGORY: Enter Text

RESPONSIBILITY: Associate Director of School Improvement & Equity, Curriculum & Instruction, Student & Community Engagement

APPROVAL: Board of Trustees

APPROVAL DATE: Click for date

EFFECTIVE DATE: Click for date

PROJECTED REVIEW DATE: Click or tap here to enter text.

REVIEW SCHEDULE: Click or tap here to enter text.

1. Purpose

The purpose of a school council is, through the active participation of parents, to improve student achievement and well-being, and enhance the accountability of the education system to parents and guardians. The school council will act in an advisory capacity to the school's principal, make recommendations to the principal, and where appropriate, to the board. The Peel District School Board (PDSB) recognizes the value of School Councils and how they connect authentic parental and community involvement and student achievement, success and well-being. Successful education requires cooperative partnerships among staff, students, parents, family and community. Effective relationships are promoted and sustained through consultation, collaboration and communication.

The purpose of this policy is to establish and maintain a school council within each PDSB school in accordance with the *Education Act* and Ontario regulation 612/00.

2. Application and Scope:

This policy applies to all schools within the Peel District School Board. This policy also applies to parent(s)/guardian(s), Superintendents of Education, Principals, staff and community members involved in the establishment and administration of a school council.

The School Council Policy is aligned with and supports the principles and expectations of the Board's Human Rights Policy, Equity and Inclusive Education Policy, and the Anti-Racism Policy. At all times, this policy should be interpreted to be consistent with the Board's policies and procedures, the *Education Act* and its regulations, Ontario Regulation 612/00, relevant Ministry Policy/Program Memoranda (PPMs), the Ontario *Human Rights Code* and other applicable legislation.

3. Definitions

- 1.1 "School council" means the school-level advisory body which may make recommendations to the school principal or where appropriate to the Board on matters as stated in all applicable Board policies and procedures.
- 1.2 PDSB Community: May include students, school councils, parents/guardians, trustees, employees (full-time, part-time, temporary, probationary, casual and contract), volunteers, community agencies, bargaining agents, federations, unions and associations, and all other persons, groups or organizations invited to work with the Board or on Board property.
- 1.3 "school community" includes, but is not limited to, students, parents/guardians/families, staff members and members of the local community.
- 1.4 "parent" means,

(a) in respect of a school council, a parent of a student who is enrolled in the school, and includes a guardian as defined in section 1 of the *Act*, and

“parent member” means, a member of the school council who is elected to the school council in accordance with PDSB School Council Procedure or who fills a vacancy created by a parent member ceasing to hold office.

4. Policy

- 1.5 Advancing student achievement, belonging and well-being is a shared responsibility between schools, staff, families and the PDSB community. This is achieved through collaborative and inclusive partnerships between the Board and the PDSB community that are promoted, nurtured and sustained through meaningful consultation and regular communication.
- 1.6 The PDSB recognizes the wealth of knowledge and experiences within the PDSB community and the rights of parents to actively participate in the education of their students and support the attainment of educational objectives.
- 1.7 In compliance with Ontario Regulation 612/00, this policy directs that each PDSB school establish and maintain a School Council.
- 1.8 The purpose of a school council is, through the active participation of parents, to improve student achievement and enhance the accountability of the education system to parents. A school council's primary means of achieving its purpose is by making recommendations in accordance with this policy and the Regulation to the principal of the school and where appropriate, to the Board.
- 1.9 School councils shall uphold the PDSB's values of equity, inclusion, anti-racism, anti-oppression, and anti-colonialism and ensure these values are reflected in school and board initiatives, strategies and activities in support of student learning, achievement and wellbeing.
- 1.10 School councils shall consult with parents of students enrolled in the school about matters under consideration by the council. Further, the PDSB advocates

for school councils to work in collaboration with students, staff, parents, guardians, families, advisory committees and other members of the PDSB community, including those from communities who have been historically underserved, to bring a community perspective to school planning and initiatives in support of student learning, achievement, wellbeing and mental health.

- 1.11 Every school council shall make by-laws governing the conduct of its affairs in accordance with Ontario Regulation 612/00 and other applicable legislation and Board policies and procedures.
- 1.12 Every school council shall annually submit a written report on its activities to the Principal and to the Board of Trustees.

5. Roles and Responsibilities

1.13 Board of Trustees

- a) Review and approve this Policy.
- b) Receive and consider advice from school councils on the establishment, review, and amendment of Board policies and initiatives that relate to student achievement and wellbeing or to the accountability of the education system to parents and families.
- c) Consider recommendations based to the board by school councils and through the appropriate Superintendent of Education, provide the council with a rationale for any decisions reached or actions taken in response to the recommendations.

1.14 Director of Education

- a) Establish operating procedures to support the implementation of this policy.

1.15 Associate Director, School Improvement & Equity, Curriculum & Instruction, Student & Community Engagement

- a) Administer this policy.

- b) Facilitate processes for consultation with school councils on the establishment, review or amendment of board policies and procedures, implementation plans for new education initiatives, action plans that relate to student achievement or to the accountability of the education system to parents.
- c) Facilitate processes for consultation with school councils in accordance with Ontario Regulation 612/00.

1.16 Superintendents of Education

- a) Provide support to principals in exploring solutions to internal disputes of school councils.
- b) Support the principal in administration of a school council.

1.17 Principal

- a) Ensure a school council is established within the school and that this school council is representative of the local school community and works in support of student achievement, belonging and wellbeing.
- b) Ensure all community members, including those who are newcomers or from marginalized communities, have transparent and equitable access to participating on school councils.
- c) Ensure school councils understand their roles and responsibilities as outlined within this policy, related board policies and procedures and relevant Ministry legislation.
- d) Create a safe space for school councils to provide recommendations supporting school planning and student success and be responsive to the school community's needs within their mandate.
- e) Engage in ongoing communication and collaboration with school councils and share information about the Board, board priorities and initiatives as well as community resources.

- f) Consider each recommendation made to the principal by the school council and shall advise the council of the action taken in response to the recommendation
- g) Facilitate learning opportunities for school councils that strengthen their relationships with staff, students, families and the PDSB community, as well as foster practices and environments that are grounded in equity, inclusion, anti-racism and anti-oppression.
- h) Facilitate internal conflict resolution activities to resolve disputes and seek the support of the appropriate Superintendent of Education where required.
- i) Adhere to the expectations of this Policy, related procedures and Ontario Regulation 298.

1.18 School Council

- a) Adhere to the expectations of this Policy, related board policies and procedures, and Ontario Regulation 612/00.
- b) Support the engagement of students, families and community, and work collaboratively to achieve shared educational objectives.
- c) Collectively make recommendations to the school, and/or to the Board on any matter, particularly those related to student achievement or the accountability of the education system to parents.
- d) make by-laws governing the conduct of its affairs. A school council shall make by-laws:
 - governing the election procedures and the filling of membership vacancies on a school council
 - governing the rules respecting the participation in school council proceedings in cases of conflict of interest
 - establishing a conflict resolution process for internal school council disputes in accordance with any applicable board policies

1.19 PDSB Community

- a) Adhere to this policy.

6. Reference Documents

- *The Education Act*
- Ontario Regulation 612/00 – School Councils and Parent Involvement Committees
- The Ministry of Education’s School Councils - A Guide for Members (most recent edition)
- Anti-Racism Policy
- Human Rights Policy
- Equity and Inclusive Education Policy
- School Council Procedure
- Non-Board Funds Procedure

7. Revision History

Review Date	Approval Date	Description

[7.4]

Governance and Policy Committee Meeting, November 8, 2023

Artificial Intelligence (AI) and Plagiarism: Employee Implications

Strategic Alignment:

Trustee Motion

Report Type:

Update

<p><i>Prepared by:</i> LaShawn Murray, Policy Analyst Kathryn Lockyer, General Counsel and Governance Officer</p> <p><i>Submitted by:</i> Rashmi Swarup, Director of Education</p>
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Overview

Objective:

To provide an update on the status of an Artificial Intelligence (AI) policy for staff.

Highlights:

- The Peel District School Board (PDSB) does not have an artificial intelligence policy for staff.
- An AI Steering Committee has been established to monitor the external environments relating to the development and regulation of AI and its impact on education.
- The AI Steering Committee is currently drafting Interim Guidance for PDSB staff and students, highlighting best practices on the use of AI in a manner that upholds the board's commitment to innovation, equity, diversity, anti-racism, anti-oppression, anti-colonialism, and protection of privacy.

Background:

Advancements in Artificial Intelligence, and particularly generative AI, have sparked conversations throughout public and higher education on the implications of these systems on education. These discussions explore the tensions regarding the impact of AI on how staff engage in teaching, how students engage in learning and assessment, and how institutions can drive operational efficiency and AI governance. At the April 12, 2023, Governance and Policy Committee meeting, PDSB staff presented the AI and Plagiarism report, which provided an “overview of the recognition of Artificial Intelligence (AI) systems in any Peel District School Board (PDSB) policy regarding plagiarism”, with a focus on student policy implications.

In response to the AI and Plagiarism Report, the Governance and Policy Committee passed a motion at the May 17, 2023, committee meeting, for staff to “bring back a report on the status of the Policy for staff use of Artificial Intelligence (AI).” This report responds to the motion and provides an update on the status of an AI policy for staff.

Evidence

Findings/Key Considerations:

The PDSB does not have a policy that exclusively addresses staff use of Artificial Intelligence nor plagiarism. PDSB staff are expected to adhere to the expectations of the Digital Citizenship Policy, the Use of Information Technology Resources Policy, and the Code of Conduct. These policies are currently under revision and are expected to be presented at a future Governance and Policy Committee meeting during the 2023-2024 school year.

The rate of development and adoption of artificial intelligence systems is quickly outpacing the development or amendment to legislation to govern its use. In September 2023, the Ontario government provided the most recent update on the development of Ontario’s Trustworthy AI Framework and the Beta Principles for Ethical Use (Government of Ontario, 2023). Further, on October 12, 2023, the Government of Canada launched a community consultation process to gather the perspectives of Canadians on generative AI tools and the implications for the federal copyright framework (Government of Canada, 2023). Bill C-27, a proposed federal Act to enact the Artificial Intelligence and Data Act, is currently under review in committee. Also, for students in International Baccalaureate (IB) programs and Advanced Placement (AP) programs, the International Baccalaureate Organization and the College Board respectively released guidance governing artificial intelligence use. Within Canada and the province of Ontario, the regulatory environments are still exploring the implications of artificial intelligence throughout society and direction for responsible use.

Acting on the April 2023 commitment, PDSB staff continue to monitor the regulatory, technology and local environments as it relates to this ever-changing field. Commencing in the spring of 2023, an AI Steering Committee was established with representatives from Legal and Governance Services, Innovation and Research, Learning Technology Support Services, the Virtual Schools and Curriculum, Instruction, and Assessment. The AI Steering Committee is currently drafting interim guidance for PDSB staff and students regarding the use of artificial intelligence within the board. The first draft of this guidance is presented in Appendix A for information. This document establishes a framework and guidelines for PDSB staff and educators on their use of AI and generative AI in a manner that is ethical, transparent and upholds the values of the board.

Impact Analysis

Equity & Human Rights Review:

While AI can enhance the teaching and learning environment, it can also present risks including reinforcing or exacerbating biases and prejudices and compromising privacy. PDSB policies regarding artificial intelligence will need to establish guidance and expectations to ensure the educators, staff and students are engaging with AI systems in a responsible manner that upholds the PDSB’s commitment to protection of privacy, equity, human rights, children’s rights, ethics, anti-oppression, and accessibility. The draft framework presented in the Interim Guidance on Artificial Intelligence in Education within the PDSB outlines guiding principles for staff regarding the responsible and ethical use of AI as it relates to the board’s commitment to protection of privacy, equity, human rights, children’s rights, ethics, anti-oppression, and accessibility.

Board or Ministry Policy Alignment:

Digital Citizenship

Use of IT Resources

Staff Code of Conduct

Information, Access, and Privacy

Legal Implications:

It is necessary for the board to remain compliant with the governing legislation. As a result, staff will continue to monitor the regulatory environments to ensure that any actions taken adhere to provincial and federal legislation.

Community Impact:

The use of AI within the PDSB has a direct impact on staff, students, and the PDSB community. It is paramount that the board's approach to AI adoption is informed and compliant with the relevant legislation and upholds the board's commitment to protection of privacy, equity, human rights, children's rights, ethics, anti-oppression, and accessibility.

Next Steps

Action Required:

Continued monitoring of the regulatory, technology and local environments

Through the AI Steering Committee, PDSB staff continue to monitor the regulatory, technology and local environments as it relates to artificial intelligence.

Interim Guidance on Artificial Intelligence within the PDSB

The AI Steering Committee will continue to work on the interim guidance document for staff and a companion document for students that aligns with the principles and expectations of the upcoming Digital Citizenship Policy and Use of IT Resources Policy.

Policy and Procedure Revisions

Staff are currently reviewing and updating the following policies which will have implications regarding artificial intelligence:

- Digital Citizenship
- Use of IT Resources
- Staff Code of Conduct
- Student Assessment, Evaluation and Reporting in Peel Elementary and Secondary Schools

Communications:

PDSB staff will continue to provide updates to the Board of Trustees on the status of AI within the PDSB.

References:

Government of Canada. (2023, October 12). *Government of Canada launches consultation on the implications of generative artificial intelligence for copyright*. Government of Canada. Retrieved from <https://www.canada.ca/en/innovation-science-economic-development/news/2023/10/government-of-canada-launches-consultation-on-the-implications-of-generative-artificial-intelligence-for-copyright.html>

Government of Ontario. (2023, September 18). Ontario's Trustworthy Artificial Intelligence (AI) Framework. Government of Ontario. Retrieved from <https://www.ontario.ca/page/ontarios-trustworthy-artificial-intelligence-ai-framework>

Appendices

Appendix A - Interim Guidance on Artificial Intelligence in Education within the Peel District School Board

Interim Guidance on Artificial Intelligence in Education within the Peel District School Board

Introduction

Advancements in Artificial Intelligence (AI), and particularly generative AI, have sparked conversations throughout K-12 and higher education on the disruption of these systems, whether positive or negative, on education. These discussions explore the tensions regarding the impact of AI on how staff engage in teaching, how students engage in learning and assessment, and how institutions can drive operational efficiency and AI governance. The rapid evolution of technology has also caused external agencies, including provincial and federal governments, to revisit regulations to ensure effective AI governance that fosters ethical, transparent, trustworthy, and safe development and use of AI tools while protecting individuals' privacy and upholding human rights. The development and adoption of AI systems are outpacing our ability to understand the impacts of these systems and regulate their usage. Yet, AI technology is here and sparks the need for Peel District School Board (PDSB) staff, students, and community to deepen their AI and digital literacy skills to maximize their participation in the ever-increasing digital society.

Purpose

This document provides interim guidance on the use of Artificial Intelligence within the Peel District School Board. Further, it establishes a framework and guidelines for PDSB staff and educators on their use of AI and generative AI in a manner that is ethical, transparent and upholds the values of the board.

Defining AI

1. **An artificial intelligence system** is “a technological system that, autonomously or partly autonomously, processes data related to human activities through the use of a genetic algorithm, a neural network, machine learning or another technique in order to generate content or make decisions, recommendations or predictions” (Bill C-27, 2022, 39(2)). In other words, AI refers to computer systems that can imitate or execute tasks commonly requiring human intelligence including but not limited to reasoning, problem solving, making predictions, and producing creative work (European Union, 2022; Rekdal, 2023; UNESCO, 2019).
2. **Generative AI**, represents a set of tools leveraging machine learning algorithms, trained on large datasets, to generate new content including text (e.g., essays, poems, lessons), images, music, and audio (Iriondo, 2023; Rekdal, 2023; Routley, 2022).

Guiding Principles

Equity and Human Rights

Intro Statement

When considering and implementing the use of an AI tool, PDSB staff and educators should:

- Strive to understand the AI tool and the dataset(s) used to train the system. Are they representative of the diversity within the larger community?
- Deepen their understandings of equity, diversity, inclusion, anti-oppression, anti-racism, and anti-colonialism to enhance their ability to identify discriminatory, oppressive, or dominant narratives/content/worldviews produced by the tool.
- Consider the extent to which the AI tool enhances or adapts to students' strengths and not just the ways in which it aligns to their deficits.
- Ensure that the use of the AI tool does not lead to discrimination, amplify biases, nor reinforce stereotypes based on students' identities and consider mitigation approaches. This aligns with the UDL principle of providing multiple means of representation and expression.
- Ensure the AI tool enables the participation of all learners including students with exceptionalities and students who are English Language Learners.
- Support students' data agency – their ability to “maintain agency over their personal data, with the capacity to access, securely share, understand the use of, control and delete their data, in accordance with their age and maturity” (UNICEF, 2021).

Instruction and Pedagogy

Intro Statement

When considering and implementing the use of an AI tool, PDSB staff and educators should:

- Build their AI literacy so they can critically assess different AI tools, understanding the strengths, abilities, limitations, and outputs/content of these tools.
- Use AI tools and generative AI tools as aids to instruction and not as substitutes.
- Learn to write prompts for generative AI tools that increase the likelihood of content that offers a holistic perspective and minimizes biases.
- Understand and incorporate student voice on the selection of AI tools for learning.
- Consider the ways in which the AI tool supports the whole learner. As per ODE (n.d.), “does AI contribute to aspects of student collaboration we value like shared attention, mutual engagement, peer help, self-regulation, and building on each other's contributions”?

- Leverage the Universal Design for Learning (UDL) framework in designing learning experiences using an AI tool that can provide multiple means of engagement, representation, and expression.
- Consider the extent to which the AI tool fosters learning across various settings (school, home, community).
- Consider the extent to which the AI tool supports the full range of learning and assessment activities including inquiry-based learning, project-based learning, design thinking, “learning from visualizations, simulations, and virtual reality” (ODE, n.d.).
- Clearly indicate when AI tools have been used to generate instructional content and/or meet students’ and families’ needs.
- Foster the development of global competencies/transferrable skills, including digital literacy, AI literacy, critical thinking, and problem-solving skills in students to promote responsible and ethical use of AI.
- Use age-appropriate language when describing the functionalities of an AI tool to students to enhance transparency.

Assessment and Evaluation

Intro Statement

In relation to assessment and evaluation, educators should:

- Provide students with resources to help them understand the principles of transparent and equitable use of AI
- Document decisions and be able to provide explanations when using AI tools for decision-making
- Create an assessment culture that fosters transparency about the use of AI tools to support their learning.
- Ensure students are aware of how to properly attribute content that has been produced using generative AI.
- Develop assessment tools that leverage the capabilities of AI and support students’ development of digital literacy skills.
- Explain any instances in which evidence of learning must be demonstrated without the support of generative AI, including the curricular learning goal being assessed, and ensure the assessment opportunity is conducted using an anti-oppressive approach.
- Ensure that confidential student data is not shared through AI tools, in alignment with the Information, Access and Privacy Policy.
- Consider that tools to detect AI content generation are often inaccurate and can flag plagiarism where it does not exist.
- Reimagine how learning is to be assessed and validated given the capabilities of different AI tools.

- Confirm the validity of assessment of learning data collected using AI tools by triangulating evidence of student learning.

Content Development

Intro Statement

PDSB staff and educators engaged in content development should:

- Emphasize the importance of continuous professional development for staff to stay informed and skilled in AI education.
- Ensure that professional development topics relate to bias, equity, diversity, inclusion, anti-racism, anti-oppression, anti-colonialism, Empowering Modern Learning (EML), and promoting safe and caring schools in the context of AI usage, aligning with PDSB values and priorities.
- Ensure that the design of professional development aligns with PDSB values and priorities, equipping staff with the knowledge and skills necessary to guide students responsibly in the AI landscape.
- Ensure staff develop competences to conduct periodic audits and evaluations of AI content to ensure accuracy, ethical standards, and alignment with board and ministry priorities and uphold the board's commitment to equity, inclusion, and anti-racism, fostering an inclusive learning environment.
- Ensure staff are educated on the criteria for periodic audits and assessments of AI systems and encouraged to report concerns related to content that may perpetuate bias or stereotypes.
- Collaborate with AI experts and educational stakeholders from various industries. They provide insights into real-world AI applications, share experiences, and offer guidance for integrating AI into the curriculum, aligning with PDSB's vision for excellence.

Accessibility

Intro Statement

Security

Intro Statement

When considering and implementing the use of an AI tool, PDSB staff and educators should:

- Understand age restrictions, personal information that will be collected, and how the data will be used.
- Collaborate with LTSS for matters relating to security audits, data encryption and access controls.

Privacy

Intro Statement

When considering and implementing the use of an AI tool, PDSB staff and educators should:

- Refrain from entering personal or sensitive information about any individual into the AI tool.
- Use “opt-out” feature where possible to ensure prompts and content are not used to further train the system.
- Determine the extent to which a Privacy Impact Assessment is required for use of the AI tool.
- Ensure transparency regarding the collection, storage, and processing of data by the AI tool.

Mental Health and Well-Being

Intro Statement

Legal and Policy Compliance

Intro Statement

When considering and implementing the use of an AI tool, PDSB staff and educators should:

- Understand and ensure their adherence to all applicable legislation including but not limited to *Education Act* and related PPMs, *Municipal Freedom of Information and Protection of Privacy Act*, *Personal Health Information Protection Act*, *Copyright Act*, *Accessibility for Ontarians with Disabilities Act*, *Human Rights Code*, and *Occupational Health and Safety Act*.
- Understand and ensure their compliance with PDSB policies and procedures including but not limited to, Digital Citizenship, Social Media Policy, Use of IT Resources, Safe and Caring Schools Policy, Staff Code of Conduct, Staff Conflict of Interest, Assessment and Evaluation in Peel Elementary and Secondary Schools, Retention By-Law, Anti-Racism Policy, Human Rights Policy, Equity and Inclusive Education Policy, and the Information, Access, and Privacy Policy.

Ethics and Bias

Intro Statement

When considering and implementing the use of an AI tool, PDSB staff and educators should:

- Demonstrate vigilance and question the reliability, fairness, safety, and trustworthiness of AI tools to ensure they are used ethically and responsibly.

- Follow established policies and procedures to ensure the protection and use of personal information.
- Review generated output of AI tools for factual and contextual accuracy rather than consider this content to be authoritative and encourage users to verify content that is generated by an AI tool.
- Clearly indicate when an AI tool has been used to develop content.
- Give proper attribution or remove copyright-protected material when using a generative AI tool.

Education and Training

Intro Statement

PDSB staff and educators should:

- Engage in training opportunities that provide at least a basic understanding of AI and data usage to be able to engage positively, critically, and ethically with this technology and exploit its full potential.
- Ensure training opportunities include the technical aspects of AI and ethical considerations and implications for its adoption.
- Stay up to date on developments in AI to provide students with accurate and relevant information, fostering a dynamic learning environment.

Communications

Intro Statement

When considering and implementing the use of an AI tool, PDSB staff and educators should:

- Clearly communicate when and how they are using AI tools in interactions with students, families, and the community
- Inform students, families, and the community, when content addressed to them is generated by an AI tool.
- Involve students, families, and community in discussions about AI use in schools – encouraging open dialogue and creating feedback mechanisms to address concerns and ensure transparency.

Accountability, Monitoring and Adaptation of Use

Intro Statement

PDSB leadership should:

- Establish responsibilities for various stakeholders and roles within the board for overseeing the use and evaluation of AI tools and addressing concerns that may arise.

- Ensure that all users are aware of the importance and capabilities of AI tools, including generative AI tools that are managed by the board and ensure an understanding of the risks associated with their use, and with the use of AI tools that are not managed by the board.
- Ensure that PDSB staff and educators take responsibility for the content produced by an AI tool including ensuring its factual and contextual accuracy, compliance with legal and privacy regulations, and adherence to board values and expectations.

Acknowledgements

The Interim Guidance on Artificial Intelligence in Education within the Peel District School Board is a draft document developed by the PDSB AI Steering Committee and PDSB staff. We would like to thank all PDSB staff who contributed to the development of this document.

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Kathryn Lockyer, *General Counsel and Governance Officer*
Bernadette Smith, *Superintendent, Innovation and Research*

Curriculum, Instruction, and Assessment

Clayton Ellis, *Instructional Coordinator, Science and Technology*
Gillian Read, *Instructional Coordinator, Assessment*

Innovation and Research

Casimir McGeown, *Instructional Coordinator, Assistive Technology*
Megha Raj, *Instructional Coordinator, Modern Learning and TELT*

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LaShawn Murray, *Policy Analyst*
Oriana Sharp, *Privacy and Information Officer*

Peel Virtual Secondary School

Anu Arora, *Principal*

Peel Elementary Virtual School

Sumeeta Merwar, *Principal*

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DRAFT

[7.5]

Board Meeting, November 9, 2023

Student Records (Response to Trustee Motion)

Strategic Alignment:

This response to the motion regarding Student Records is aligned with the board's Records and Information Governance Policy, with the goal of ensuring safety and security while managing student records and information.

Ontario Education Act s. 171 para 38 Records Management
Ministry of Education Ontario Student Record (OSR) Guideline
Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)

Report Type:

For Information.

Prepared by: Kathryn Lockyer, General Counsel and Governance Officer

Submitted by: Rashmi Swarup, Director of Education

Overview

Objective:

The purpose of this report is to respond to the trustee's motion from the May 25, 2022, Board Meeting, regarding management of student records. The motion was referred to staff to bring back a response.

Highlights:

The Records and Information Governance Policy was approved at the Board Meeting on June 22, 2022, and is posted on the PDSB website, following which, work on the Ontario Student Records (OSR) Procedure, OSR Handbook, and OSR Retention Schedule was done. In addition, an Information, Access and Privacy Policy was approved by the Board on March 29, 2023, and a General Records Retention Schedule was approved and adopted as a bylaw at the April 2023 Board meeting.

Background:

The Legal and Governance Services department has been working on developing OSR tools and in September 2022, a Privacy and Information Officer was hired as a permanent full-time addition. Much work has been done to develop a comprehensive Records Management and Access and Privacy Program for the PDSB. The Legal and Governance Services Department is developing a coordinated approach towards privacy and ensuring the PDSB remains committed to being open, accessible and transparent while maintaining the privacy of personal information, personal health information, and confidential information in its custody and control.

Evidence

Findings/Key Considerations:

The OSR/Student Records Procedure was completed in Fall 2022 and was approved by Directors Council in the Spring of 2023. The OSR Content Retention Schedule (based on the Ministry Guideline and OASBO Privacy and Information Management Guideline) indicate required retention information, and an Operating Requirements handbook outlining 'how to' guidelines accompany the Procedure. A Retention Schedule establishes records series, accountability for records and the final disposition of records specifically whether they can be destroyed or archivally preserved. The OSR's have been held in many different locations in schools, the procedure specifies that they should be secured and only accessed by those designated by the Principal.

Training on the handling of OSR's has been delivered to various groups across the PDSB including guidance counselors and Office Assistant's and Office Manager's. A training presentation based on the handbook has been created and is available to all staff through Peel PD. Staff of Legal and Governance have made themselves available to advise and answer

questions on the various steps in the OSR process including who should have access, the maintenance and the confidential destruction of OSR documents.

An Information, Access and Privacy policy was approved by the Board on March 29, 2023. This outlines staff's responsibilities to secure and protect information that is of a personal, personal health or confidential nature and to report suspected or actual privacy breaches to the Privacy Officer. A Privacy Breach Protocol procedure has been developed to outline the steps to undertake to contain, report internally and externally, investigate and remediate breaches. This may include reporting to the Information and Privacy Commissioner of Ontario (IPC), participating in their investigation and implementing recommendations.

An online Privacy training module is being developed based on the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and the PDSB's policies and procedures. The objective is for every staff member to take the training on an annual basis. This will keep privacy at the forefront.

A confidentiality agreement exists for the PSB and is issued to staff upon hiring. It is currently under review and redevelopment.

Work on the Board's new Student Information System (SIS) is underway. Legal and Governance staff have been advising on limiting access and collection of student information in the SIS and embedding this into training and procedures to keep privacy at the forefront.

In response to the question regarding records related to Student Discipline, the following protocol is in place:

- Only Superintendents, Principals, Vice-Principals and Office Administrative staff have access to suspension letters directly from SIS. Teachers and support staff do not have access to suspension letters, or/and expulsion records directly from SIS.
- Teachers of a student may access the student's OSR (which contains suspension letters and expulsion records).
- Professional Student Service Personnel (PSSP) staff require parental (or adult student) consent to review the OSR.
- Suspension and Expulsion letters are filed in the OSR, unless expunged.
- Safe Schools Incident Reports are filed in the OSR in accordance with PPM 145, Progressive Discipline and Promoting Positive Student Behaviour*.
- *Designated staff typically review OSRs and remove the expired Safe Schools Incident Report when there is a Request for OSR, or upon graduation.

Impact Analysis

Equity & Human Rights Review:

Privacy of information is necessary to maintain each student's and staff's human rights. It is important that information is managed and handled in accordance with legislative, policy and procedures to ensure confidentiality and maintenance of privacy and human rights.

Board or Ministry Policy Alignment:

The PDSB's OSR Procedure and Retention Schedule is aligned with the Ministry of Education's OSR Guideline and the General Records Retention Schedule aligns with s. 171 para 38 of the Education Act.

Resource/Financial Implications:

The work is being completed by existing staff.

Legal implications:

Non-compliance with MFIPPA can lead to fines levied by the IPC. Privacy breaches are a reputation risk as well as financial as damages may ensue depending on the extent of the breach.

Risk Assessment:

Risk of not implementing the records management procedures and compliance with the Ministry guidelines may result in privacy breaches and legal risks.

Community Impact:

Having appropriate policies and procedures in place instills trust and confidence in the PDSB by the PDSB community.

Next Steps

Action Required:

- The documents will be launched through the Peel DSB system and posted on the PDSB's website.
- Appropriate training will be rolled out to staff on an ongoing basis.

Communications:

- The approved Records and Information Governance policy has been posted on Peel DSB websites (internal and external).

Success Measures:

The number of training sessions will be monitored and tracked to ensure that staff have received necessary training and information.

There is ongoing reporting for compliance with all aspects of MFIPPA. There is an annual report provided to the Audit Committee regarding MFIPPA compliance.

References:

OSR Guideline <https://www.ontario.ca/page/ontario-student-record-osr-guideline>

Governance and Policy Committee, November 8, 2023

Proposed Amendments to the Peel District School Board (PDSB) Procedure By- law and Committee Terms of Reference

Strategic Alignment:
PDSB Procedure By-law
Education Act

Report Type:
For Information

<i>Prepared by:</i>	Sabrina Valteau, Governance Coordinator Kathryn Lockyer, General Counsel and Governance Officer
<i>Submitted by:</i>	Rashmi Swarup, Director of Education

Overview

Objective:

The Peel District School Board (PDSB) Procedure By-law and Governance Directives have been reviewed by staff. The Governance Directives will be replaced by the PDSB Procedure By-law and new Committee Terms of Reference document. Proposed amendments to the PDSB Procedure By-law and the updated Committee Terms of Reference template are being presented for Trustee discussion and input.

Highlights:

- The PDSB Procedure By-law has undergone a review to ensure the by-law reflects changes made throughout the last school term and in accordance with good governance practices
- The Governance Directives have been reviewed. Relevant sections have been incorporated into the Procedure By-law.
- A new Committee Terms of Reference template has been developed for all committees of the Board which includes additional information necessary to hold legislatively compliant committee meetings.

Background:

The current PDSB Procedure By-law and Governance Directives have been reviewed to reflect changes within the board over the past school term and to ensure continued alignment with good governance practices. There is some demonstrated need for amendments, clarifications, and additions in regard to the application and scope of the PDSB and Governance Directives Document. A new Committee Terms of Reference template has been developed and reviewed by staff Executive Leads for each Committee. Relevant sections of the Governance Directives have been incorporated into the PDSB Procedure By-law. The Governance Directives will be replaced by the approved PDSB Procedure By-law and Committee Terms of Reference document.

While quorum has not been a significant issue with the standing committees, in alignment with changes made to the Discipline Committee to allow Alternates to attend when a committee member will be absent, trustees may consider an update to the PDSB Procedure By-law to allow for Alternates to be arranged for other Committees as well.

Impact Analysis

Legal implications:

Regular review and update of the PDSB Procedure By-law provides the Board and Committees the resources required to carry out their legislated duties.

Risk Assessment:

Regular review and update of the PDSB Procedure By-law aligns with good governance practices.

Community Impact:

Clarity around rules of meeting governance provides certainty for Trustees, staff, delegates and the community and develops trust in the Board of Trustees.

Next Steps

Action Required:

Provide notice to the public at the November 2023 Board Meeting that the PDSB Procedure By-law will be coming forward for consideration at the January 2024 Board Meeting.

If approved at the January 2024 Board Meeting, update the Peel District School Board websites, external and internal, with the amended By-law.

Communications:

Provide PDSB Procedure By-law training and orientation to Trustees, Student Trustees, Committee members and staff who engage in Board and/or Committee meetings, beginning in January 2024.

Appendices

Appendix 1 – Red-lined Version of the PDSB Procedure By-law

Appendix 2 – Committee Terms of Reference Template

APPENDIX I



PROCEDURE BY-LAW

November, 2023

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SECTION 1: GENERAL

SECTION 1: GENERAL

1.1 Purpose of the Procedure By-Law

- 1.1.1 This By-Law is enacted to govern the calling, place and proceedings of Board meetings of the Trustees of the Peel District School Board together with any committees of the Board including Standing Committees, Statutory Committees, Committee of the Whole, Ad Hoc Committees or Sub-Committees. This By-law shall be administered by the Board of Trustees and Committee Members with support from the Director of Education and designated staff.
- 1.1.2 The By-Laws are the fundamental rules that support a policy model of governance. This By-law prescribes the actions of Members, ~~and~~ Student Trustees, [Trustee and Community](#) ~~and~~ Committee Members in Board and Committee Meetings and advances democratic decision-making through fair and respectful dialogue and debate.
- 1.1.3 The By-Law is based on the following principles of effective governance:
- (a) The majority of Members have the right to decide on a matter;
 - (b) The minority of Members have a right to be heard; and
 - (c) All Members and Student Trustees have the right to:
 - (i) appropriate information to assist in decision-making, unless prohibited by law;
 - (ii) efficient, effective and professional meetings;
 - (iii) be treated with respect and courtesy, and
 - (iv) equal rights, privileges and obligations.

1.2 Application and Scope

- 1.2.1 The Board will make every effort to ensure that this By-Law is consistent and up to date with the most current legislative requirements. In circumstances where the By-Law is found to be inconsistent with or contradict any legislation or regulation, the legislation or regulation will prevail.

This By-Law applies to all Members, Student Trustees (as applicable by law) and [Trustee and Community](#) Committee Members and to all Board meetings and Committee meetings including, the Standing Committees, Statutory Committees, Committee of the Whole, Ad Hoc Committees or Sub-Committees, as defined in Section 1.7.

- 1.2.2 Statutory Committees, which include trustees and community members, are governed by this By-law, ~~and~~ applicable legislation [and Committee Terms of Reference](#). In circumstances where the By-Law is found to be inconsistent with or contradict any legislation or regulation, the legislation or regulation will prevail.

SECTION 1: GENERAL

Advisory Committees, which include trustee and community members, will, in addition to this By-law, follow [Governance Directives Committee Terms of Reference](#) approved by the Board, in accordance with Section 1.6.

- 1.2.3 Informal meetings of the Board or a committee may be called so long as there is not a quorum of Board or committee members present; the meeting does not materially advance the business or decision making of the Board or committee; and, during any such informal meeting, no motion may be presented and no resolution may be passed. A notice of motion may be added to the agenda to consider submission of the notice at a subsequent formal meeting of the Board or Committee, as the case may be.

1.3 Rules of Order

- 1.3.1 Where any matter related to the conduct of meetings is not expressly or by necessary implication provided for in this By-law or in legislation, the rules of procedure as contained in the current edition of Robert's Rules of Order shall be followed for governing the proceedings of the Trustees and its committees.

1.4 Suspension of Rules

- 1.4.1 The rules of procedure may be suspended with respect to the consideration of one or more matters or questions during the course of a single meeting by at least a two-thirds vote. Such a motion shall identify the basis of the request for the suspension of rules.

1.5 Amendments to By-Laws

1.5.1 Review Cycle

This By-Law will be updated as required and reviewed at a minimum every four (4) years, in the fourth year of the Trustees' Term.

1.5.2 Advance Notice

Advance notice must be given at the previous Board Meeting for consideration to amend, repeal or replace the By-Law at a subsequent Board Meeting.

1.5.3 Two-Thirds Majority Requirement

At least a two-thirds (2/3) majority vote of all Board Members is required to make changes to this By-Law.

1.5.4 Housekeeping Changes

The Director or Designate may make any of the following non-substantive changes to this By-Law:

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- (a) Correction of spelling, punctuation or grammar and typographical errors;
- (b) Correction of format or layout of information to improve accessibility or electronic/print presentation;
- (c) Correction of cross-reference errors or discrepancy in the numbering of provisions; and
- (d) Updates to position or organizational titles.

1.5.5 Technical Errors and Omissions

A technical error or omission regarding the notice of a Meeting (and related Agenda) or the application of this By-Law will not affect the validity of subsequent decisions undertaken by the Board or its Committees, unless the error or omission results in a violation of law.

1.6 ~~Committee Terms of Reference~~Governance Directives for PDSB Procedure By-Law

~~1.6.1~~ ~~The Board may adopt Governance Directives to support good governance practices in alignment with the PDSB Procedure By-Law.~~

~~1.6.2~~1.6.1 ~~The Governance Directives and~~ Committee Terms of Reference will be updated by each Committee as required and reviewed at a minimum every four (4) years, ~~in the fourth year of the Trustees' Term.~~

~~1.6.3~~1.6.2 Members, Student Trustees, ~~and Community and~~ Committee Members will abide by the provisions in the PDSB Governance DirectivesCommittee Terms of Reference.

~~1.6.4~~1.6.3 The Board's Governance and Policy Committee is authorized to consider and make recommendations to the Board regarding the amendment, repeal, replacement or addition of Governance DirectivesCommittees related to the PDSB Procedure By-Law.

~~1.6.5~~1.6.4 The provisions outlined in Section 1.6.4 require at least a Two-Thirds Majority Vote at a Public Session of the Board prior to adoption.

1.7 Definitions

For the purpose of this By-Law, the following definitions will apply:

"Abstain Due to a Conflict of Interest" means the act of not voting at a Board or Committee Meeting as a result of having declared a pecuniary conflict of interest in accordance with the *Municipal Conflict of Interest Act*. Members who declare a conflict of interest on a matter cannot vote on that matter. The number of Members required to pass a motion is subsequently reduced by the number of Members who declared a conflict of interest;

"Act" means the *Education Act*; the regulations thereunder, and any related Ministry of Education policies, directives, memoranda, etc.;

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“Ad Hoc Trustee Committee” means a Committee of Trustees established by the Board to fulfil a specific task or objective, which is dissolved after the completion of its task. An Ad Hoc Trustee Committee typically reports to a Standing Committee or directly to the Board;

“Adjourn” means to end a meeting;

“Advisory Committee” means an Advisory Committee approved by the Board which may include staff or members of the community, in addition to Trustees, for the purpose of providing advice and input on specified areas of the Board’s responsibilities;

“Agenda” means a list of items that form the Order of Business to be discussed at the Board or Committee Meeting;

“Amend” means a proposal to alter or modify a motion presented to the Board or Committee. An amendment cannot be contrary to, or change the intent of, the main motion;

“Annual Schedule of Meetings” means the official schedule of Board, Standing Committees and Statutory Committee Meetings approved by the Board, posted on the PDSB website, and that may be amended from time-to-time as determined by the Chair of the Board or the Governance Officer. Public notice of all meetings not shown on the Annual Schedule of Meetings shall be given by posting on the PDSB website a notice of the meeting in a form sufficient to indicate the date, time and location of the meeting and the nature of the matters to be considered, at least 5 days before the meeting is to be held;

“Appeal Ruling of Presiding Officer” means to move a motion to appeal a ruling of the Presiding Officer regarding parliamentary procedure, including on a point of order, or applicability of this By-Law, PDSB Governance Directives, PDSB policies or law. The Member appealing the ruling shall state the nature of the appeal and the appeal shall be immediately decided by the Board or Committee by a majority vote. If there is an appeal, the Chair shall call a vote without debate on the following question: “Shall the decision of the Presiding Officer be sustained/upheld?” and the decision on that vote shall be final. An appeal takes precedence over any question pending at the time;

“Board” or **“Board of Trustees”** means the collective governing body of the PDSB, constituted as a Board pursuant to the *Act*, including section 208(1) of the *Act*;

“Board Meeting” means a meeting of the Board of Trustees;

“Board Sub-Committee” means a Committee, established by the Board, with specific terms of reference that fall outside the purview of the Board’s Standing Committees. Current Board Sub-Committees include; the Negotiations Advisory Committee, the Student Transportation of Peel Region Committee and the Budget Development Committee;

“Call the (Previous) Question” (also referred to as **End Debate**) means to end debate and vote on the motion that is before the Board ; a motion to Call the (Previous) Question is not debatable, cannot be amended and cannot be moved on a main motion when there is an amendment to

SECTION 1: GENERAL

that motion under consideration, and cannot be moved by the last Member to debate the motion, and requires at least a Two-Thirds Majority Vote. When resolved in the affirmative, the main motion is to be put forward without further debate or amendment. A motion to Call the Question is not allowable at Committee meetings

“Chair” means the Chairperson of the Board;

“Closed Session”, which may be referred to as **“Private Session”**, means a Meeting or a portion of a Meeting of the Board or Committee, which is closed to the public in accordance with the Act and in accordance with Section 5.4 of this By-Law;

“Code of Conduct” means the Board Member Code of Conduct for the Peel District School Board;

“Committee” means any Committees comprised of only Members or Members and Community Members, established pursuant to statute, resolution of the Board or this By-Law, including Committee of the Whole, Standing Committee(s), Ad Hoc Trustee Committee(s), Board Sub-Committee(s) and Statutory Committees;

“Committee Chair” means the Chairperson of a Committee;

“Committee of the Whole” means a Committee with a membership composition that includes all Board Members with full participation and voting privileges, as outlined in the Act. A Committee of the Whole meeting may be held in Open (Public) or Closed (Private) Session;

“Committee Terms of Reference” means a written guide that describes the mandate, scope and authority of a committee. The purpose, goals, structures, membership, quorum and meeting schedules are defined within.

“Committee Vice-Chair” means the Vice-Chairperson of a Committee;

“Community Member” means a public member of a committee that is not a trustee or member of staff.

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“Complaint Protocol” means the Complaint Protocol for the Board Member Code of Conduct;

“Conflict of Interest Registry” means the registry of Trustees’ conflict of interest declarations, established in accordance with the *Municipal Conflict of Interest Act*;

“Consent Agenda” means the portion of the Board Meeting with routine agenda items presented together and adopted at once without further debate. The Consent Agenda typically consists of matters that were discussed and voted on previously at a Committee;

“Delegation” means the action of speaking or submitting a written statement by a delegate to a Standing Committee, or Committee of the Whole Meeting, as defined in the Board’s Governance Directive, Delegations;

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“Designate” means the person authorized to carry out certain and specific tasks on behalf of the “Director”, as appropriate;

“Director” means the Director of Education, Secretary of the Board, Chief Education Officer, and Chief Executive Officer of the PDSB;

“Emergency Business” means a situation, or the threat of a situation, adversely affecting health, safety and/or well-being of a person(s), or resulting in significant legal risk or financial consequences to the Board, which by its nature and seriousness requires an immediate response;

“Ex-Officio Member” means a member of a Committee by virtue of holding the office of the Chair or Vice-Chair of the Board. An Ex-Officio member is not a regular member of a Committee and does not through their attendance at a Committee Meeting increase the size of the Committee for the purposes of calculating a simple majority for Quorum purposes (i.e. the minimum number of regular members of a Committee necessary to conduct a Committee Meeting). An Ex-Officio Member’s attendance does count towards reaching the minimum number of members necessary for a Quorum. Ex-Officio Members have the same voting rights and privileges as a regular member of a Committee. The Chair or Vice-Chair of the Board are not Ex-Officio members of any Statutory Committee;

“External Organization” means organizations external to the PDSB with Trustee representation by invitation;

~~**“Governance Directive”** means a set of rules for specific aspects of Board governance matters, including, but not limited to, the terms of reference for Committees, Delegations, the Board Member Code of Conduct and the Board Member Code of Conduct Complaint Protocol;~~

“Inaugural Meeting” means the first Board Meeting following a regular election and at which the Board’s Chair and Vice-Chair are elected and the terms of reference for Committees, including Advisory Committees, where applicable, are approved;

“Integrity Commissioner” means the Integrity Commissioner appointed by the Board of Trustees in accordance with the PDSB’s Procedure By-Law;

“Lay a Motion on the Table” means to put aside the current business and consider it later in the meeting to deal with another matter. See also **“Take from the Table”**;

“Main Motion” means a proposal put forward by a Member, or as suggested by a Student Trustee, for the consideration of the Board or Committee;

“Majority Vote” means a voting threshold that requires the majority of the Members Present and voting to pass a motion, unless otherwise prescribed in this By-Law or Robert’s Rules of Order;

“Meeting” means any meeting of the Board or its Committees (defined in Section 1.7);

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“Member” means an elected, acclaimed or appointed Member of the Board of Trustees that may be referred to as a “Trustee” pursuant to the Act. A Student Trustee, although not an elected Member of the Board, has certain privileges and duties which are outlined in the Act;

“Minutes” means the minutes of a Board Meeting, once approved by the Board, or the minutes of a Committee, Standing, Statutory, Sub-Committee, or Advisory Committee, approved by that Committee or the Board, as applicable, which form a portion of the Board’s Official Record. All Board motions are in effect upon adoption, unless the motion provides for some other adoption date. Committee motions are not effective and do not bind the Board to any action until approved by the Board, unless otherwise permitted by law;

“Notice of Motion” means an advance notification, in writing, of a motion to be brought forward by a Member for consideration to a future Board or Standing Committee meeting, with the intent to inform other Trustees, staff and the community about an upcoming matter;

“Official Record” means the complete and official record of agendas, minutes, reports and delegation submissions (where applicable), that is required for all PDSB Public and Private Board, Committee, Statutory and Advisory Committee Meetings, maintained by the Director or Designate;

“Official Recording Secretary” means the staff member(s) assigned responsibility for producing the Official Record that is required for all Board, Committee, Statutory and Advisory Committee Meetings;

“Open Session”, which may be referred to as **“Public Session”**, means a Meeting or a portion of a Meeting of the Board or a Committee of the Board open to the public in accordance with the Act. Board and Committee Meetings will always begin and end in Open Session but may be closed in limited circumstances, as outlined in the Act;

“Order of Business” means the order that the items of business will be taken up on a Board or Committee Agenda;

“Organizational Meeting” means the first Board Meeting following the Inaugural Meeting at which Members are appointed to Committees, Board Standing Committee Chair and Vice-Chair elections are held, Trustees are appointed to External Organizations and Statutory and Advisory Committee memberships are approved. An organizational meeting will be held annually in November, thereafter for the balance of the term of office of the Members to elect the Chair and Vice-Chair of the Board. Members of Committees are appointed and the Committee Chair and Vice-Chair are elected, as required, every two years, or as required by the Committee terms of reference;

“Parliamentary Inquiry” is used when a Member wishes to ask the Presiding Officer a question about Parliamentary Procedure or the Rules of Order to understand the rationale for application in the current Meeting/context. The Presiding Officer’s response in this situation is an opinion, not a ruling, and therefore cannot be appealed. See also, *Point of Order and Appeal Ruling of Presiding Officer*;

SECTION 1: GENERAL

“PDSB” means the Peel District School Board;

“Point of Order” is used by a Member in a Board or Committee Meeting to address a perceived breach of law, parliamentary procedure, rules of order, or PDSB Procedure By-Law, policies or Governance Directives. When a Member desires to address a point of order, the member shall ask permission of the Presiding Officer to raise a point of order; after permission is granted, the Member shall state the point of order to the Presiding Officer and the point of order shall be immediately decided by the Presiding Officer. Thereafter, a Member shall only address the Presiding Officer for the purpose of appealing the Presiding Officer decision. If no Member appeals, the decision of the Presiding Officer shall be final;

“Postpone Indefinitely” means to postpone a motion under consideration, which, when postponed indefinitely, cannot be discussed or reintroduced at the same Meeting. The matter can only be brought up again at a later date in accordance with Section 5.34.4, *Failed Motion or Motion Previously Not Dealt With*;

“Present”, for the purpose of this By-Law, means in attendance at a Board or Committee Meeting, either physically or by electronic means, in accordance with the Act;

“Presiding Officer” means the person who presides over a Board or Committee Meeting;

“Private Session” means **“Closed Session”**, as defined above;

“Public Session” means **“Open Session”**, as defined above;

“Question of Privilege” means a request to the Presiding Officer to immediately consider and take action (despite any other pending business before the Board or Committee) to remedy a situation in which a Member believes the rights or privileges of the Board, any individual Member, or a Student Trustee, are being affected (such as concerns re excessive noise or temperature or a correction that is required to the Official Record). When a Member desires to address a point of privilege, the Member shall ask permission of the Presiding Officer to raise a point of privilege; after permission is granted, the Member shall state the point of privilege to the Presiding Officer and the point of privilege shall be immediately decided by the Presiding Officer. Thereafter a member shall only address the Presiding Officer for the purpose of appealing the Presiding Officer’s decision. If no member appeals, the decision of the Presiding Officer shall be final;

“Quorum” means the minimum number of Members necessary to conduct a Meeting, which represents a simple majority of Members. Ex Officio Members may count towards Quorum.

“Receive” means to receive information and to include it in the Official Record of a Board or Committee Meeting;

“Recess” refers to a short intermission, at the call of the Presiding Officer, or by a Member (through a motion), which does not end the Meeting, and after which business will be resumed at exactly the point where it was stopped;

SECTION 1: GENERAL

“Recorded Vote” means a written record of the name and vote of Members and Student Trustees relating to a motion at a Board, Special Board or Committee of the Whole Meeting. Student Trustee votes are non-binding. Recorded votes are not taken at other Committee Meetings;

“Refer” means a motion to send or direct a matter for consideration to another body or official under the jurisdiction of the PDSB (e.g., the Board, a Committee, Statutory or Advisory Committee(s), the Director of Education, or the Integrity Commissioner) to report back to the Board or Committee. A motion to refer shall only be made in respect of a main motion or a report or matter listed on an agenda; shall include the name of the other body or official to whom the matter is to be referred; shall not include clauses for the purpose of amending the main motion; is debatable, subject to debate being confined to the merits of the referral only and not the main motion; and, is amendable;

“Rise and Report” means to move a motion in a Public Board or Special Meeting of the Board to adopt a recommendation from a Private Session;

“Robert’s Rules of Order” means the current version of Robert’s Rules of Order, which is the internationally recognized manual on parliamentary procedure used as the guide for conducting efficient, effective and fair meetings;

“Secunder” means a Member who is interested in discussing a motion, proposed by another Member at a Board or Committee Meeting. Seconding a motion does not necessarily indicate that the seconder favors the motion. **“To Second”** means to support introduction of a motion for discussion and debate;

“Signing Officers” means those individuals with signing authority for the PDSB and includes the Director of Education, Associate Directors, and the Chair and Vice-Chair of the Board;

“Special Meeting” means a Meeting that is called to deal with time-sensitive or Emergency Business, in accordance with Section 5.7 of this By-Law;

“Standing Committee” means a committee, generally of a permanent nature, established by the Board in accordance with its responsibilities, as outlined in the Act. The current Standing Committees are: (1) Physical Planning, Finance and Building Committee, (2) Governance and Policy Committee, and (3) Student Learning, Well-Being and Equity Committee;

“Statutory Committee” means any committee that the PDSB is required to establish by law. The current Statutory Committees are: (1) Audit Committee, (2) Parent Involvement Committee, (3) Special Education Advisory Committee, (4) Supervised Alternative Learning Committee, and (5) Board Discipline Committee;

“Student Trustees” means those students elected by their peers to represent their interests, in accordance with the Act;

“Take from the Table” is to resume consideration of a Motion that has been tabled or put aside earlier at the same Meeting. See also **“Lay a Motion on the Table”**;

SECTION 1: GENERAL

“Term of Office” means the period of time during which Trustees have been elected or appointed to serve, pursuant to the *Municipal Elections Act* and the Act;

“Trustee” means **“Member”**, as defined above;

“Trustee Diversity Self-Identification Form” means a form to collect Trustee personal information including Indigenous identity, ethnicity, racial background and religion/faith and is used to ensure racial diversity in the composition of Board Committees. The information collected by the Trustee Diversity Self-Identification Form is collected under the legal authority of Bill 114, Anti-Racism Act, 2017, to be used to eliminate systemic racism and advance racial equity. The information collected is used for the purposes stated above only pursuant to the Municipal Freedom of Information and Protection of Privacy Act. The information is stored in a secure, confidential database accessible only by the Director of Education and Legal and Governance Department staff.

“Two-Thirds Majority Vote” means a voting threshold that requires at least two-thirds (2/3) of the Members of the Board or Committee Present and voting; See also *“Two-Thirds Majority Requirement of all Members to Amend the By-Law”*, Section 1.5;

“Vice-Chair” means the Vice-Chair of the Board or Committee, who may be authorized to act on behalf of the Board Chair or Committee Chair, including presiding over a meeting or portion of a meeting, in the absence of the Board Chair or Committee Chair, in accordance with the Act. The Vice-Chair of the Board shall be the Chair of the Committee of the Whole;

“Year” means September 1st to August 31st, unless otherwise indicated.

SECTION 2: ROLES AND RESPONSIBILITIES

SECTION 2: ROLES AND RESPONSIBILITIES

2.1 Board of Trustees

- 2.1.1 The Board of Trustees is the collective governing body of the PDSB. Its decision-making authority rests with the entire Board of Trustees and not with individual Trustees.

As outlined in the *Act*, the Board of Trustees is expected to govern in a manner that is responsive to the needs of all students in the Peel District School Board. Individual Trustees must balance their role as representatives of the constituents who elected them with their responsibilities as Members of the Board of Trustees as a whole.

- 2.1.2 In broad terms, the Board of Trustees is required to:

- (a) Promote student achievement and well-being;
- (b) Promote a positive school climate that is inclusive and accepting of all pupils;
- (c) Promote the prevention of bullying;
- (d) Ensure the effective stewardship of the PDSB's resources;
- (e) Deliver effective and appropriate education programs to its pupils;
- (f) Develop and maintain policies and organizational structures that promote the goals in (a) to (e) above and encourage pupils to pursue their educational goals;
- (g) Monitor and evaluate the effectiveness of policies developed by the PDSB under (f) above in achieving its goals and the efficiency of the implementation of those policies;
- (h) Develop a multi-year strategic plan aimed at achieving the goals referred to in (a) to (e) above;
- (i) Annually review the multi-year strategic plan with the Director; and
- (j) Monitor and evaluate the performance of the Director.

- 2.1.3 The Peel District School Board is committed to building learning and working environments that are free from any form of bias, racism and/or discrimination and to creating a climate of understanding and mutual respect for the dignity and worth of each person, so that each person feels a part of the PDSB community. The Board will provide all students with optimal and inclusive learning opportunities, regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability and any other grounds protected under the *Ontario Human Rights Code* and related Board Policies and Operating Procedures.

SECTION 2: ROLES AND RESPONSIBILITIES

2.2 Trustees

2.2.1 Individual Trustees are required to do the following;

- (a) Make and file with the Secretary of the Board the Declaration of Office;
- (b) Attend and participate in Meetings of the Board and Committees, of which they are a member;
- (c) Attend and participate at learning/training sessions pursuant to the Trustee Annual Learning Plan;
- (d) Bring the concerns of parents, students and the PDSB's supporters to the attention of the Board (using Board-approved methods);
- (e) Uphold the implementation of any Board resolution after it is passed by the Board;
- (f) Entrust the day-to-day management of the PDSB to its staff through the Director;
- (g) Maintain a focus on student achievement and well-being;
- (h) Consult with parents, students and the PDSB's stakeholders on the Board's Multi-Year Strategic Plan;
- (i) Comply with the [Trustee](#) Code of Conduct;
- (j) Declare any pecuniary interest, whether direct, indirect, or deemed, in accordance with the *Municipal Conflict of Interest Act* at Board and Committee Meetings, including Statutory and Advisory committee meetings;
- (k) Not be Present for matters where they have declared a conflict of interest; and
- (l) Maintain confidentiality by not disclosing to anyone confidential information acquired by virtue of their office or during Closed Sessions.

2.3 Board Chair and Vice-Chair

2.3.1 The Board, in electing one of their peers to be Chair, confer on the Chair a leadership role. The Chair, as an individual Member, has no greater voting rights than any other Member of the Board. The Vice-Chair may be authorized to act on behalf of the Board Chair, in their absence.

The Board Chair;

- (a) Presides over Meetings of the Board;
- (b) Must be physically Present in the meeting room for Board and Committee of the Whole Meetings, unless all schools of the PDSB are closed, as described in s. 7 of Regulation 463/97;
- (c) Notwithstanding Section 2.3.1(b), is permitted to participate by electronic means in accordance with Section 5.12, "*Electronic Participation*", or if his/her designate is the Presiding Officer of the Board or Committee of the Whole Meeting;

SECTION 2: ROLES AND RESPONSIBILITIES

- (d) Establishes Agendas for Board Meetings, in consultation with the Board's Director or Designate;
- (e) Conducts Meetings in accordance with this [Board-By-Law](#);
- (f) Ensures that Members, ~~and~~ Student Trustees, [Trustee and Community Committee Members](#) have the information needed for informed discussion of the Agenda items;
- (g) Is the Vice-Chair of the Committee of the Whole;
- (h) Acts as spokesperson to the public on behalf of the Board of Trustees, unless otherwise decided by the Board;
- (i) Conveys the decisions of the Board to the Director;
- (j) Provides leadership to the Board in maintaining the Board's focus on the PDSB's mission and vision;
- ~~(k)~~ [Provides leadership to the Board in maintaining the Board's focus on the Multi-Year Strategic Plan established under the Act;](#)
- ~~(l)~~ [May participate in Standing Committees as Ex-Officio members; and](#)
- (l) Assumes such other responsibilities as may be specified by the Board.

2.4 Committee Chair or Vice-Chair

2.4.1 The Committee Chair or Vice-Chair (in the Chair's absence):

- (a) Presides over Meetings of the Committee;
- (b) Establishes Agendas for Committee Meetings, in accordance with Section 5.16;
- (c) Conducts Committee Meetings in accordance with this [Board-By-Law](#);
- (d) Ensures that [Members and Community Members](#) of the Committee have the information needed for informed discussion of the Agenda items; and
- (e) With the assistance of assigned staff, puts forward minutes and recommendations to the Board on behalf of the Committee.

2.5 Student Trustees

2.5.1 Student Trustees are not municipally elected members of the Board but play an important role in representing the interests of students through their participation in Board and Committee Meetings. As outlined in the Act and Ministry of Education Directives, Student Trustees:

- (a) Have the same opportunities to participate at Meetings of the Board and Committees, including Advisory and Statutory Committees, as Members of the Board, except as restricted by the Act;
- (b) May request that a matter before the Board be put to a Recorded Vote;
- (c) Must disclose any conflict of interest in the same manner as a Member on a matter before the Board or one of its committees on which the Student Trustee sits;

SECTION 2: ROLES AND RESPONSIBILITIES

- (d) May not move or second a motion but are entitled to cast a non-binding vote on a matter before the Board or one of its committees on which the Student Trustee sits, (subject to clause 2.5.1(c));
- (e) May suggest a motion on a matter before the Board or one of its committees on which the Student Trustee sits which, if not moved by a Member, will be shown in the Minutes;
- (f) May attend Closed Session, except when declaring a conflict of interest or when matters under consideration include the disclosure of intimate, personal or financial information with respect to a Member, a member of a Statutory or Advisory Committee, an employee or prospective employee of the PDSB, and/or a pupil or their parent or guardian;
- (g) Must not disclose to anyone, confidential or personal information acquired during their term as Student Trustee or during Closed Session(s);
- (h) Must comply with the [Trustee Code of Conduct for Board Members](#);
- (i) Have the same access to PDSB resources and opportunities for training as a Member; and
- (j) Are entitled to receive an honorarium from PDSB, and to be reimbursed for out-of-pocket expenses as if they were Members, in accordance with the Act and any policies of the Board.

2.6 Director of Education

- 2.6.1 The Director of Education is appointed by the Board. The Director of Education is responsible for the day-to-day management and administration of all schools and departments and, within policies established by the Board, the development and maintenance of an effective organization and the programs required to implement such policies. The Director is authorized to recruit and to employ persons permanently within the limits of the Board's approved budget and is authorized to promote, demote, suspend, discipline and terminate the employment of employees. The Director may appoint employees to the Senior Leadership Team on acting or permanent basis. The Director may create positions of employment provided that the funding necessary for such positions is available in the budget. The Director is authorized to implement such changes to the organizational structure as in their opinion will improve its effectiveness or efficiency. The Director will keep the Board informed of the organizational structure and the membership of the Senior Leadership Team.
- 2.6.2 The Director serves as the Chief Education Officer, Chief Executive Officer and Secretary to the Board.
- 2.6.3 For the purposes of discharging their statutory responsibilities or exercising authority delegated to them, the Director is authorized to make a determination of the will of the Board and of the nature and extent of decisions and directions of the Board, which shall be deemed to be conclusive subject only to such clarification,

SECTION 2: ROLES AND RESPONSIBILITIES

revision or corrections as the Board shall itself express by means of direction or resolution.

- 2.6.4 The Director presides at the Inaugural Meeting until the Chair is elected.
- 2.6.5 As Secretary to the Board, the Director or Designate will:
- (a) Determine the times and location for the Meetings of the Board and Committees in conjunction with the Board of Trustees;
 - (b) Keep a full and correct set of Minutes of every Board Meeting (including Special Meetings of the Board), and ensure that the Minutes are approved by the Board and signed by the Chair or Presiding Officer for the PDSB's Official Record;
 - (c) Maintain the Board's complete Official Record, which includes minutes, agendas, reports and delegation submissions (where applicable) for all PDSB Public and Private Board, Special Board, Committee, Statutory and Advisory Committee meetings;
 - (d) Provide copies of any reports requested by the Ministry of Education;
 - (e) Give notice of all Meetings of the Board and Committees, including Statutory (where applicable) and Advisory Committees, to each of the Members and Student Trustees; and
 - (f) Call a Special Board Meeting on the request, in writing, of a majority of the Members.
- 2.6.6 The Director may delegate any power or duty that they are responsible to discharge to a Designate; however, the Director remains responsible to the Board regarding the exercise of the power or discharge of the duty, despite any delegation.
- 2.6.7 In addition to the duties assigned under the Act and this By-Law the Director or Designate, for the sole purpose of Section 7 of this By-Law, must:
- (a) Provide information to the Integrity Commissioner deemed necessary in order to conduct an inquiry of a complaint made in accordance with the Complaint Protocol for the Code of Conduct; and
 - (b) Provide the Integrity Commissioner with unrestricted access to all books, accounts, financial records and communications, files, papers, things or property belonging to or used by the PDSB that the Integrity Commissioner believes to be necessary for an inquiry of a complaint made in accordance with the Complaint Protocol for the Code of Conduct.

SECTION 3: INAUGURAL AND ORGANIZATIONAL MEETINGS

SECTION 3: INAUGURAL AND ORGANIZATIONAL MEETINGS

3.1 Scheduling of Inaugural Meeting

- 3.1.1 In the year of a regular election of the whole Board, the Inaugural Meeting will be held no later than seven days after the day on which the Term of Office of the Board commences.

3.2 Purpose of Inaugural Meeting

- 3.2.1 The purpose of the Inaugural Meeting will be:
- (a) To make and subscribe the Declaration for Members, as outlined in Section 209(1) of the Act;
 - (b) To provide members with an option to take and subscribe the Oath or Affirmation of Allegiance;
 - (c) To collect from each Member, a completed Trustee Diversity Self-Identification Form;
 - (d) To receive nominations and conduct the election for the Chair and Vice-Chair of the Board;
 - (e) To provide the newly elected Chair with an opportunity to deliver an Inaugural Address.

3.3 The Director as Presiding Officer

- 3.3.1 The Director will call the Inaugural Meeting to order and preside until the Chair of the Board is elected. In the absence of the Director, the Board shall designate the Presiding Officer, in accordance with the Act.

3.4 Election Process

- 3.4.1 The election process will be used to select a Member for each of the following positions of responsibility during the Inaugural and Organizational Meetings of the PDSB:
- (a) Chair and Vice-Chair of the Board;
 - (b) Chair and Vice-Chair of Board Standing Committees.
- 3.4.2 The election process for the PDSB will be as follows:
- (a) The Board's Internal Auditors will serve as scrutineers for all elections;
 - (b) The scrutineers will be responsible for distributing, collecting, counting and confirming voting results to the Presiding Officer, without disclosing the count, nor the order of the results;
 - (c) The Presiding Officer will call for nominations from Members for positions of responsibility described in Section 3.4.1;
 - (d) All nominations require a mover and a seconder;

SECTION 3: INAUGURAL AND ORGANIZATIONAL MEETINGS

- (e) Candidates may nominate themselves;
 - (f) Following a final call for nominations, the Presiding Officer will call for a motion to close nominations. The motion to close nominations requires a mover, a seconder and a Majority Vote;
 - (g) Where only one nomination is received for a position described in Section 3.4.1, the Presiding Officer will declare that Member acclaimed to the position;
 - (h) Where more than one nomination for any position is received and accepted, the election process will be conducted by secret ballot;
 - (i) Following the motion to close nominations, the Presiding Officer will invite nominees to speak, in the order of nomination, for up to five minutes regarding their candidacy;
 - (j) Nominees who have not already declared otherwise, may also decline a nomination at this time;
 - (k) The scrutineers will distribute ballots to the Members, and collect the ballots when completed by the Members;
 - (l) The scrutineers will withdraw from the meeting room to count the ballots or verify the votes if cast electronically, and will share the results with the Presiding Officer, who shall announce them to the Members;
 - (m) To be declared elected to any position, the winning candidate must receive a simple majority of ballots cast by Members;
 - (n) An incomplete ballot will be considered a spoiled ballot. The total number of votes required to determine a simple majority will be reduced by one for each spoiled ballot;
 - (o) Where a simple majority cannot be determined, the candidate with the least number of votes will be dropped from the ballot and voting will continue with the remaining candidates until a simple majority can be determined;
 - (p) In the case of multiple candidates and a two-way tie vote for last place, a drawing of lots will take place among the candidates who are tied. The name drawn is an affirmative vote in favour of the candidate and the candidate whose name is drawn will result in the candidate remaining on the ballot for the next vote;
 - (q) In the case of a three or four way tie, each name drawn will result in the candidate remaining on the ballot for the next vote;
 - (r) In the case of a tie vote with only two candidates remaining on the final ballot, one additional vote will be conducted before the drawing of lots, as outlined in the Act; and
 - (s) The Presiding Officer will announce the name of the newly elected position of responsibility following the final ballot or drawing of lots.
- 3.4.3 Following the election result for Board Chair, the newly elected Chair will preside at the Inaugural Meeting.
- 3.4.4 The Board Chair will conduct the elections for the Chair and Vice-Chair of Committees, except Statutory Committees, and Advisory Committees during the Board's Organizational Meeting, in accordance with the PDSB election process.

SECTION 3: INAUGURAL AND ORGANIZATIONAL MEETINGS

3.4.5 At the conclusion of the Inaugural and Organizational Meeting(s) the scrutineers will destroy all ballots.

3.4.6 The term of office of a Committee Chair and Vice-Chair will commence upon the date of their election and expire when their successor is elected, or upon completion of the Committee's mandate.

3.5 Board Room Seating

3.5.1 Seating at Board meetings shall be in alphabetical order of the members' surname, with the first Member seated to the left side of the Chair of the Board.

3.6 Scheduling of Organizational Meeting

3.6.1 The Organizational Meeting will be held annually in November.

3.7 Purpose of Organizational Meeting

3.7.1 The purpose of the Organizational Meeting will be:

- (a) To elect the Chair and Vice-Chair of the Board.
- (b) Every two years, to consider and approve the appointment of Members to the Board's Standing Committees being Governance and Policy; Student Learning, Well-Being and Equity; and Physical Planning, Finance and Building Committees, as recommended by the Chair and Vice-Chair of the Board. The motion to approve the appointment of Members to said Committees requires a two-thirds majority to pass.
- (c) Every two years, to receive nominations and elect Members to the position(s) of Chair and Vice-Chair of the Board's Standing Committees, as listed in paragraph 3.6.1(a) above. The election of the Chair and Vice-Chair of other Committees (defined in Section 1.7) will take place at the first meeting of the Committee following the Organizational Meeting, as applicable.
- (d) In preparing the recommendations to the Board for Committee membership, the Chair and Vice-Chair of the Board, in consultation with the Director of Education and the General Counsel & Governance Officer, shall apply the information contained in each Member's Trustee Diversity Self-Identification Form to ensure diversity in trustee composition of each Board Committee.
- (e) To consider and approve Statutory and Advisory Committee memberships (where applicable); and
- (f) To consider and approve the appointment of Members to represent the Board on external organizations.

SECTION 4: COMMITTEE MEETING STRUCTURE AND COMPOSITION

SECTION 4: COMMITTEE MEETING STRUCTURE AND COMPOSITION

4.1 Establishment of Committees

- 4.1.1 The Board will consider and approve the Board's Committee Meeting structure and composition every two years, in accordance with Section 3.7.1, or at any other time, as required, subject to applicable legislation.
- 4.1.2 The Board may establish by resolution any committee it deems appropriate, including but not limited to Standing, Statutory, Board Sub-Committees, Ad Hoc Trustee Committees, or Advisory Committees, subject to applicable legislation.
- 4.1.3 The Board must approve terms of reference for all Committees (defined in section 1.7), as well as Advisory Committees, which clearly outline the membership composition, including diversity of membership, where possible, reporting mechanisms and timelines, as well as renewal and dissolution provisions (where applicable). Where this By-law is found to be inconsistent with or contradict any legislation or regulation, the legislation or regulation will prevail.
- 4.1.4 The Board's Standing Committees, Board Sub-Committees and the Committee of the Whole may recommend the forming of an Ad Hoc Trustee Committee or Advisory Committee to the Board for approval, subject to the provisions in Section 4.4.4.

4.2 Dissolution of Committees

- 4.2.1 The Board may dissolve any Committee (defined in Section 1.7), or Advisory Committee at the Inaugural or Organizational Meeting, or by resolution at any other time as required, subject to Section 4.1.3, and applicable legislation.

4.3 Role of Committees

- 4.3.1 Committees, including Advisory Committees (defined in Section 1.7), are not decision-making bodies and may only make recommendations to the Board for consideration and final approval.

4.3.2 All Committees, including Advisory Committees, [are responsible for updating their own Terms of Reference.](#)

~~4.3.24.3.3~~ 4.3.3 All Committees, including Advisory Committees, where required by their Terms of Reference, are required to produce Minutes, which will be included in the Board's Official Record.

~~4.3.34.3.4~~ 4.3.4 Minutes or records of Statutory Committees will be kept in accordance with this By-law and legislation applicable to each committee, and will be included in the

SECTION 4: COMMITTEE MEETING STRUCTURE AND COMPOSITION

Board's Official Record. Where this By-law is found to be inconsistent with or contradict any legislation or regulation, the legislation or regulation will prevail.

4.4 Membership of Committees

- 4.4.1 Members may be elected or appointed to Committees, as well as Statutory and Advisory Committees, at Organizational Meeting(s), or as may be appointed by the Board (or Committee) from time-to-time as vacancies arise, or in accordance with legislation or regulation.
- 4.4.2 A Member whose term on a Committee, or Advisory Committee, as provided for by the Governance Directives, has expired may be re-appointed to a subsequent term by the Board at the Inaugural or Organizational Meeting(s). Where this By-law is found to be inconsistent with or contradict any legislation or regulation, the legislation or regulation will prevail.
- 4.4.3 Student Trustees may attend and participate in Committee Meetings, subject to provisions contained in the Act.
- 4.4.4 The membership of an Advisory Committee or Ad Hoc Trustee Committee will be a) determined by the Board, or b) approved by the Board upon recommendation from a Standing Committee, Committee of the Whole, or Board Sub-Committee.
- 4.4.5 The Board may appoint Trustees to serve on other agencies, boards and commissions, including those external to the PDSB, at the Organizational Meeting, or as it deems necessary or when requested, if supported by the Board and consistent with legislation.
- 4.4.6 Trustee who is not a Member or an Ex-Officio Member of a ~~Standing~~ Committee cannot move a motion, vote or be counted towards Quorum, but may attend the Meeting and speak to a motion under consideration by the Committee.

4.5 Committee Meeting Attendance and Vacancies

- 4.5.1 At a Committee, with the exception of Committee of the Whole, a Trustee loses their Committee membership if they are absent, without authorization of the Committee, from three (3) consecutive regular Committee Meetings unless schools are closed as described in Section 5.11.2. Where this By-law is found to be inconsistent with or contradict any legislation or regulation, the legislation or regulation will prevail.
- 4.5.2 A Committee vacancy will be reported to the Board in the next Committee report (minutes).
- 4.5.3 The Board will appoint a Member, where possible, and in accordance with legislation or regulation, to fill a Committee vacancy that occurs for any reason.

SECTION 4: COMMITTEE MEETING STRUCTURE AND COMPOSITION

4.6 Committee of the Whole

- 4.6.1 Committee of the Whole will be composed of all Members with full participation and voting privileges, as outlined in the Act. Student Trustees may also attend and participate, in accordance with legislation and regulation.
- 4.6.2 Quorum for Committee of the Whole will be seven (7) Members.
- 4.6.3 The Board may convene a Committee of the Whole Meeting (Public or Private Session) to consider matters which require more informal and detailed discussion by all Members and Student Trustees, as applicable:
 - (a) at any time, in accordance with the notice provisions in Section 5.16;
 - (b) at any time during a regularly scheduled Board Meeting, upon a Majority Vote by the Members; and
 - (c) in accordance with the Governance Directive, Delegations.
- 4.6.4 The Presiding Officer for Committee of the Whole Meetings (Public and Private Sessions) will be the Board Vice-Chair. The Vice-Chair of the Committee of the Whole Meetings (Public and Private Sessions) will be the Board Chair.

4.7 Standing Committees

- 4.7.1 In accordance with Sections 4.1 - 4.4 inclusive, the Board may establish Standing Committees to consider matters related to education, finance, policy, and property as cited in the Act.
- 4.7.2 The Board's Standing Committees are as follows:
 - (a) Physical Planning, Finance and Building Committee;
 - (b) Governance and Policy Committee; and
 - (c) [Curriculum, Equity and Student Well-Being](#) Committee.
- 4.7.3 Each Member will be appointed to at least one (1) Standing Committee, subject to the provisions in Section 4.7.4.
- 4.7.4 The Chair of the Board (or in the absence of the Chair, the Vice-Chair) will be Ex-Officio Member of each Standing Committee of which they are not a permanent member (as described in Section 4.7.3).
- 4.7.5 The terms of reference for the Board's Standing Committees are outlined in the Board's Governance Directives.

SECTION 4: COMMITTEE MEETING STRUCTURE AND COMPOSITION

4.8 Statutory Committees

- 4.8.1 Statutory Committees are governed by applicable legislation. General information about the Board's Statutory Committees can be found in the Board's Governance Directives.
- 4.8.2 The Board will establish the following Statutory Committees, as prescribed by the Act:
- (a) Audit Committee (Ontario Regulation 361/10);
 - (b) Parent Involvement Committee (Ontario Regulation 612/00);
 - (c) Special Education Advisory Committee (Ontario Regulation 464/97);
 - (d) Supervised Alternative Learning Committee (Ontario Regulation 374/10); and
 - (e) Board Discipline Committee (*Education Act*, s.309 (12), and s.311.3 (9)).

4.9 Ad Hoc Trustee Committees

- 4.9.1 In accordance with Sections 4.1 - 4.4 inclusive, the Board may establish an Ad Hoc Trustee Committee to undertake a specific task regarding any matter within the Board's jurisdiction under the Act that requires in-depth study on a specific issue.
- 4.9.2 The Board, when establishing an Ad Hoc Trustee Committee, will approve the terms of reference, membership composition, reporting mechanisms and timelines, as well as renewal and dissolution provisions (where applicable).
- 4.9.3 The Ad Hoc Trustee Committee will make recommendations regarding its responsibilities to the Board, or through a Standing Committee to the Board, for approval as outlined in the Ad Hoc Trustee Committee's terms of reference.
- 4.9.4 The term of an Ad Hoc Trustee Committee will expire upon completion of its mandate, via Board motion or when a new committee is constituted at an Organizational Meeting, unless otherwise decided by the Board.

4.10 Board Sub-Committees

- 4.10.1 In accordance with Sections 4.1 - 4.4 inclusive, the Board may establish a Sub-Committee to make recommendations to the Board or a Standing Committee on any matter within the Board's jurisdiction under the Act. The current Board Sub-Committees include: the Budget Development Committee, and the Negotiations Advisory Committee.
- 4.10.2 The terms of reference, membership, composition, reporting mechanisms, as well as renewal and dissolution provisions (where applicable), for Board Sub-Committees are outlined in the Board's Governance Directives.

SECTION 4: COMMITTEE MEETING STRUCTURE AND COMPOSITION

The term of a Board Sub-Committee will expire when a new committee is constituted at an Organizational Meeting, unless otherwise decided by a Board motion.

4.11 Advisory Committees

- 4.11.1 The Board may establish Advisory Committees to provide community advice on specified areas of PDSB policy, as well as on educational issues of community interest or as required by legislation or regulation.
- 4.11.2 In accordance with Sections 4.1 - 4.4 inclusive, the establishment of an Advisory Committee will be approved by the Board and will prescribe the terms of reference, membership, composition, reporting mechanisms, as well as renewal and dissolution provisions (where applicable).
- 4.11.3 The Board may appoint Trustees, Student Trustees and community members to an Advisory Committee, subject to the particular committee's terms of reference and any governing legislation.

SECTION 5: BOARD AND COMMITTEE MEETING RULES AND PARLIAMENTARY PROCEDURE

SECTION 5: BOARD AND COMMITTEE MEETING RULES AND PARLIAMENTARY PROCEDURE

Board and Committee Meeting Rules

5.1 Scheduling a Meeting

- 5.1.1 A Meeting of a Quorum of Members whether held electronically or in person to materially advance the business of the PDSB is prohibited, unless proper notice and an Agenda are given and published in accordance with this By-Law. Meetings can never be held by email, text or other written medium.
- 5.1.2 The scheduling of all Board, and Committee meetings are subject to the PDSB process for the identification of Days of Significance. Meetings that fall on a Statutory Holiday or Day of Significance will be held at another time.
- 5.1.3 Board Meetings (Open Session) will generally be held on the fourth or last Wednesday of the month, beginning at 7:00 p.m., unless otherwise indicated in the Board's Annual Schedule of Meetings, or ordered by special motion of the Board, or as determined by the Chair of the Board in consultation with the Director of Education. Board Meetings (Closed Session) will generally be held on the fourth or last Wednesday of the month, beginning at 6:30 p.m., unless otherwise indicated in the Board's Annual Schedule of Meetings, or ordered by special motion of the Board, or as determined by the Chair of the Board (or the Vice-Chair in the absence of the Chair) in consultation with the Director or designate. If there are no items for the Closed Session agenda, the meeting will be cancelled by the Chair of the Board (or Vice-chair in the absence of the Chair) in consultation with the Director or designate. Public notice of all meetings not shown on the schedule of regular meetings shall be given by posting on the PDSB website a notice of the meeting in a form sufficient to indicate the date, time and location of the meeting and the nature of the matters to be considered, at least five (5) days before the meeting is to be held.
- 5.1.4 Subject to Section 5.1.3, Standing Committee Meetings will usually be held on Wednesdays at 5:30 p.m. when Board Meetings are not being held, unless otherwise ordered by special motion of the Board or called by the Chair of the Committee (or Vice-Chair in the absence of the Chair) in consultation with the Chair of the Board (or Vice-Chair in the absence of the Chair) and the Director or designate. Public notice of all meetings not shown on the schedule of regular meetings shall be given by posting on the PDSB website a notice of the meeting in a form sufficient to indicate the date, time and location of the meeting and the nature of the matters to be considered, at least five (5) days before the meeting is to be held.
- 5.1.5 Special Meetings of the Board and its Committees may be scheduled from time-to-time, in accordance with Section 5.7 of this By-Law.

SECTION 5: BOARD AND COMMITTEE MEETING RULES AND PARLIAMENTARY PROCEDURE

- 5.1.6 Ad Hoc Trustee Committees and Advisory Committees will meet when required and at the call of the respective Committee Chair, in consultation with the Chair of the Board (or Vice-Chair in the absence of the Chair), the Director or designate and/or the Supervisory Officer assigned to support the Committee.

5.2 Cancelling a Meeting

- 5.2.1 The Chair (or Vice-Chair in the Chair's absence) may cancel or reschedule a Board Meeting in consultation with the Director or designate. Reasons to cancel or reschedule a Board meeting may include:
- (a) insufficient business to be conducted;
 - (b) lack of Quorum;
 - (c) an unforeseen event; or
 - (d) if all the schools of the PDSB are closed in accordance with s. 7 (1) of Regulation 463/97.
- 5.2.2 The Chair (or Vice-Chair in the Chair's absence) may cancel or reschedule a Committee Meeting in consultation with the Director or designate and/or the Supervisory Officer assigned to support the Committee.

5.3 Open (Public) Sessions

- 5.3.1 Members of the public are welcome to physically or virtually attend, as observers, any public session of Board or Committee Meetings, as well as Advisory and Statutory Committee meetings, as permitted in law and so long as the meetings are not declared to be a fully virtual meeting with no physical attendance permitted. Members of the public are not permitted to speak or ask questions during any Meeting except if permitted by the terms of reference of a Committee or if the member of the public has submitted a request to delegate in accordance with the Governance Directive – Public Participation and Delegation.
- 5.3.2 The Board or Committee will pass a motion in order to convene into Closed (Private) Session (section 5.4).
- 5.3.3 No person will be excluded from a Meeting that is open to the public except for: a) improper conduct in accordance with section 207(3) of the Act; b) as required pursuant to a sanction under the Trustee Code of Conduct; or c) as otherwise required by law.
- 5.3.4 No person will engage in improper conduct which includes conduct that is negative, critical, or derogatory towards any other person, use offensive words or unparliamentary language; speak on any subject other than the subject in debate; disobey these rules or a decision of the Presiding Officer on questions of order or practice or upon the interpretation of these rules; or engage in any behaviour that is disruptive to the Meeting. Where a member of the public, a Trustee or a Student

SECTION 5: BOARD AND COMMITTEE MEETING RULES AND PARLIAMENTARY PROCEDURE

Trustee engages in such improper conduct, the Chair may advise the person to cease such behaviour, warn the person, request an apology or withdrawal of a remark made, call the person to order, by which the person shall not speak further until recognized by the Presiding Officer, or the person may be required to leave the Meeting.

5.4 Closed (Private) Sessions

- 5.4.1 The Board will ensure the security and confidentiality of proceedings held during Closed (Private) Sessions, including when using electronic participation, in accordance with the Act.
- 5.4.2 At the appropriate time during a Board or Committee Meeting, a Member may move a motion to convene a portion of the meeting in Closed (Private) Session. The matter under consideration must be consistent with sections 207(2), 207(2.1), or 218.3(10) of the Act which permits Closed (Private) Sessions when the subject-matter involves:
- (a) The security or property of the PDSB;
 - (b) The disclosure of intimate, personal or financial information in respect of a member of the Board of Trustees, or a member of a Statutory or Advisory Committee, a current or prospective employee, a student, parent or guardian of the student;
 - (c) Acquisition or disposal of a school site;
 - (d) Decisions in respect of negotiations with employees of the PDSB;
 - (e) Litigation affecting the PDSB; or
 - (f) An ongoing investigation under the Ombudsman respecting the PDSB.
- 5.4.3 Any recommendations considered by the Members in a Closed (Private) Session, will be reported to the Board in an Open (Public) Session. A motion to Rise and Report will include the recommendations or, in some cases, a brief description of the nature of the recommendation(s) to be reported in Public Session. Discussion, opinions, and reports which are not specified in the Motion to Rise and Report will remain confidential.
- 5.4.4 The motion to Rise and Report will usually take place at a Public Board Meeting held on the same date as a Closed (Private) Session. In exceptional circumstances, the motion to Rise and Report may occur at a Board Meeting held on a later date, pending the conclusion of a matter of business or other legal considerations.
- 5.4.5 Recommendations made in any Board or Committee Meeting in Closed (Private) Session will not come into effect until approved at a Board Meeting (Open Session).
- 5.4.6 The Director or designate will maintain a complete set of Minutes during Closed (Private) Session(s), including recorded votes and declarations for the Board's Conflict of Interest Registry, where applicable.

SECTION 5: BOARD AND COMMITTEE MEETING RULES AND PARLIAMENTARY PROCEDURE

- 5.4.7 Minutes and reports from all Closed (Private) Sessions will be included in the Board's Official Record and remain confidential.

5.5 Attendees at a Closed (Private) Session

- 5.5.1 Members of the public will be required to leave the meeting room, physically or virtually, before a Closed (Private) Session commences.
- 5.5.2 A Trustee or Student Trustee who declares a conflict of interest must withdraw from the Closed (Private) Session and leave the meeting room or otherwise disconnect from electronic participation for the entire discussion of the matter about which they have declared a conflict.
- 5.5.3 Sessions closed to the public may have individuals in attendance other than Trustees (e.g., PDSB senior staff as determined by the Director or Designate, or delegates who have permission from the Presiding Officer and the Director or Designate to speak on a matter as described under Section 5.4 of this By-Law) in accordance with the Act.
- 5.5.4 Student Trustees may attend Closed (Private) Sessions, except when discussion of a matter gives rise to conflict of interest (declared by the Student Trustee) or when matters under consideration include the disclosure of intimate, personal or financial information with respect to a Member, a committee member, an employee or prospective employee of the Board, a student or their parent or guardian.
- 5.5.5 The Director or Designate will be present in all Closed (Private) Sessions, except when the topic is the recruitment, hiring, termination or performance review of the Director. In the absence of the Director or Designate or the Official Recording Secretary during a Closed (Private) Session, the Presiding Officer shall appoint any Member or other staff person to act as Secretary for that Meeting, in accordance with the Act.

5.6 Confidential Information

- 5.6.1 Matters discussed in Private Session must not be communicated to any person not Present at the Private Session, except to a PDSB Trustee or Student Trustee, if said PDSB Trustee or Student Trustee would have been permitted in the Closed Session, unless required by law or as necessary to seek legal advice. Deliberations may never be disclosed, even when the motion is made public.
- 5.6.2 Trustees and Student Trustees are required to maintain strict confidentiality around any issue that is dealt with in Closed (Private) Sessions even after they no longer hold the office, and are bound by the confidentiality and protection of privacy provisions under the Act and the *Municipal Freedom of Information and Protection of Privacy Act* and the Trustee Code of Conduct

SECTION 5: BOARD AND COMMITTEE MEETING RULES AND PARLIAMENTARY PROCEDURE

5.7 Special Board and Committee Meetings

- 5.7.1 The Board may hold Special Meetings of the Board from time-to-time to consider time-sensitive or Emergency Business matters, if called by the Board Chair (or Vice-Chair in the Chair's absence), in consultation with the Director or Designate.
- 5.7.2 Committee of the Whole and Standing Committees may hold a Special Meeting from time to time to consider time-sensitive or Emergency Business matters, if called by the Committee Chair (or Committee Vice-Chair in their absence), in consultation with the Board Chair and the Director or Designate.

5.8 Notice of Special Meeting and Agenda

- 5.8.1 The Director or Designate will notify all Members and Student Trustees, as applicable, in writing (or via e-mail communication) of a Special Meeting at least twenty-four (24) hours in advance of the Meeting and will include the Agenda for the Meeting with the notice.
- 5.8.2 Notice of a Special Meeting and the Agenda will be published on the PDSB's public website at least twenty-four (24) hours in advance of the Meeting.
- 5.8.3 The Agenda for a Special Meeting will include only the time-sensitive or Emergency Business item(s) for which it was called, including a brief statement of the item(s) to be considered at the Meeting, including related materials when available, and indicating whether any part of the Meeting should be held in Public or in Private Session.
- 5.8.4 A matter that is not included on the Special Meeting Agenda cannot be considered, unless it also qualifies as Emergency Business and a Two-Thirds Majority of the Members Present and voting at the Meeting wish to consider the matter.
- 5.8.5 The lack of receipt of a notice of, or an agenda for, a Meeting to deal with Emergency Business by any Member shall not affect the validity of the Meeting or any action taken at such Meeting.

5.9 Board and Committee Meeting Minutes

- 5.9.1 The Director or Designate will maintain a complete set of Minutes (Open and Closed Session) for all Board Meetings, including Special Meetings of the Board, which includes the following information:
 - (a) Trustee attendance, including specific notations when a Member joins a Meeting while in progress or permanently withdraws from a Meeting prior to adjournment;
 - (b) Amendments to the Agenda (if any), in accordance with Section 5.19.1;

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- (c) A brief summary of the discussion/rationale regarding Agenda Items (including oral and written reports);
- (d) Motions and related amendments;
- (e) Recorded Votes; where applicable; and
- (f) Declarations for inclusion in the Conflict of Interest Registry, (where applicable).

5.9.2 The Director or Designate will maintain a complete set of Minutes (Open and Closed Session) for all Committees, including Advisory Committees. Minutes or records of Statutory Committee meetings will be kept in accordance with this By-law and legislation applicable to each committee.

- (a) Trustee Attendance;
- (b) Attendance of other members of Statutory, Sub-Committees and Advisory Committees, where applicable;
- (c) Amendments to the Agenda (if any);
- (d) A brief summary of the discussion/rationale regarding Agenda Items;
- (e) Motions and related Amendments, where applicable, for the Board's consideration; and
- (f) Declarations for inclusion in the Conflict of Interest Registry, (where applicable).

5.9.3 At each Board Meeting the Director or Designate will present:

- (a) Minutes of the previous Board Meetings (including Special Meetings of the Board), for the Board's approval;
- (b) Committee, Statutory (as applicable) or Advisory Committee Minutes for information; ~~and~~
- (c) Where applicable, Committee, Statutory or Advisory Committee recommendations for the Board's consideration;

5.9.4 At each Committee Meeting where previous meeting minutes are presented:

- (a) The previous meeting minutes may be moved by a member of the committee that was present at the meeting for which the minutes are being approved; and
- (b) Where, if at the first meeting of a new school term, no current committee member was present at the previous meeting, any member of the committee may move or second the previous meeting minutes regardless of presence at the previous meeting.

5.10 Recording of Meetings

5.10.1 Open Session Meetings of the Board and Committees shall be recorded where possible and practical to do so.

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5.10.2 Recordings shall be posted on the Peel District School Board website.

5.11 Board Meeting Attendance and Vacancies

5.11.1 In accordance with subsection 228 (1) of the Act, a Trustee vacates their seat if:

- (a) Subject to Section 5.11.1(b) below, the Trustee is not physically Present in the meeting room of the PDSB for at least three (3) regular Board Meetings during each 12-month period beginning November 15, 2022.
- (b) The Trustee was elected or appointed to fill a vacancy on the Board and the Trustee was not physically Present in the meeting room of the PDSB for at least one regular Board Meeting for each period of four full calendar months that occurs during the following periods:
 - (i) If the Trustee was elected or appointed earlier than November 30, 2021, the period beginning on the day the Trustee is elected or appointed and ending the following November 30;
 - (ii) If the Trustee was elected or appointed on or after November 30, 2021, the period beginning on the day the Trustee is elected or appointed and ending the following November 14;
- (c) The Trustee absents himself or herself without being authorized by resolution of the Board entered in the Minutes, from three (3) consecutive regular Board Meetings. This requirement does not apply to a Trustee of the PDSB who is absent for twenty (20) consecutive weeks or less if the absence is a result of the Trustee's pregnancy, the birth of the Trustee's child or the adoption of a child by the Trustee.

5.11.2 Sections 5.11.1(a) and 5.11.1(b) do not apply for a period described therein if all schools of the PDSB are closed for a total of two or more months during those periods pursuant to an order made as described in Ontario Regulation 463/97 under the Act.

5.11.3 When a seat becomes vacant under the terms of section 228(1) of the Act, the provisions of the Act will apply with respect to filling such vacancy.

5.12 Electronic Participation

5.12.1 Except as provided below, PDSB will provide an opportunity to Members, ~~and~~ Student Trustees, and public members when requested by any one of them to participate electronically in any Board and Committee Meetings in accordance with the provisions of the Act and, in particular, Ontario Regulation 463/97 – Electronic Meetings. The electronic means shall be provided in such a way that the rules governing conflict of interest of Members, Student Trustees, and public members

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- ~~Members and Student Trustees~~ are complied with as well as closed session confidentiality and security can be maintained.
- 5.12.2 The Board may refuse to provide a [Members, Student Trustees, and public members](#) ~~Member or Student Trustee~~ with electronic means of participation in Meetings, where to do so is necessary to ensure;
- (a) the security and confidentiality of proceedings that are closed to the public and/or Student Trustees, or
 - (b) compliance with the rules governing conflict of interest of [Members and Student Trustees](#). ~~Members and Student Trustees.~~
- 5.12.3 [Members, Student Trustees, and public members](#) ~~Members and Student Trustees~~ attending the Meeting electronically must advise the Presiding Officer when joining a Meeting to be deemed Present at a Meeting.
- 5.12.4 [Members, Student Trustees, and public members](#) ~~Members and Student Trustees~~ who leave a Meeting, whether temporarily or permanently, before the Meeting is declared adjourned by the Presiding Officer will advise the Presiding Officer and the Official Recording Secretary.
- 5.12.5 Subject to Section 5.12.7, and in accordance with Regulation 463/97, at every Board Meeting (including Special Meetings of the Board) or Committee of the Whole Meeting, the following persons must be physically Present in the meeting room of the PDSB unless all schools of the PDSB are closed, as described in s. 7 of Regulation 463/97, or as otherwise provided by legislation or regulation:
- (a) The Chair or designate;
 - (b) At least one additional Member of the Board; and
 - (c) The Director of Education or Designate.
- 5.12.6 Subject to Section 5.12.7, and in accordance with Regulation 463/87, at every committee meeting, except Committee of the Whole Meetings, the following persons must be physically Present in the meeting room of the PDSB unless all schools of the PDSB are closed, as described in s. 7 of Regulation 463/97 or unless otherwise provided by legislation or regulation:
- (a) The committee chair or designate; unless the committee chair participates electronically pursuant to Section 5.12.7, then one additional member of the committee must be present; and
 - (b) The Director of Education or Designate.
- 5.12.7 Notwithstanding Sections 5.12.5, the Chair, Committee Chair or their designates may preside over a Meeting by electronic means when:

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- (a) weather conditions do not allow the Presiding Officer to travel to the meeting location safely; or
 - (b) the Presiding Officer cannot be physically Present at the meeting for health reasons.
- 5.12.8 Notwithstanding Section 5.12.7, the Chair, or their designate must be physically Present at a meeting for at least half of the regular Board Meetings in a twelve (12) month period (beginning December 1 in each year until 2022 and beginning November 15th thereafter), unless all schools of the PDSB are closed, as described in s. 7 of Regulation 463/97 or unless otherwise provided by legislation or regulation.
- 5.12.9 [Members, Student Trustees, and public members](#) ~~All Members or Student Trustees~~ participating via electronic means who are not speaking must turn off the microphone on their device. Members and Student Trustees attending in person or via electronic means will make every effort to avoid disrupting a meeting by turning personal and electronic devices to a non-audible function, reducing all background noise and refraining from private conversations.

Note: Sections 5.12.6, 5.12.7 and 5.12.9 are not applicable until November 15, 2022, regardless of whether schools are closed pursuant to s.7 of Ontario Regulation 463/97 (as amended, June 7, 2021).

5.13 Presiding Officer

- 5.13.1 The Chair (or Vice-Chair in their absence) or Committee Chair (or Committee Vice-Chair) will act as the Presiding Officer at a Meeting of the Board or Committee, as the case may be.
- 5.13.2 If the Presiding Officer is not present within ten minutes after the start time shown in the Meeting Agenda, the Board or Committee will appoint another Member to preside in the interim.
- [5.13.3](#) No Member of the Board or a Committee will preside at a Meeting during the consideration of a motion when that Member has declared a conflict of interest.

[5.13.4 A Presiding Officer may not Move a Motion while presiding over a Board or Committee meeting.](#)

5.14 Quorum

- 5.14.1 There must be a Quorum throughout every Board and Committee Meeting in order for the Board to conduct business.

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- 5.14.2 Where a Member is participating electronically, their attendance will be included for Quorum as long as they remain Present and electronically connected to the Meeting.
- 5.14.3 If a Quorum is Present, a Meeting will commence within fifteen (15) minutes of the Meeting start time as shown in the Agenda.
- 5.14.4 If a Quorum is not Present within fifteen (15) minutes after the start time shown in the Meeting Agenda, the names of the Members Present will be recorded and the Members will be discharged.
- 5.14.5 At a Board or Committee Meeting, if a Quorum is lost during the course of the Meeting, the Meeting will be deemed to stand in recess. If Quorum cannot be re-established within fifteen (15) minutes of the recess due to a loss of Quorum, the Meeting will stand adjourned. If a Board or Committee meeting stands adjourned for lack of quorum, the business on the agenda for that meeting which was not dealt with at that meeting shall be placed on the agenda for the next regular meeting of that body or on an agenda of a Special Meeting called for the purpose of completing the unfinished agenda.
- 5.14.6 Where no quorum is present, the Director or designate shall prepare a report to the Board or Committee which shall record the place, date and time of meeting; the name of the Presiding Officer; and, the record of attendance of the Members and senior staff present.
- 5.14.7 An Ex-Officio Member will be counted towards Quorum at a Committee Meeting.

5.15 Acknowledgement of Traditional Lands

- 5.15.1 All Board and Committee Meetings will include an acknowledgement of the Traditional Territories/Ancstral Lands of Indigenous peoples recited by the Presiding Officer or their delegate.

5.16 Board and Committee Meeting Agendas and Notice Requirements

- 5.16.1 The Agenda(s) for a Board Meeting, Special Meeting of the Board and a Committee of the Whole Meeting (Public or Private Session) will be determined by the Board Chair in consultation with the Director or Designate.
- 5.16.2 The Agenda for a Standing Committee Meeting (Public or Private Session) will be determined in accordance with Section 5.18.2, by the Standing Committee Chair, in consultation with the Board Chair and the Supervisory Officer assigned to support the Committee's work.
- 5.16.3 The Agenda for Board Sub-Committees and Ad Hoc Trustee Committee Meetings (defined in Section 1.7), including Public or Private Session, will be determined by

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the Committee Chair, in conjunction with the Supervisory Officer (or designate) assigned to support the Committee's work.

- 5.16.4 The Director or Designate will provide Members and Student Trustees with notice of all Board and Committee Meetings (excluding Special Meetings), including the Agenda, five calendar days (120 hours) prior to the Meeting. (Notice would be received on a Friday preceding a Meeting to be held the following Wednesday, for example). Statutory holidays will not affect this requirement. All notices, information and materials delivered to the electronic mail address of Members and Student Trustees shall be deemed to have been received once sent.
- 5.16.5 Materials related to items on the Agenda shall be delivered with the Agenda. If the materials are not available to be delivered with the Agenda, they are to be delivered not less than 48 hours prior to the time appointed for holding of a Meeting. Any materials received less than 48 hours prior to a Meeting will be added to the agenda for the next appropriate Meeting unless there is a motion to deal with the matter at the Meeting. Staff will be given an opportunity to explain the need to have the item dealt with at the particular meeting and the impacts if the matter is put to the next appropriate Meeting. This section does not apply to emergency business, materials for Special Meetings or administrative matters such as Human Resources matters, Principal/Vice-Principal appointments, etc.
- 5.16.6 The electronic mail address described in Section 5.16.4 is deemed to be the official PDSB electronic mail address provided to the Member or Student Trustee for the sole purpose of fulfilling their duties under the Act.
- 5.16.7 Any official Board materials/information delivered to a Member's home shall be deemed to have been received when delivered to the address provided to the Secretary to the Board by the Member upon being elected and updated by the Member in the event of there being a new home address. Student Trustees will provide the Secretary to the Board with an official home address upon their appointment to the position and will notify the Secretary to the Board, in writing, of any changes to their official home address.
- 5.16.8 Notice of Board and Committee Meetings and Agendas will be published on the PDSB's public website in accordance with the timelines prescribed in Section 5.16.4.

5.17 Regular Board Meeting – Order of Business

- 5.17.1 Matters will generally be considered in the order shown in the agenda. The final agenda will be approved at the meeting by a Majority Vote, subject to the provisions in Section 5.19.1. The order of the agenda can be changed at the Meeting at the direction of the Presiding Officer and no vote shall be necessary for the giving of such direction.
- 5.17.2 At a regular Board meeting, the following is the typical Order of Business:

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- (a) Call to Order
- (b) Motion to Convene into Closed Session if applicable
- (c) National Anthem and Acknowledgement of Traditional Lands
- (d) Rise and Report from Closed Session if applicable
- (e) Approval of the Agenda
- (f) Declarations of Conflict of Interest
- (g) Celebrating Board Activities
- (h) Staff Recognition
- (i) Board Chair's Announcements
- (j) Report from Student Trustees
- (k) Reports from Trustees Appointed to External Organizations
- (l) Director's Leadership Report
- (m) Consent Agenda (Matters to be Decided Without Discussion)
- (n) Approval of Minutes from Previous Board and Special Board Meeting(s)
- (o) Receipt of Committee Minutes and Consideration of Motions
- (p) Receipt of Statutory Committee Minutes and Consideration of Motions
- (q) Receipt of Advisory Committee Minutes and Consideration of Motions
- (r) Communications/Correspondence/Petitions
- (s) Staff Reports
- (t) Trustee Motions for Consideration (Introduced at a Previous Meeting)
- (u) Trustee Notices of Motion (Discussion for Next Meeting)
- (v) Adjournment

5.18 Regular Standing Committee Meeting - Order of Business

5.18.1 Matters will generally be considered in the order shown in the agenda. The final agenda will be approved at the meeting by a Majority Vote, subject to the provisions in Section 5.19.1. The order of the agenda can be changed at the Meeting at the direction of the Presiding Officer and no vote shall be necessary for the giving of such direction.

5.18.2 At a regular Standing Committee Meeting, the following is the typical Order of Business:

- (a) Call to Order
- (b) Acknowledgement of Traditional Lands
- (c) Approval of the Agenda
- (d) Declarations of Possible Conflict of Interest
- (e) Approval of Minutes from Previous Meeting
- (f) Delegations
- (g) Staff Reports
- (h) Communications/Correspondence/Petitions
- (i) Trustee Motions for Consideration (Introduced at a Previous Meeting)
- (j) Trustee Notices of Motion (Discussion for Next Meeting)
- (k) Adjournment

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5.19 Agenda Amendments at Board and Committee Meetings

- 5.19.1 Agendas for a Board or Committee Meeting may not be amended at the Meeting, or after the notice of the Meeting and Agenda has been circulated to Members, unless the item qualifies as time sensitive or Emergency Business (defined in section 1.7) and the amendment to the Agenda is confirmed by a Two-Thirds Majority Vote.

5.20 Consent Agenda (Board Meeting Only)

- 5.20.1 The Consent Agenda consists of routine agenda items that were discussed and voted on previously at a Committee that may be presented together and adopted at once by the Members without further debate.
- 5.20.2 The Consent Agenda will be prepared for Board Meetings as part of Agenda development by the Board and Agenda Review Committee.
- 5.20.3 If a Member or Student Trustee requests a separate discussion on a motion in the Consent Agenda at the time of the Board Meeting, the matter will be removed from the Consent Agenda without requiring a vote.

Board and Committee Meeting Parliamentary Procedure

5.21 Conduct and Debate

- 5.21.1 The Presiding Officer will maintain a list of Members and Student Trustees who wish to speak to a motion and will control who speaks and when, in accordance with this By-Law and Rules of Order.
- 5.21.2 The Presiding Officer will recognize a Member or Student Trustee to speak by referring to them as Trustee [last name] or Student Trustee [last name] and indicating that the Member or Student Trustee has the floor. A Member or Student Trustee may not speak to a motion until recognized by the Presiding Officer.
- 5.21.3 Members, Student Trustees and any other participants in a Meeting will address their comments through the Presiding Officer.
- 5.21.4 Members and Student Trustees will confine their comments to the merits of the motion being considered.
- 5.21.5 The Presiding Officer may rule a question out of order if a Member or Student Trustee has already asked substantially the same question in another form.
- 5.21.6 The Presiding Officer is entitled to move or second a motion, but only once they have relinquished or passed the role of Presiding Officer to another Member. Should the Presiding Officer move a motion, having relinquished their role as Presiding Officer, they may not preside over the Meeting again until the motion has been dealt with.

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5.21.7 At any time before a motion is put to a vote, a Member or Student Trustee may request that the motion be read aloud.

5.21.8 Once the Presiding Officer calls for the vote on the motion, there shall be no further discussion.

5.21.9 The Presiding Officer shall maintain order at Board and Committee meetings. Any person, including Board and Committee members, deemed to be conducting themselves improperly, including but not limited to actively disrupting meetings or using disrespectful language, may be expelled or excluded from the Meeting.

5.21.10 Members of the public are prohibited from bringing signs and/or banners affixed to poles, large banners, flags and/or bull horns and/or any other disruptive materials/props to Board and Committee meetings. The presiding officer's ruling on whether such signs, banners, flags, bull horns and/or other materials/props are disruptive is final. If such materials are brought to a Meeting, they shall be immediately removed.

5.21.11 Access to the Board Room Floor: No members of the public or anyone other than Members of the Board and board staff, shall be permitted on the Board Room floor during Board or Committee meetings, except at the discretion of the Chair or Governance Officer. Anyone on the Board Room floor inappropriately may be asked to leave the floor and if they do not, they may be expelled from the Board Room.

5.22 Speaking Time

5.22.1 At Board Meetings, a Member or Student Trustee may speak only once to each motion for up to five (5) minutes. The mover of the motion may speak a second time for up to three (3) additional minutes to conclude debate after all other Members and Student Trustees have had an opportunity to speak to the motion.

5.22.2 At Committee Meetings, Members or Student Trustees may speak an unlimited number of times to each motion for up to five (5) minutes each time they are recognized by the Presiding Officer. The Presiding Officer may refuse to recognize a Member or Student Member if, after speaking more than two times to the same motion, the Member or Student Member has no new or not previously mentioned information or position to share. A Member who moves a motion, may speak last and for up to three (3) additional minutes to conclude debate after all other Members and Student Trustees have had an opportunity to speak to the motion.

5.23 Ending Debate

5.23.1 At Board Meetings, a Member may request (or a Student Trustee may suggest) that debate be concluded by making a motion to Call the Previous Question.

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- 5.23.2 A motion to Call the Previous Question is not debatable so no Member or Student Trustee may speak to a motion to Call the Previous Question, except reasons for moving the motion may be given.
- 5.23.3 A motion to Call the Previous Question cannot be amended.
- 5.23.4 A motion to Call the Previous Question cannot be moved on a main motion when there is an amendment to that motion under consideration.
- 5.23.5 A motion to Call the Previous Question shall preclude all further amendments of the main motion.
- 5.23.6 A motion to Call the Previous Question cannot be moved by the last Member to debate the motion.
- 5.23.7 A motion to Call the Previous Question will be decided by a Two-Thirds Majority Vote.
- 5.23.8 If a motion to Call the Previous Question is supported by a Two-Thirds Majority Vote, no further debate can take place and the Presiding Officer will immediately put the pending motion to a vote.

~~5.23.9 At Committee of the Whole and Standing Committee Meetings, a Member may request (or a Student Trustee may suggest) that debate be concluded by making a motion to Call the Previous Question, but only after all Members of the Committee and Student Trustees who are entitled to speak have had an opportunity to speak at least once.~~

5.24 Voting

- 5.24.1 A Member who is Present at a Meeting is entitled to vote once on each motion under consideration, unless disqualified from voting. A Member who is Present at a Meeting and does not vote shall be considered as voting in the negative. A Member who refuses to vote or abstains will be recorded as voting in the negative.
- 5.24.2 A Student Trustee who is Present at a Meeting is entitled to cast a non-binding vote once on each motion under consideration, unless disqualified from voting due to a conflict of interest.
- 5.24.3 Trustees who are not members of a Committee are not entitled to vote. Student Trustees who are not members of a Committee are not entitled to suggest a motion. Only Committee Members and Ex-Officio Members may vote at Committee Meetings.
- 5.24.4 If the motion contains distinct recommendations or propositions, a Member may move a motion to divide the motion, and if passed, a vote on each proposition is

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taken separately. The decision of the vote on whether the motion can be divided shall be final.

5.24.5 When a motion is put to a vote, no Member shall speak to the motion nor shall any motion be made until after the result is declared, and the decision of the Presiding Officer as to whether the vote has been called shall be final. The Presiding Officer will first call votes in favour, votes against and, finally, any abstentions.

5.24.6 After a vote is taken, the Presiding Officer will declare whether the motion was carried or defeated. If a Member doubts the result of a vote as announced by the Presiding Officer, the Member may call for the vote to be taken again and Members shall indicate the vote during the retaking of the vote and the vote shall not be a recorded except in a Meeting where the vote shall be a recorded vote. A member who was not in his or her seat at the time that a vote was taken may not vote in any retaking of the vote.

5.24.7 The result of a vote is not a ruling and therefore cannot be appealed.

5.24.8 A tie vote means the motion is defeated, except on a motion as to whether a ruling of the Presiding Officer is to be sustained.

5.24.9 If a Member is deemed to be present in the meeting physically or by virtual presence and does not respond to vote after being called upon twice, they will be deemed to have Abstained from the vote and counted in the negative.

5.25 Recorded Votes

5.25.1 At a Board Meeting, any Member or Student Trustee may request a recorded vote prior to the vote on a motion taking place. The Official Recording Secretary will record the binding vote of each Member and the non-binding vote of each Student Trustee(s) in the Minutes for inclusion in the Official Record.

5.26 Motions

5.26.1 A matter to be considered by the Members at a Meeting will be in the form of a motion directly related to an item on the Agenda and will require a mover and seconder.

5.26.2 Any Member (including an Ex-Officio Member) Present at a Meeting, may move ~~or second~~ a motion related to an item on the Agenda or Emergency Business, unless the Member is the Presiding Officer or disqualified from participating due to a Conflict of Interest.

~~5.26.25.26.3~~ Any Member (including an Ex-Officio Member) Present at a Meeting, may second a motion related to an item on the Agenda or Emergency Business, unless disqualified from participating due to a Conflict of Interest.

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~~5.26.35~~.26.4 A motion that has been moved and seconded may, without permission of the Members of the Board or Committee, be withdrawn, or a minor amendment made by the mover of the motion, until the Presiding Officer states the motion prior to opening the floor to debate.

~~5.26.45~~.26.5 A Member who moved a motion may also withdraw it from consideration after the motion is stated and before the vote is taken on the motion, provided that the seconder or no other Member Present objects to the motion being withdrawn.

~~5.26.55~~.26.6 If a Member objects to a request to withdraw a motion, the Members in attendance at the Meeting will immediately decide whether to permit the motion to be withdrawn by a Majority Vote.

5.27 Notice of Motion

5.27.1 A Member may request that a Notice of Motion be included in the Agenda for a Board or Standing Committee meeting as advance notification of a matter to be considered at a subsequent meeting.

5.27.2 A Notice of Motion must be submitted to the Director or designate at least 48 hours prior to the timelines for distribution of the Meeting agenda for inclusion in the Agenda.

5.27.3 A Notice of Motion must be in writing and have a seconder.

5.27.4 A Notice of Motion submitted in accordance with Section 5.26.1 will not be debated at the same meeting at which it is introduced.

5.27.5 The Notice of Motion will be:

- (a) considered at a subsequent regular Meeting;
- (b) may be referred by the Board to a more appropriate Committee; or
- (c) may be referred to the Director of Education or Designate for consideration or follow-up or to report back to an appropriate Meeting.

5.27.6 Any action taken under Section 5.27.5(b) must be in accordance with the terms of reference for Board Standing Committees, as outlined in Section 4.7;

5.27.7 A Notice of Motion may be withdrawn by the Member at any time before debate begins on the motion. Prior to consideration of a motion for which notice has been given previously, a revised motion on the same subject, approved by both the mover and seconder, may be substituted for the original one contained in the Notice of Motion.

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5.28 Motions - Order of Precedence

- 5.28.1 A Main Motion is the starting point for the Board or a Committee to make a decision. This is also known as the main question. It must be disposed of before another Main Motion is introduced.
- 5.28.2 Any secondary motion (identified as privileged and subsidiary motions in Section 5.28.3) may be introduced by a Member (or suggested by a Student Trustee) during a Meeting and will be considered and disposed of in the order of precedence listed below and in the Parliamentary Procedure Chart appended to this By-Law. As a result, there may be a few pending motions on the floor at one time but only one question can be disposed of at a time and in accordance with the order of precedence below.
- 5.28.3 The order of precedence of secondary motions is as follows:

Privileged Motions:

- (a) Fix the time to Adjourn
- (b) Adjourn
- (c) Recess
- (d) Question of Privilege
- (e) Orders of the Day

Subsidiary Motions:

- (f) Lay on the Table
- (g) Previous question
- (h) Limit or Extend Debate
- (i) Postpone (defer) to a Certain Time
- (j) Refer
- (k) Amend
- (l) Postpone (defer) Indefinitely

5.29 Ruling a Motion Out of Order

- 5.29.1 The Presiding Officer may rule a motion out of order if it is contrary to legislation, parliamentary procedure, or PDSB Procedure By-Law, policies, or Governance Directives. A motion which requires the exercise of a power or powers by the Board or a Committee which are not within the jurisdiction of the Board (*ultra vires*), shall not be in order.
- 5.29.2 If a Presiding Officer rules a motion out of order, the Presiding Officer will state the reason and, where applicable, the legislation, parliamentary procedure, or PDSB Procedure By-Law, policies, or Governance Directives.

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5.29.3 The following motions are not in order at a Committee Meeting:

- (a) Reconsider or rescind a previous decision of the Board; or
- (b) Amend something previously adopted by the Board (unless the motion to reconsider, rescind or amend was explicitly referred to the Committee by the Board).

5.30 Amendments to a Motion

5.30.1 A Main Motion being considered by the Board or a Committee may be amended.

5.30.2 Motions commonly used that are not amendable include:

- (a) Appeal the ruling of Chair or Presiding Officer;
- (b) Question of Privilege;
- (c) Postpone Consideration of a Motion Indefinitely (at Board); Lay a Motion on the Table;
- (d) Point of Order;
- (e) Previous Question;
- (f) Reconsider;
- (g) Rescind;
- (h) Take a Motion from the Table; or
- (i) Withdraw a Motion.

5.30.3 An amendment, to be in order, must:

- (a) Directly relate to the motion it proposes to amend. No new business may be introduced by moving an amendment to a motion;
- (b) Propose some change in the substance or form of the motion; and
- (c) Not be contrary to the main concept of the original motion it proposes to amend. An amendment which, in effect is nothing more than a rejection of the main Motion is contrary.

5.30.4 Only two amendments to a Main Motion may be proposed at any point in time.

5.30.5 The vote on the motion, the amendment and any amendment to the amendment will be taken in the reverse order of that in which they were moved.

5.30.6 On an amendment, members may only debate the merits of the amendment, not the merits of the motion the amendment proposes to amend.

5.31 Motion to Refer

5.31.1 A matter, action or a pending motion may be referred to the following for specific action or follow-up:

- (a) The Board;

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- (b) A Committee (defined in Section 1.7);
- (c) The Chair;
- (d) The Director of Education or Designate;
- (e) A Statutory or Advisory Committee; or
- (f) A body or official named in the motion specified.

5.31.2 A motion to refer a matter from one committee to another does require Board approval.

~~5.31.25.31.3~~ A motion to refer shall not include clauses for the purpose of amending the main motion.

5.32 Motion to Reconsider A Decision Made in the Same Meeting

- 5.32.1 A motion to reconsider a decision passed at a Board Meeting may only be reconsidered at that same Meeting and therefore, does not require prior notice to do so. The motion to reconsider is not the same as the motion that may be reconsidered. The motion to reconsider requires a separate Two-thirds Vote to pass prior to the reconsideration and voting on the original motion.
- 5.32.2 The debate on the motion to reconsider is a discussion about whether to reconsider and not about the subject of the motion that may be reconsidered. Debate on the original motion will take place following the motion to reconsider, if it passes.
- 5.32.3 The motion to reconsider can only be made by a Member who voted for the prevailing side of the original motion. A Member who did not vote on the original motion cannot move the motion to reconsider. A motion to reconsider cannot be amended or reconsidered.
- 5.32.4 If the motion to reconsider passes, the original motion will be placed on the floor and dealt with like any other original or new motion and as if the original motion had not been voted on at all.
- 5.32.5 Notwithstanding this section, Robert's Rules of Order prescribes a higher voting threshold that must be followed for a motion to reconsider a By-Law Amendment, Section 1.5.3.

5.33 Motion to Reconsider a Decision at a Subsequent Meeting

- 5.33.1 A motion to reconsider a decision from a previous meeting either within the same term of the Board or previously, is amendable and debatable.
- 5.33.2 A motion to reconsider the decision on a previous motion requires a Two-Thirds Majority vote to carry.

SECTION 5: BOARD AND COMMITTEE MEETING RULES AND PARLIAMENTARY PROCEDURE

5.33.3 No matter, after being decided by the Board, shall be reconsidered without first passing a motion to reconsider.

- (a) No discussion of the main question shall be allowed until the motion for reconsideration is carried.
- (b) A motion to reconsider may not be introduced without notice unless the Board, without debate, dispenses with notice which requires a Two-Thirds majority vote to carry.
- (c) Once the matter is opened for reconsideration, it is reopened in its entirety unless the motion to reconsider specifies otherwise.
- (d) if the motion is reopened, all previous decisions of the Board remain in force unless the Board decides otherwise.
- (e) No motion to reconsider may, itself, be the subject of a motion to reconsider.
- (f) An amendment cannot be the subject of reconsideration independently of the motion, by-law or other matter amended. If a motion to reconsider is decided in the affirmative, such reconsideration shall become the next order of business, and debate on the question to be reconsidered shall proceed as though it had never previously been considered.

5.33.4 A motion to reconsider the decision on a previous motion is not in order when something has been done pursuant to the decision on the previous motion that is impossible to undo (the unexecuted part of an order, however, can be rescinded or amended) or when the previous motion authorized entering into a contract when that contract has been entered into; or, when a resignation has been acted upon, or a person has been elected to or expelled from membership or office and the person was present or has been officially notified of the action.

5.34 Motion to Rescind or Amend Something Previously Adopted

5.34.1 A previous decision of the Board cannot be rescinded or amended unless a motion passes by a Two-Thirds Majority Vote to do so and can only be considered if notice has been given.

5.34.2 A decision of the Board made at a previous Board Meeting cannot be rescinded or amended unless the proposed rescission or amendment is included in an Agenda.

5.34.3 The amendment, repeal and/or replacing of this By-Law will follow the process determined in Section 1.5 of this By-Law and Robert's Rules of Order.

5.34.4 A motion not previously dealt with because it was postponed indefinitely, (or similarly worded motion on the same topic) cannot be brought forward again for consideration at the same Meeting.

SECTION 5: BOARD AND COMMITTEE MEETING RULES AND PARLIAMENTARY PROCEDURE

5.35 Point of Order

- 5.35.1 A Member may rise to a Point of Order when they believe any of the following have been breached or overlooked; the PDSB Procedure By-Law, Rules of Order, Governance Directives, Board policies or legislation related to a motion.
- 5.35.2 A Member may interrupt a speaker who has the floor to raise a Point of Order. The Point of Order does not require a seconder and is not debatable. It cannot be amended or reconsidered.
- 5.35.3 The Point of Order must be clearly stated by the Member with reasons and, where applicable, with specific reference to the particular By-Law provision, Rule of Order, Governance Directive, policy or legislation.
- 5.35.4 The Presiding Officer rules on the Point of Order. The Presiding Officer may declare a recess in order to review the Point of Order before making a ruling. No other business will be addressed until the Presiding Officer rules.
- 5.35.5 A Member shall only address the Presiding Officer for the purpose of appealing the decision to the Board or committee. If no Member appeals, the decision of the Presiding Officer shall be final.

5.36 Question of Privilege

- 5.36.1 If a Member is of the opinion that a pressing situation is affecting the rights or privileges of the Board, or of an individual Member or Student Trustee, a Member can Raise a Question of Privilege, which permits him/her to interrupt the Meeting to state an urgent request or motion. Otherwise, no member shall interrupt another member.
- 5.36.2 The Question of Privilege must be clearly stated by the Member with reasons.
- 5.36.3 If the Presiding Officer is unable to address the question quickly and informally, the Chair may make a ruling on whether or not to permit the Question of Privilege.

5.37 Appeal the Ruling of the Presiding Officer

- 5.37.1 A Member may interrupt the Meeting to introduce a motion to appeal the ruling of the Presiding Officer. After notice has been given to the Presiding Officer, the Member shall state the nature of the appeal and the appeal shall be immediately decided by the Board or Committee by a Majority Vote. An appeal takes precedence over any question pending at the time.
- 5.37.2 If the appeal from the decision of the Presiding Officer results in a tie vote, the Presiding Officer's decision on the Point of Order will be upheld.

SECTION 5: BOARD AND COMMITTEE MEETING RULES AND PARLIAMENTARY PROCEDURE

5.37.3 The Presiding Officer may speak to the motion to appeal and does not have to leave the chair to do so. There shall be no debate other than the mover of the motion stating the nature of the appeal and the Presiding Officer stating the rationale for the ruling. The Presiding Officer shall call a vote on the following question: "Shall the decision of the Presiding Officer be sustained?" and the decision on that vote shall be final.

5.38 Extending Meeting Time

5.38.1 No Board or Committee Meeting will continue beyond 11 p.m. unless approved by a Majority Vote. The Meeting may be extended for a defined period of time (30 minutes) to debate items currently on the floor or to deal with any other matter on the Agenda that is deemed to be urgent or time sensitive. Additional motion(s) to extend the Meeting time are also in order by a Majority Vote, following expiration of any 30-minute period previously approved.

5.39 Recess

5.39.1 The Presiding Officer may call for a recess, without debate or vote. Other Members may request a Recess through a Motion, moved and seconded, and passed by Majority vote.

5.40 Communications/Items of Correspondence

5.40.1 Members of the Board or Committee may choose to take one of the following actions for an agenda item listed as a communication or item of correspondence:

- (a) receive the communication for information;
- (b) refer the information to staff for a report back to the Board or Committee; or
- (c) move a motion to deal with the matter discussed in the communication.

SECTION 6: WORKSHOPS/INFORMATION SESSIONS FOR TRUSTEES AND/OR COMMITTEE MEMBERS

SECTION 6: WORKSHOPS/INFORMATION SESSIONS FOR TRUSTEES AND/OR COMMITTEE MEMBERS

6.1 Workshops/Information Sessions

- 6.1.1 Workshops/Information Sessions are meetings of the Board or a Committee that are intended for all Members of the Board for the purpose of: receiving a briefing; discussing emerging priorities and issues, including strategic planning; and/or, training purposes.
- 6.1.2 All workshops/information sessions will be open to the public, unless the purpose of the workshop/information session qualifies to be held in closed session pursuant to this By-law or legislation or if the workshop/information session is being held for the purpose of educating or training the Members, provided that no Member discuss or otherwise deals with any matter in a way that materially advances the business or decision-making of the Board.
- 6.1.3 All workshops/information sessions shall be coordinated through the Legal and Governance Department.
- 6.1.4 Notice of the workshop/information session to the public and the Members shall be provided in accordance with the notice provisions for regular meetings of the Board.
- 6.1.5 Quorum is not required for the workshop to proceed. There shall be no official minutes taken at a workshop/information session. The workshop/information session may be recorded at the discretion of the Chair of the Board in consultation with the Director or designate.
- 6.1.6 No decision shall be made at a workshop. Any matter requiring a decision shall be reported to the Board or Committee for consideration, debate and decision at a subsequent meeting of the Board or Committee.

6.1.7 At Workshops/Information Sessions, Trustees or Student Trustees may speak an unlimited number of times for up to 5 minutes each time they are recognized by the Workshop/Information Session facilitator. The facilitator may refuse to recognize a Member or Student Member if, after speaking more than two times to the same topic, the Member or Student Member has no new or not previously asked question or mentioned information to share.

SECTION 7: GOVERNANCE AND ACCOUNTABILITY FRAMEWORK

SECTION 7: GOVERNANCE AND ACCOUNTABILITY FRAMEWORK

7.1 Conflict of Interest Registry

7.1.1 Members have a responsibility to disclose any pecuniary conflict of interest, whether direct, indirect or deemed in accordance with the *Municipal Conflict of Interest Act* at Board and ~~Committee~~ Meetings by filing a written statement with ~~Governance and Board Services~~[Legal and Governance Services Staff](#), acting as the Director's Designate, at the meeting, or as soon as possible thereafter. A Member will declare verbally, a conflict of interest prior to the matter being discussed in the meeting and state the general nature of the interest. Members must withdraw from and not be present in the meeting room or participate via electronic means when a matter about which they have declared a conflict is being discussed.

7.1.2 The Director of Education or Designate will:

- (a) File the written statement by the member in the PDSB's Conflict of Interest Registry;
- (b) Record the conflict of interest in the Minutes of the public Board or committee Meeting;
- (c) Record the conflict of interest in the Minutes of a Closed or Private Session Meeting and also in the Minutes of the next Public Board Meeting; and
- (d) Make the PDSB's Conflict of Interest Registry available for public review.

7.2 Integrity Commissioner

7.2.1 The Board will appoint an Integrity Commissioner to provide accountability services and advice pursuant to the ~~Board Member Trustee~~ Code of Conduct, ~~Board Member~~[Code of Conduct](#) Complaint Protocol and the Education Act.

7.3 ~~Board Member Trustee~~ Code of Conduct and Complaint Protocol

7.3.1 The Board will adopt a ~~Board Member Trustee~~ Code of Conduct and Complaint Protocol for its Members and review it after each Municipal Election, in accordance with the Education Act and Ontario Regulation 246/18.

7.3.2 The PDSB's ~~Board Member Trustee~~ Code of Conduct and Complaint Protocol, which support the Board's commitment to meeting high standards of conduct by Trustees are provided in ~~the Governance Directives~~[Section 10: Resources](#) appended to this By-Law.

7.4 Procedure By-law Review

This By-law will be reviewed by the Governance and Policy Committee and the Board of Trustees at least once during the four-year term of the elected Board, and as may be otherwise required.

SECTION 7: GOVERNANCE AND ACCOUNTABILITY FRAMEWORK

[Members of the educational community are invited to provide input into the review of this By-law, as outlined in the *Terms of Reference for the Board's Governance and Policy Committee.*](#)

SECTION 8: PUBLIC PARTICIPATION AND DELEGATIONS

SECTION 8: GOVERNANCE DIRECTIVES PUBLIC PARTICIPATION AND DELEGATIONS

8.1 Public Participation in Board and Committee Meetings

- 8.1.1 The PDSB Annual Schedule of Meetings will be published on the PDSB's public website. When permitted by legislation, regulation or Board decision, Meetings may be held virtually or hybrid which means individual attendance is either virtual or in person.
- 8.1.2 Members of the public are welcome to physically (when possible) or virtually attend as observers any public Board or Committee Meetings, as well as Advisory and Statutory Committees, as permitted by law.
- 8.1.3 Members of the public may access a live audio-visual recording for Public Board, Standing Committee, Statutory Committee and Committee of the Whole Meetings on the PDSB public website. All Board, Standing Committee, Statutory Committee and Committee of the Whole Meeting recordings are also archived on the PDSB public website.
- 8.1.4 When all schools of PDSB are closed as described in s. 7 of Regulation 463.97, the public will be provided with electronic access to any public meetings outlined in Section 8.1.1.

8.2 Principles of Public Participation

The Peel District School Board (PDSB) values input from the community regarding its legislative authority to provide oversight for education programs and services for public school students who reside in the Regional Municipality of Peel. More information about the scope of the Board's responsibilities can be found in the Committee Terms of Reference and the *Education Act*.

The Board of Trustees welcomes the views of parent/guardians, students, volunteers, and other members of the educational community on an ongoing basis, through:

- direct contact with the local Trustee or Student Trustee;
- the Board's Policy Development and Review Process;
- development of the Board's Multi-Year Strategic Plan;
- system surveys and focus groups;
- town hall and other public meetings;
- school council meetings and forums;
- Statutory Committees, including the Audit Committee, Parent Involvement Committee and Special Education Advisory Committee;
- Advisory Committees and related community outreach;
- access to PDSB official email at communications@peelsb.com.

SECTION 8: PUBLIC PARTICIPATION AND DELEGATIONS

This section provides information for members of the public who may also wish to provide a Delegation at a Board Standing Committee, Statutory Committee or Committee of the Whole meeting to share their views with Trustees.

Responsibility

Staff will make every reasonable effort to provide accommodations that may be required by a Delegation throughout the submission of a Request to Delegate and during the Committee meeting, including translation services, where possible, and assistance with technology, as available.

Application and Scope

This applies to members of the educational community within the jurisdiction of the Peel District School Board who wish to share their views by making a Delegation to Trustees. This includes PDSB parents/guardians, students, staff members, volunteers, community organizations that serve PDSB students or parents/guardians and other individuals who reside in the community and have an interest in matters related to public education.

Delegation presentations will not be received:

- a) at Board Meetings (except by the Special Education Advisory Committee, as prescribed in Regulation 464/97);
- b) by individuals or commercial enterprises who wish to promote products or services to the Board;
- c) regarding personal issues related to the Delegate, Board Members, a staff member or a student;
- d) regarding employment issues that are covered under PDSB collective agreements or other employment contracts;
- e) about matters which are the subject of litigation with the Board, or where all rights to a hearing, appeal or review under the *Education Act* or its regulations have not been commenced or concluded;
- f) prior to the Delegation pursuing any other Board processes that currently exist (including those outlined in Board Policy or Procedure to address their concern(s));
- g) about matters that are currently the subject of a complaint to the Ontario Ombudsman or are under investigation by that Office;
- h) regarding matters that are not within the jurisdiction of the PDSB;
- i) twice within a 12-month period on the same topic, unless the subject matter has changed substantially;
- j) regarding subjects for which there are other opportunities for the Delegation to provide input to the Board, such as School Accommodation Review Meetings, the Board's Multi-Year Strategic Planning Process, etc.

SECTION 8: PUBLIC PARTICIPATION AND DELEGATIONS

8.3 Delegation Process

Subject Matter and Method of Delivery

Delegations may address a Board Standing Committee or Statutory Committee on a matter within the Committee's Terms of Reference or on a specific item on the Committee's meeting agenda.

Delegations who wish to speak on a topic that is; a) within the Terms of Reference for all Board Standing or Statutory Committees, or b) not within the Terms of Reference for any Board Standing or Statutory Committee, may request to speak before all Trustees at a Committee of the Whole meeting, providing the subject matter is within jurisdiction of the Board of Trustees.

Delegations may provide input in writing, including petitions, in person and/or using audio and/or visual technology (where such capacity is available at the Committee meeting location).

Each Delegation will be given ten minutes to make a presentation to the Committee.

Request to Delegate

Delegations must submit a Delegation Request Form, as follows.

Requests must be received a minimum of 48 hours prior to the commencement of a Standing or Statutory Committee meeting. For example, Board Standing and Statutory Committee meeting agendas are generally posted on the Board's public website by 4:30 p.m. the Friday prior to a meeting to be held the following Wednesday. In this case, Delegation Request Forms will be received up until 4:30 p.m. on the Monday prior to the meeting.

Alternative timelines may be considered or required, with the approval of the Committee Chair or Board Chair, for the purpose of recognizing Statutory Holidays or Days of Significance.

The timelines above do not apply to a request to speak at a Committee of the Whole meeting that has not yet been scheduled.

Legal and Governance Services staff are available to respond to inquiries and to provide information to prospective delegates in person, via electronic mail or by telephone.

Delegation Request Forms may be submitted online or delivered in person to the Board Chair, Director's Office, or Legal and Governance Services, Peel District School Board.

Delegation Request Form

The following information is required on the Delegation Request Form:

- a) name, home address and contact information (phone and/or email address) for each speaker*;

SECTION 8: PUBLIC PARTICIPATION AND DELEGATIONS

- b) any affiliation with an association or group which has given consent for the Delegation to speak on its behalf;
- c) the agenda item or subject matter the Delegation wishes to speak about, including preferred meeting date(s), if known;
- d) a fulsome description of the Delegation's general position and associated rationale;
- e) one copy of any additional written materials, including petitions, for distribution at the meeting;
- f) staff members of the PDSB must disclose their employment status (not position or location) on the Delegation Request Form and, if given delegate status, at the beginning of their presentation to the Committee.

*Delegates may choose to have up to three speakers share the ten minutes allotted for making a presentation, provided this information is submitted on the Delegation Request Form.

Human Rights Policy

All Delegations are advised to review and abide by the provisions in *Board Policy 51, Human Rights*.

Municipal Freedom of Information and Protection of Privacy

Delegations should be aware that audio-visual recordings of the proceedings at all Board Standing Committee, Statutory Committee and Committee of the Whole meetings held in Open Session are live-streamed and posted on the Board's website for public access. The name of the Delegation, their presentation, any written submission(s) and related discussion form part of the Board's official public record of the meeting. In accordance with the [Municipal Freedom of Information and Protection of Privacy Act](#), personal contact information provided on the Delegation Request Form will not form part of the public record.

Closed Session

There will be no delegations in Closed Session.

Confirmation of Delegate Status

The Legal and Governance Services Department will receive all Delegation requests and is authorized to take any of the following actions:

- a) schedule the Delegation for any future Board Standing or Statutory Committee Meeting that has responsibility for the subject matter described in the Delegation Request Form;
- b) refer the Delegation to staff, through the Director of Education, for follow-up,
- c) for appropriate subject matter which is not included in the Terms of Reference for any Board Standing or Statutory Committee, or which may apply to all Board Standing or Statutory Committees, schedule the Delegation for a Committee of the Whole Meeting

SECTION 8: PUBLIC PARTICIPATION AND DELEGATIONS

- d) deny any Delegation requests that do not meet the requirements prescribed in the PDSB Procedure By-law.

Individuals will be contacted by Legal and Governance Services staff as soon as possible in response to the receipt of a Delegation Request Form.

During the Meeting

Delegations and Committee members will ensure that their remarks are respectful and professional and will take direction from the Committee Chair during the meeting. Offensive language or negative personal references regarding any individual will be ruled out of order by the Committee Chair. Delegates are bound by the rules of conduct as outlined in this by-law.

If a Delegation involves more than one speaker, the maximum time for remarks by all speakers is ten minutes. Reallocation of speaking time to another individual is not permitted during the meeting.

In extenuating circumstances, Committee members may consider passing a recommendation to permit a Delegation to speak beyond the ten-minute time limit.

Trustees and Student Trustees in attendance at the meeting may ask questions of clarification following the Delegation's presentation. Speaking time for questions from each Trustee and Student Trustee will not exceed three minutes per Delegation submission (regardless of the number of speakers). There shall be no debate or discussion or additional information or opinion provided by Trustees or Student Trustees. Questions shall be limited to clarification questions of the delegate only. Any other questions, debate or discussion shall be ruled out of order by the Presiding Officer.

Trustees may choose to take one or more of the following actions after the presentation, question period and any related discussion concludes:

- a) receive the presentation for information;
- b) refer the presentation to another Committee for action or information;
- c) refer the presentation to the Director of Education for follow up with the Delegation by assigned staff (subject to consultation with the Director or Designate regarding appropriate timelines);
- d) request an information report from staff be presented at a subsequent meeting (subject to consultation with the Director or Designate and the Board and Agenda Review Committee, regarding appropriate timelines).

The actions outlined above require a formal recommendation and majority vote of the Committee members in attendance and are subject to final approval by Trustees at a Board Meeting.

SECTION 8: PUBLIC PARTICIPATION AND DELEGATIONS

The Committee Chair will inform the Delegation during the meeting of the Board Meeting date on which any recommendation concerning the Delegation's presentation will be considered by the Board of Trustees for final approval.

Following the Meeting

On behalf of the Board of Trustees, the Director of Education/Legal and Governance Services staff will communicate the following information to the Delegation as soon as possible after the Board Meeting at which recommendations regarding the Delegation's presentation are considered. Contact information provided on the Delegation Request Form will be used for this purpose.

- a) If the Delegation presentation has been referred to the Director for follow-up, the Director will assign appropriate staff and applicable contact information will be provided.
- b) If the subject matter of the Delegation presentation has been referred to another Committee, the meeting, date, and time it will be considered will be provided.
- c) If a staff report has been requested for a future Committee meeting, the date and time it will be presented will be provided.
- d) If the Delegation presentation has been received by the Board for information, confirmation of this recommendation will be provided.

In addition, Delegations may be notified if any Committee meeting may be scheduled within the 12-month period (following the Delegation's presentation) where the subject matter may be discussed again by the Board of Trustees in a different context.

8.4 Petitions

The petition must contain a written or printed request to take some action, or to refrain from taking some action, to provide redress or relief, or to remedy a grievance. A statement of opinion or grievance alone cannot be received as a petition.

A petition must contain a minimum of twenty-five signatories who are residents of the Region of Peel, or persons who have a direct affiliation with the Peel DSB. Names and original signatures of the petitioners, along with contact information, which may be the address or telephone number of signatories, should be provided. Petitions e-mailed or submitted online will not be accepted.

When a petition is presented, no debate shall be allowed. The petition will be received and acknowledged.

SECTION 9: HYBRID MEETING PROTOCOL

SECTION 9: HYBRID MEETING PROTOCOL

Board and Committee meetings, excluding closed sessions, are live-streamed on the Peel District School Board website. In order to ensure that meetings remain accessible to the public, the meeting will be recessed for 15 minutes if the live stream is interrupted or fails. Staff will work to get the live stream up and running as soon as possible and we will keep the Board advised.

Meetings are conducted using Microsoft Teams. Whether participating in person or virtually Members must join the Microsoft Teams meeting through the calendar meeting invitation in order to be able to fully participate in the meeting.

Please keep your microphones muted unless you are the active speaker and have the floor. Please lean into the room microphones to ensure you will be heard. Use of the camera feature is optional. For those participating in person ensure your device sound is off entirely within the Board Room to avoid feedback.

If you are dialing in by phone, please identify yourself so that your presence can be noted. If you arrive late to the meeting, please raise your hand and wait to be acknowledged to note your arrival. If you need to depart the meeting early, please raise your hand to notify the Presiding Officer before your departure.

Requests to speak will be taken by using the 'Raise hand' feature in Teams and called upon by the Chair in the order that they appear doing the best as possible to manage the electronic raised hand feature as well as acknowledging the raised hands by those attending the meeting in person. Please wait to be acknowledged before you speak and lower your hand once you have spoken.

Votes on items for receipt will be taken by calling for objections. Votes for approval or action will be taken verbally by calling for objections unless there has been a request for a recorded vote. If there is a request for a recorded vote, each Trustee will be asked for their vote. If you are deemed to be present in the meeting physically or by virtual presence within Teams and do not respond to vote after being called upon twice, you will be deemed to have Abstained from the vote and counted in the negative.

Upon Meeting Adjournment, please exit the Teams meeting in a timely manner. Those that have not exited will be removed.

SECTIONS 10 AND 11: APPENDICES AND RESOURCES LIST

SECTION 10: APPENDICES

Parliamentary Procedure Motions Table

SECTION 11: RESOURCES LIST

Committee Terms of Reference

Trustee Code of Conduct

Trustee Code of Conduct Complaint Protocol

Appointment, Selection, Jurisdiction of Integrity Commissioner

Delegation Request Form

Legislation

Education Act

Municipal Conflict of Interest Act

Municipal Elections Act

Municipal Freedom of Information and Protection of Privacy Act

Robert's Rules of Order

APPENDIX 1

Parliamentary Procedure Motions Table

Secondary Motions	Privileged Motions	Motions (by order of precedence)	Interrupt	Second	Debatable	Amendable	Vote
		Fix Time to Adjourn	No	Yes	No	Yes	Majority
		Adjourn	No	Yes	No	Yes	Majority
		Recess	No	Yes	Sometimes	Yes	Chair, or Majority
		Question of Privilege	Yes	No	No	No	Chair
		Orders of the Day	No	No	No	No	Chair

Secondary Motions	Subsidiary Motions	Motions (by order of precedence)	Interrupt	Second	Debatable	Amendable	Vote
		Lay on the Table	No	Yes	No	No	2/3 Majority
		Call the (Previous) Question	No	No	No	No	2/3 Majority
		Limit or Extend Debate	No	Yes	No	Yes	2/3 Majority
		Postpone to a Certain Time	No	Yes	Yes	Yes	Majority
		Refer to a Committee	No	Yes	Yes	Yes	Majority
		Amend	No	Yes	Yes	Yes	Majority
		Postpone Indefinitely	No	Yes	Yes	No	Majority

APPENDIX 1

Restorative Motions	Motions (by order of precedence)	Interrupt	Second	Debatable	Amendable	Vote
	Main Motion	No	Yes	Yes	Yes	Majority
	Reconsider	Yes	Yes	No	No	Majority
	Rescind	No		Yes	No	2/3 Majority
	Amend Motion Previously Adopted	No	Yes	Yes	Yes	2/3 Majority

Incidental Motions	Motions (No order of precedence)	Interrupt	Second	Debatable	Amendable	Vote
	Appeal from Decision of Chair	Yes	Yes	Sometimes	No	Majority
	Suspend the Rules	No	Yes	No	No	2/3 Majority
	Object to Consideration	Yes	No	No	No	2/3 Majority
	Point of Order	Yes	No	No	No	Chair
	Withdraw a Motion	Yes	Yes	No	No	Majority
	Division of Question	No	Yes	No	Yes	Majority
	Division of Assembly	Yes	No	No	No	None
	Personal Privilege	Yes	No	No	No	Chair

APPENDIX 1

Incidental Motions	Motions (No order of precedence)	Interrupt	Second	Debatable	Amendable	Vote
	Parliamentary Inquiry	Yes	No	No	No	Chair
	Point of Information	Yes	No	No	No	Chair

THE PEEL DISTRICT SCHOOL BOARD

[Committee Name] (Acronym)

TERMS OF REFERENCE

Committee Type:	
Membership:	Elected members (if community members included): Non-elected members (if applicable):
Election of Committee Chair and Vice-Chair:	
Term of Appointment:	
Quorum Requirement:	
Meeting Frequency:	
Reporting Structure:	
Administrative Responsibility:	
Applicable Legislation/Policies:	
Board Resolutions:	Established by: Amended by:
Approval Date/Last Update:	

COMMITTEE MANDATE:

[Description]

Closed Session (if applicable):

Roles and Responsibilities of Members:

Membership Eligibility (if non-elected members included):

Filling Vacancies:

Notice of Motion/Motion

Submitted by: David Green

Moved by:

Seconded by:

Whereas The Peel District School Board (PDSB) lists Board Trustees' contact information on PDSB school websites;

And whereas, Board Trustees can be listed on school websites by municipal boundary or by school enrolment catchment area;

And whereas, this may result in multiple Trustees being listed for a school;

And whereas, this may result in a Trustee having a ward constituent's student attend a school not in the Trustee's municipal boundary where they were elected;

And whereas, Board Trustees are not consistently listed on school websites as either municipal boundary or catchment area;

And whereas, the principle of listing Trustees on school websites is to ensure that the school is represented by the Trustee whose municipal ward the school is located but also provide Trustees the opportunity to represent their constituents regarding particular issues arising at schools that the constituent student attends.

Therefore be it resolved, that the individual Peel schools' websites list the appropriate Trustee for the Municipal Ward boundary as the primary contact for the school;

And further, that the individual PDSB school website list the appropriate Trustee for the school enrolment catchment area as the secondary contact for the school to address constituent issues;

And further, that staff create a procedure outlining the listing of Trustees on school websites;

And further, that the procedure include the roles and responsibilities of primary and secondary Trustees including that if a parent or member of the public is dissatisfied with the services of the primary Trustee they may reach out to the secondary Trustee for further assistance, which may include the involvement of the Board Chair and the Director of Education;

And further, that the procedure include that should the primary Trustee receive a call from a parent in the secondary Trustee's ward, the primary Trustee shall advise the secondary Trustee of the call and copy the secondary Trustee on any correspondence and/or emails.
